



Position Description

Position Title

Location

Contract Type

Date



Department

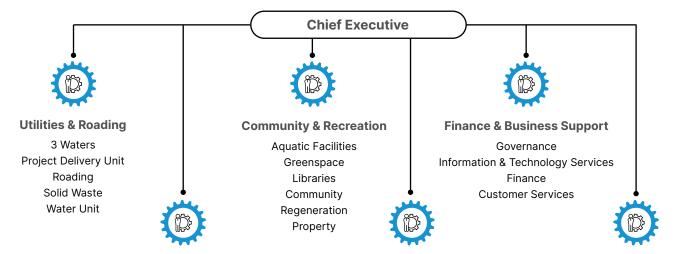


Unit



Team

Organisation Context



Organisational Development & HR

Health Safety & Wellbeing Human Resources Planning, Regulation & Environment

Building Plan Implementation Environmental Services Development Planning Strategy, Engagement, Economic Development

Communications & Engagement Strategy & Business Emergency Management

Tā mātou mauri

Our principles

Our purpose	To make Waimakariri a great place to be, in partnership with our communities.				
Our vision	We are a respectful, progressive team delivering value for our customers.				
	We will				
Our values	Act with integrity, honesty and trust		Keep you informed		
values	Do better every day	Take resp	onsibility	Work with you and each other	
Our customer promise	We will be professional, approachable and solutions-focused.				



Position Details

Purpose of Position							
Key Relationships							
Responsible to							
Responsible for							
Internal			Externa	al			
Is there an approved delegate	ed authority for th	nis role?	Yes	No			
If yes, state limit for role \$:							
If yes, is this role responsible	for that budget?	Yes	No				
Vetting Requirement (contact	t HR for further a	dvice as re	equired)				
Under the NZ Police vetting criteria, t who work with vulnerable populations		uired to safeg	guard comi	munities by assess	sing the ba	ackgrounds of	individuals
This role provides care/protect young people, elderly and/or or		nining to vu No	ılnerable	e members of s	ociety s	uch as child	Iren,
If yes, does this role fall under	r the Childrens Act	t 2014?	Yes	No			
If yes, this position has been i	dentified as:						

Vetting under the Children's Act 2014 is necessary to ensure the safety and well-being of children by thoroughly assessing individuals who work with them.

Key Result Areas

KPI (area of responsibility)	Measure (successful when)

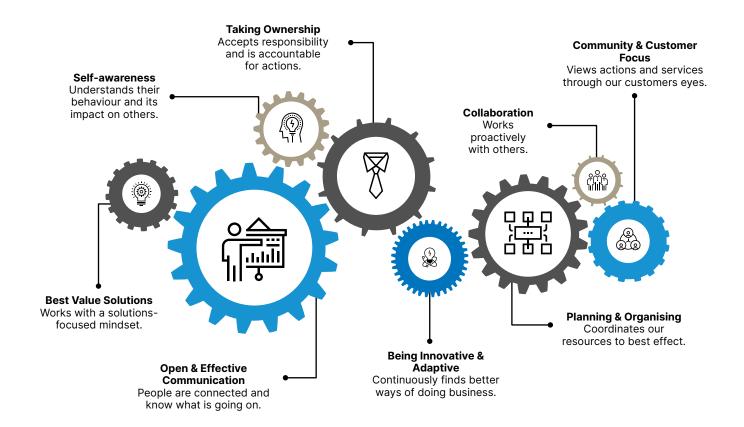
Key Result Areas Continued

KPI (area of responsibility)	Measure (successful when)

Person Specification

Education/Qualifications	
Minimum requirement for the role:	
Specifications and/or further information:	
Knowledge/Experience	
Minimum requirement for the role:	
Further information:	
Attributes	
Skills	

Core Competencies



Key Requirements for all Council Staff

- ✓ Embrace principles contained in Tā Mātou Mauri, model the Council's values and continuously seek self-improvement regarding our core competencies.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in disaster recovery and business continuity planning.
- ✓ Take reasonable care for the health and safety of yourself and others at the WDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council's corporate business and information systems according to information management policies and procedures.
- ✓ Ensure that proper account of tikanga Māori and the Treaty of Waitangi is taken in all activities.
- ✓ Maintain an effective partnership with mana whenua as provided for in our agreements and understandings between Council and Te Ngāi Tūāhuriri Rūnanga.

Amendments to Position Description

From time to time it may be necessary to consider changes in the Position Description in response to the changing nature of our work environment – including technological requirements or statutory changes.