

Tūranga Mahi / Position Description:

Summer Project Assistant – Finance & Business Performance

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.

TE ĀHUA O TE MAHI - POSITION SPECIFICATION	
MAHI - POSITION:	Summer Project Assistant – Finance & Business Performance
RANGATIRA - REPORTS TO:	Business Performance Lead
KĀHUI - GROUP:	Finance
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	To provide professional support to the Finance & Business Performance team and assist with specific projects/tasks as required.
NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:	Responsibilities include, but are not limited to the following key activities: • This role will play a key role in supporting various functions across the Finance team with tasks such as reconciliation, rates revaluation, reviews and transactional processing. • Perform data entry and provide general administrative support to the team. • Participate in projects as assigned by members of the team • Assist with tasks as required to support the team's work and wider organisational objectives. • 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. <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>

TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)	Required • Currently studying towards a qualification in commerce, economics, business management or a related discipline. • Computer literacy, in particular the Microsoft Suite of products – MS Teams, Word, Excel, PowerPoint, Co-Pilot. • Current Full Driver's Licence
NGĀ PŪKENGĀ - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES	• Strong attention to detail and a practical focus on data quality. • Confident using digital tools to capture and maintain information • Strong interpersonal skills with the ability to communicate effectively and professionally, both written and verbal. • Ability to review written information and identify where updates are needed • Well organised with the ability to plan, prioritise and complete data entry and administrative tasks carefully, accurately and on time. • Ability to work independently as well as collaboratively as part of a team, contributing to team projects and wider organisational objectives. • Uses safe work practices and represents Council in a professional manner when working in parks, reserves, community facilities and public-facing environments. • A strong customer service focus, with the ability to relate well to different types of people. • Personal integrity, self-motivation and pride in producing work to a good standard. • Shares values that connect with RLC's values.