

# Job Description



## My Position

<b>Position:</b>	<b>Port Assistant – Port Tarakohe (20 Hours, Part Time)</b>
<b>Section:</b>	Enterprise & Property Services
<b>Group:</b>	Community Infrastructure
<b>Responsible to:</b>	Port Manager
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>To provide Port Assistant functions to ensure the Council meets all of its statutory, management and customer-focused obligations in relation to Port Tarakohe operations and associated activities.</li><li>To provide relief resourcing for the Port Manager over weekends and periods of annual leave and other work absences.</li></ul>

## Our Council

<b>Our District Vision:</b>	Thriving resilient Tasman <i>Kia manawaroa te tai o Aorere</i>
<b>Our Purpose:</b>	Delivering Public Value <i>Kia whai hua mā te marea</i>

## Our Values

We support our Vision and Mission through living our values.

**Auahatanga – Innovation.** *I orea te tuatara, ka patu ki waho. A problem solved by continuing to find solutions.*

- We love ideas, big or small
- We delivery differently
- We learn and grow
- We give it a go
- We are brave and challenge the status quo

**Kawenga – Responsibility.** *Kia ū ki te pai. Stay resolute to that which is good.*

- We honour our commitments
- We act professionally with integrity
- We are honest and open
- We bring the right attitude to work
- Safety and wellbeing come first

**Manaakitanga – Caring/ Sharing.** *Te tohu o te rangatira, he manaaki. The sign of a leader is how they support, protect and respect others.*

- Helpfulness and respect guide us
- Our mana encourages and lifts others up
- Care and empathy are a priority
- We are always welcoming
- We freely share knowledge

**Whanaungatanga – Relationships.** *He aroha whakatō, he aroha puta mai. If kindness is given then kindness shall be received.*

- We connect, listen and involve
- We believe in collective success
- Our stories create shared meaning
- We embrace diversity
- We are kind and nurturing

## My Group

### Role of the Community Infrastructure Group

The Community Infrastructure Group's primary purpose is to deliver the Council's community infrastructure services relating to roads and transportation; solid waste and recycling services; stormwater, water and wastewater supplies; council owned property services, transactions and maintenance; parks and reserves; community facilities such as halls, community centres, cemeteries and community housing. The Group is also responsible for efficiently and effectively managing the District's capital, infrastructure and community assets needed to deliver those services.

## My Key Result Areas

### My Priorities

What am I supposed to do?	How well am I supposed to do it?
<p><b>Relieving Services</b></p> <ul style="list-style-type: none"> <li>• Provide reliable relieving services for the Port Manager, by agreement, for weekends and periods of absence such as leave, training and statutory holiday cover.</li> <li>• Attend and collaborate in staff and port user meetings as required.</li> <li>• Provide after-hours call out/incident response capability on a two week on/two-week off basis, or as rostered.</li> </ul>	<p><b>Relieving Services</b></p> <ul style="list-style-type: none"> <li>• Feedback from commercial and recreational users indicates that adequate services are being provided.</li> <li>• The jobholder is available to provide cover and attend/respond to after-hours service requests and emergency incidents.</li> </ul>
<p><b>Port Operations</b></p> <ul style="list-style-type: none"> <li>• Assist the Port Manager to perform assigned duties at Port Tarakohe.</li> <li>• Ensure that daily administrative functions such as record keeping, bookings and weighbridge monitoring is kept up to date.</li> <li>• Ensure that all port operations and port user activities comply with all health and safety requirements.</li> <li>• Assist with ensuring all commercial users of the Port are inducted and understand their health and safety obligations and responsibilities when they are working at the Port.</li> <li>• If required, assist with the quarterly testing of emergency systems to ensure 'readiness to respond' to emergencies affecting Council assets and port users' safety.</li> <li>• Health and safety matters are identified regularly and reported to the Port Manager.</li> </ul>	<p><b>Port Operations</b></p> <ul style="list-style-type: none"> <li>• The Port Manager confirms that all assigned tasks have been competently carried out.</li> <li>• Weighbridge tallies are checked daily.</li> <li>• Contractors are managed to ensure they comply with Council's health and safety requirements, Port user agreements and contractor documents.</li> <li>• All Port users are inducted prior to accessing the operational area.</li> <li>• Access to the Port operational area by casual and non-inducted visitors is managed.</li> <li>• Oil spills are managed according to procedure.</li> <li>• Serious harm injuries and near misses are reported to Council and Worksafe.</li> <li>• Water supply, cleaning, gates and accessways are functioning well.</li> </ul>
<p><b>Commercial User Activities</b></p> <ul style="list-style-type: none"> <li>• Conduct stevedoring and line service requirements as required by the Port Manager / Enterprise Portfolio Manager.</li> <li>• Assist the Port Administrator when required.</li> <li>• Assist the Pohara Boating Club Incorporated, boat storage and New Zealand Caravan Association when required.</li> <li>• Contribute to the development and improvement of commercial user services and practices and make recommendations to the Port Manager.</li> </ul>	<p><b>Commercial User Activities</b></p> <ul style="list-style-type: none"> <li>• Seamless management between Port Manager and other staff is evident.</li> <li>• Weighbridge transaction logs are processed accurately, and any identified issues are resolved or escalated in accordance with agreed procedures.</li> </ul>
<p><b>Recreational User Activities</b></p> <ul style="list-style-type: none"> <li>• Maintain the marina facilities and associated onshore services.</li> </ul>	<p><b>Recreation User Activities</b></p>

<ul style="list-style-type: none"> <li>• Ensure swing arm to recreational ramp is functioning.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from recreational users indicates that appropriate facilities and onshore services are being provided and are well maintained.</li> <li>• Electronic booking system is updated daily, and available to port users.</li> </ul>
<p><b>Grounds &amp; Facilities Maintenance</b></p> <ul style="list-style-type: none"> <li>• Ensure lawns and grassed areas are kept maintained weekly.</li> <li>• Clean and maintain facility toilets daily and as required.</li> <li>• Ensure that rubbish is out for collection weekly as required, and that any litter throughout the asset is cleared daily.</li> <li>• Check (and maintain if required) marina assets (e.g. floating berths).</li> <li>• Ensure penguin enclosures are maintained.</li> <li>• Ensure the roads are pothole free.</li> <li>• Regularly monitor and maintain cleanliness and general appearance of the Port area.</li> </ul>	<p><b>Grounds and Facilities Maintenance</b></p> <ul style="list-style-type: none"> <li>• The Port Manager receives regular reporting on maintenance activities and requirements.</li> <li>• Minor assigned works completed at the Port are completed within budget and agreed timeframes.</li> <li>• The general appearance of the wharf area is acceptable to the Property Services Manager and port users.</li> </ul>

## My Contribution

### **Accountability**

- I take responsibility for my performance, decisions and actions and how these impact on others.
- I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it.
- I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable.
- I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.

### **Customer Focus**

- I focus on the needs of our customers and provide all of them with outstanding service.
- I treat all people with respect, and I deliver on the commitments I make.
- My actions are fair and build trust with my colleagues, customers and our community.

### **Relationship Building**

- I build and maintain genuine relationships with my colleagues, customers and our community.
- I actively listen to others and am supportive, friendly and helpful.
- I respect all cultures and act in ways that make others feel included and valued.

### **Resilience & Adaptability**

- I support new ways of working and am able to be flexible and calm when facing change or difficult situations.
- I am digitally confident and participant in opportunities to learn how to apply digital business technology and tools to my work.
- I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.

### **Motivation & Drive**

- I take responsibility for my own learning and development and welcome feedback to improve my performance.
- I effectively plan, manage and prioritise my work and deliver it on time.
- I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.

### **Collaboration & Inclusion**

- I actively contribute to the achievement of team goals and objectives.
- I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.

### **Civil Defence Emergency Management**

- I provide assistance and support during civil defence / emergency management activities.
- I participate in civil defence and emergency management training.

### **Working within te ao Māori**

- I have the appropriate level of knowledge and understanding of the principles and application of Te Tiriti o Waitangi for my role.
- I have the appropriate level of knowledge of Tikanga Māori (customs and practices) and Te Reo Māori (Māori language) for my role.

- I have the appropriate level of knowledge of Council's engagement protocols with the whānau, hapū and iwi of te Taihū for my role.
- I foster a culturally inclusive environment by actively engaging with and respecting Māori perspectives and practices in my work.

## My Delegations

I have no staff or financial responsibilities. However, the Council may from time-to-time delegate to me specified powers and duties which I must exercise with due care and diligence.

## My Competencies

### My Qualifications and Experience:

- A sound working knowledge of port and maritime operations practices and legislation.
- Ideally at least three years' experience in a similar role.
- Good level of digital literacy.
- Able to work with a degree of independence.
- Previous experience or knowledge of emergency management functions is desirable.

### My Personal Attributes:

- Can-do attitude.
- Initiative and good judgement skills and a disposition to solving problems.
- An ability to relate to a wide range of people.
- A proven commitment to quality customer service and teamwork.
- Good written and oral communication skills.
- Good level of physical fitness.
- Good level of flexibility in terms of swapping days of work, and working weekends when needed.

## My Agreement

My Name:

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My Signature:

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Date:

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