

# **Tūranga Mahi / Position Description:**

## ***Summer Project Assistant – Water Services***

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At Rotorua Lakes Council, we are guided by Tai Kawenga, which reflects both our purpose and the values that shape how we work together.

Tai means tide or current. Kawenga refers to the values we carry within us and the principles that carry us forward in our daily work. Together, Tai Kawenga provides the foundation for our culture, decision-making, and service to our community.

Our purpose speaks to why we exist and is expressed through three ideas that reflect our vision:

### **Customer Focused - Community Driven - People at the Heart**

How we work together is guided by our **Purpose**, why we exist, our **Promise**, what we commit to delivering every day; our **Practices**, how we behave; and our **Principles**, the values we believe in and stand by:

### **Stronger Together - Lead with Integrity - Challenge and Innovate - Steward our Future**

These principles set the expectations for how we work with colleagues, customers, iwi, stakeholders, and the wider community.

To be successful in this role, you will embrace the belief that:

**"The organisation's success is my success. My job is only done when everyone's job is done."**

Rotorua Lakes Council serves approximately 78,000 residents and millions of visitors each year. We are committed to continuously improving services for our community and customers.

Rotorua sits in the heart of the Te Arawa region, where approximately 40% of the population identify as Māori. Our bicultural foundation strengthens our understanding of Te Ao Māori and enriches our diverse community. We are committed to honouring our responsibilities to mana whenua and reflecting these relationships in how we work and serve our district.

Health, safety, and wellbeing are a top priority. Safety is everyone's responsibility, and we all play a role in creating environments where people can thrive and return home safely each day.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM). As a result, all employees may be required to undertake CDEM duties in addition to their normal position responsibilities when responding to, or recovering from, an emergency event.

As one team, we are committed to supporting Council's strategic direction, working collaboratively, embracing innovation, and making decisions that contribute to a sustainable future for our district.

Through Tai Kawenga, we recognise that every role contributes to the outcomes we achieve for our community.

The position description below describes the specific requirements of this position. The description within this position description is not an exhaustive list of responsibilities or tasks and staff are expected to contribute to the organisation through other tasks and activities assigned by their manager. In addition, you are also expected to be proactive in knowing and following Council policies and procedures.

| <b>TE ĀHUA O TE MAHI - POSITION SPECIFICATION</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>MAHI - POSITION:</b>                           | Summer Project Assistant – Water Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>RANGATIRA - REPORTS TO:</b>                    | Water Services Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>KĀHUI - GROUP:</b>                             | Infrastructure and Assets                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>TAUNGA MAHI - LOCATION:</b>                    | Civic Centre                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>PŪTAKE - POSITION PURPOSE:</b>                 | <p>To provide professional support to the Water Services team and assist with specific projects/tasks as required.</p> <p>The Rotoiti Rotoma Sewerage Scheme involves connecting private properties to Council's reticulated sewerage network. A majority of the properties have already connected to the scheme, with a few properties yet to connect.</p> <p>This Project Support role will assist the Project Manager in the completion of remaining connections under this scheme, while providing valuable experience for any student interested in pursuing a career in Project Management, Business/Public Administration of similar.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:</b>     | <p>Responsibilities include, but are not limited to the following key activities:</p> <ul style="list-style-type: none"> <li>• Completing and lodging regulatory applications (eg. Building Consent and Code Compliance Certificate applications) for properties – base templates and supporting documents will be provided by the Project Manager.</li> <li>• Property-specific record keeping in OneCouncil ECM</li> <li>• Assistance in updating the projects tracking spreadsheet.</li> <li>• Assistance in updating project registers in OneCouncil or other.</li> <li>• Note-taking at contract/engagement meetings.</li> <li>• Other administrative tasks as required (eg. Scanning printing, filing)</li> <li>• Take responsibility for working safely and contributing to a healthy work environment by complying with health and safety requirements, identifying and managing risks, and actively supporting a culture of safety, wellbeing, and continuous improvement.</li> </ul> <p><i>NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional delegated responsibilities in the course of your employment that are consistent with the purpose of your role.</i></p> |

## TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

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| <p><b>NGĀ MAHI MATUA - FORMAL QUALIFICATIONS:</b><br/>(Ngā matau ā-wheako rānei - Or experience recognised as equivalent)</p> | <p><b>Required</b></p> <ul style="list-style-type: none"> <li>• Minimum of NCEA Level 2</li> <li>• Computer literacy, in particular the Microsoft Suite of products – MS Teams, Word, Excel, PowerPoint, Co-Pilot.</li> <li>• Current Full Driver's Licence</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>NGĀ PŪKENGĀ - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES</b></p>                                                     | <ul style="list-style-type: none"> <li>• Highly developed interpersonal skills with the ability to communicate effectively, both written and verbal</li> <li>• Ability to quickly understand and navigate systems and processes</li> <li>• Keen eye for detail</li> <li>• Well organised with the ability to plan and prioritise important activities/tasks</li> <li>• Willing to complete assigned tasks carefully and on time.</li> <li>• Ability to work independently as well as collaboratively as part of a team</li> <li>• The ability to work unsupervised and be self-motivated</li> <li>• Open to problem-solving and learning how to take responsibility for tasks.</li> <li>• Ability to build positive relationships</li> <li>• A strong customer service focus</li> <li>• Ability to relate well to different types of people</li> <li>• Attention to detail and takes pride in their work.</li> <li>• Personal integrity</li> <li>• An ability to maintain composure under pressure</li> <li>• Shares values that connect with RLC's values.</li> </ul> |