

Tūranga Mahi / Position Description:

Summer Project Assistant – Partnerships & Programmes

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 – Partnerships & Programmes
RANGATIRA - REPORTS TO:	Team Lead Programmes
KĀHUI - GROUP:	Community Experience
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	The Summer Project Assistant will support the delivery of the Programmes and Partnerships work plan by contributing to three key projects. The role will focus on collaboration with community partners, organisations, mana whenua, Council team and service providers.
NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:	Responsibilities include, but are not limited to the following key activities: Project 1: Summer Community Activations Objective: Helping bring communities together by supporting and organising free, whānau-friendly events that are fun, welcoming and good for community wellbeing. Project 2: Play Activations at the Night Market Objective: Create fun, engaging and welcoming play opportunities for tamariki and whānau at the Rotorua Night Market (Please note the Thursday night markets finish at 9pm and are weather dependent) Project 3: Team Administration Objective: Support the delivery of the team's work by providing administrative assistance and contributing to team workplan. <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:

- Minimum of NCEA Level 2
- Computer literacy, in particular the Microsoft Suite of products
- First Aid and CPR
- Current Full Driver's Licence
- Child Safety Check required

Desirable:

- Knowledge of Tikanga and Reo Māori
- Experience with sport and recreation delivery, marketing and event planning is an asset.
- We welcome applications from a wide range of skills and backgrounds. In particular, we are looking for applicants who are studying or have an interest in:
 - ✓ **Event management:** planning, coordinating, and promoting community events and activities.
 - ✓ **Youth work / social work:** engaging with rangatahi, whānau, and community groups, with an emphasis on listening and capturing diverse voices.
 - ✓ **Policy and research:** contributing to policy stocktakes, demographic profiles, and research that supports strategic planning and community outcomes.
 - ✓ **Sport and recreation: activations that encourage play, physical activity, and wellbeing.**

**NGĀ PŪKENGĀ -
POSITION SPECIFIC
COMPETENCIES AND
ATTRIBUTES**

- Highly developed interpersonal skills with the ability to communicate effectively, both written and verbal
- Well organised with the ability to plan and prioritise important activities/tasks
- Willing to complete assigned tasks carefully and on time
- Strong communication and relationship-building skills.
- Organisational skills and attention to detail.
- Ability to collaborate in a team and work alongside diverse stakeholders.
- Curiosity, adaptability and a willingness to learn.
- Commitment to equity, inclusion and supporting thriving communities.
- Ability to work independently as well as collaboratively as part of a team
- The ability to work unsupervised and be self-motivated
- Open to problem-solving and learning how to take responsibility for tasks.
- Ability to build positive relationships
- A strong customer service focus
- Ability to relate well to different types of people
- Attention to detail and takes pride in their work.
- Personal integrity
- An ability to maintain composure under pressure
- Shares values that align with Rotorua Lakes Council's values and contributes positively to a collaborative team culture.