



Position Description

Position Title

Location



Department

Contract Type



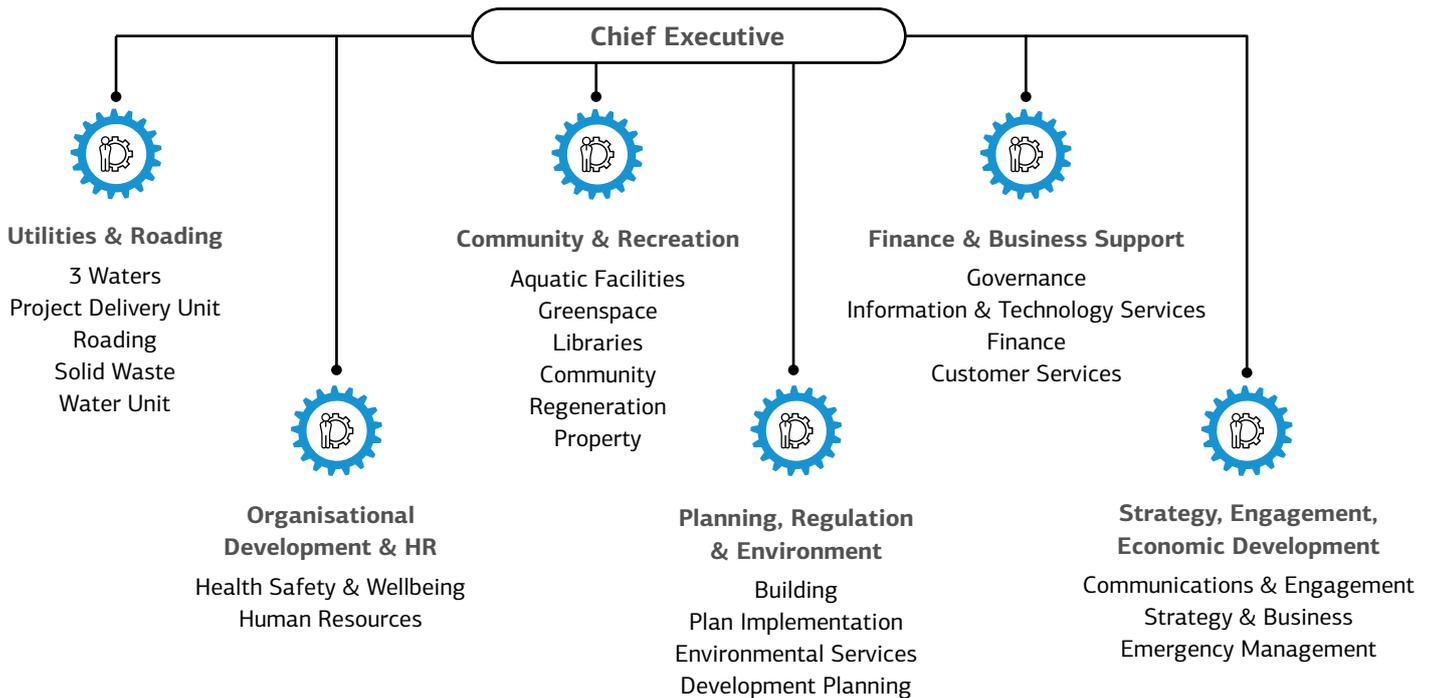
Unit

Date



Team

Organisation Context



Tā mātou mauri

Our principles

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

Position Details

Purpose of Position

Key Relationships

Responsible to

Responsible for

Internal

External

Is there an approved delegated authority for this role? Yes No

If yes, state limit for role \$:

Key Result Areas

KPI (area of responsibility)

Measure (successful when)

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Key Result Areas Continued

KPI (area of responsibility)

Measure (successful when)

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Person Specification

Education/Qualifications

Minimum requirement for the role:

Specifications and/or
further information:

Knowledge/Experience

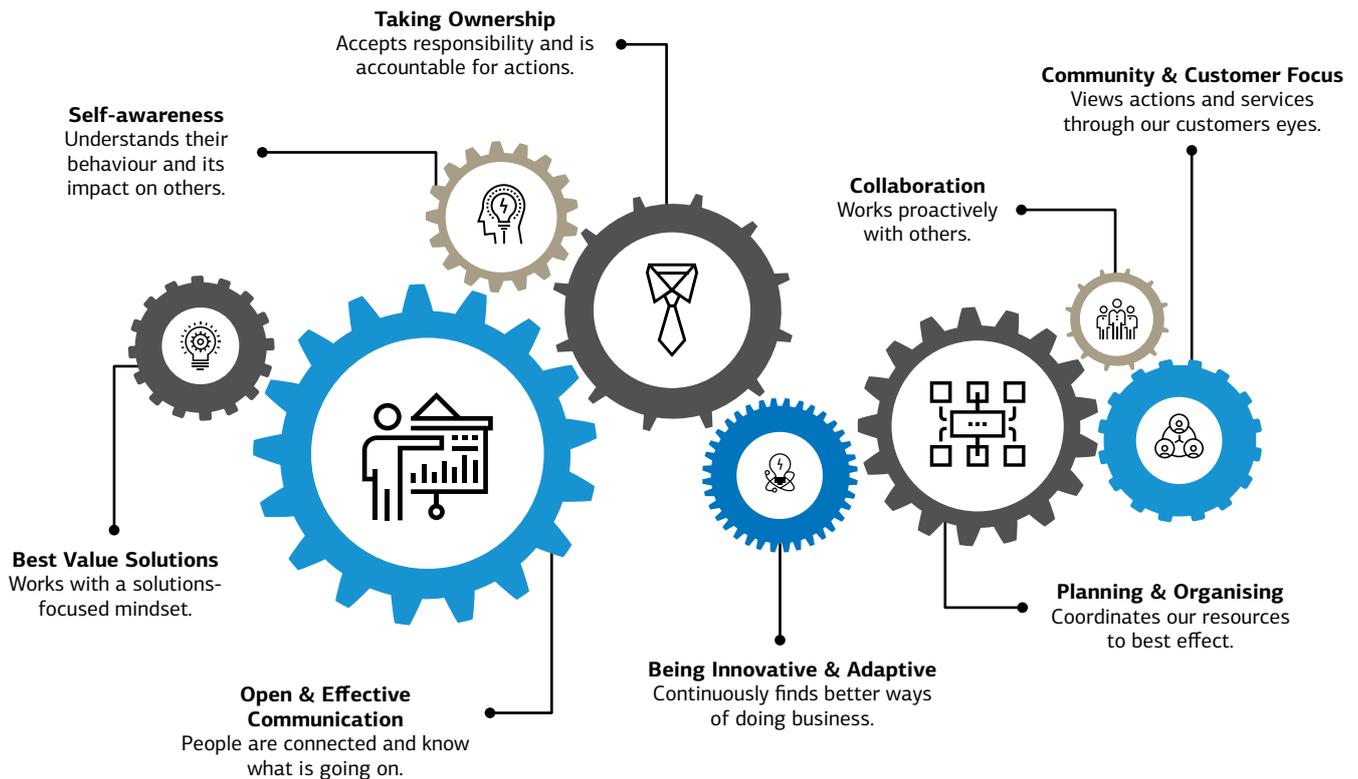
Minimum requirement for the role:

Further information:

Skills

Attributes

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.

Position Description approved by

Date