

Kia Ora Applicant,

Thank you for your interest in the advertised position with our Council. This document tells you a little bit more about who we are, the role here and some things about our District.

## About our Organisation

### Our Character

The South Taranaki District Council (STDC) is a mid-sized local authority with around 220 staff (208 FTEs). We are a rural local authority operating in one of New Zealand's most vibrant economic regions and are responsible for a wide range of local services including roads, water reticulation, sewerage and refuse collection, libraries, parks, recreation services, local regulations, community and economic development, and town planning. The Council's main office is based in Hāwera (population approx. 12,000) and there are several satellite offices in towns throughout the district.

We are a progressive, values-based organisation, which is dedicated to providing quality services and facilities for our communities. We place a strong emphasis on our organisational culture, which is in turn supported by high levels of employee engagement.

## Living our Values

We see our values as more than just guidelines, they are the foundation of our organisation's culture. We encourage all of our employees to adhere to the Council's values. This means behaving with a high level of professionalism and integrity, showing respect towards colleagues and the community.

## Values and Common Purpose



**MAKING OUR** *communities* **BETTER**

## About our District

South Taranaki, a better lifestyle

South Taranaki is one of the three districts which make up the greater Taranaki region – which was voted the 2nd best region in the world to visit in 2017 by Lonely Planet. South Taranaki is situated on the west coast of the North Island with the main centre, Hāwera (pop 12,000) roughly midway between Whanganui and New Plymouth. The district has a population of approximately 30,400 people spread throughout seven towns and a number of smaller rural and coastal communities, all of which have a strong sense of community.

In terms of lifestyle, it doesn't get much better than South Taranaki. Recreational opportunities abound and everything is at your doorstep - the mountain and the sea are only a stone's throw apart. The rugged coastline offers some of the best surfing and windsurfing in New Zealand (Surf Highway 45 is considered one of the best surf coastlines in the world) and the fishing off the South Taranaki coast is just superb. The breath-taking Mount Taranaki provides great walking and tramping opportunities.

South Taranaki has an amazing number of high-quality facilities that districts our size would usually struggle to have. From a state-of-the-art multi-purpose sport, events and recreation complex to modern cinemas, function centres, libraries, art galleries, museums, parks and aquatic centres - South Taranaki boasts all the benefits of a city without the hassles. Add to that, minimal traffic, low unemployment, affordable housing and safe, caring communities and you'll see why South Taranaki is the perfect place to raise a family and call home.



# What this job involves

## Nature and Scope

The purpose of this job is to ensure Te Kaunihera ō Taranaki ki Te Tonga (South Taranaki District Council) complies with its obligations under the Privacy Act 2020; raises maturity in relation to privacy issues; administers All of Government (AOG) and other key corporate contracts, (including extensions and renewals of contracts) effectively; monitors AOG and other suppliers' performance against service level agreements; and complies with its obligations under the Local Government Official Information and Meetings Act 1987 (LGOIMA).

## Other Duties

The employee will undertake other activities, duties or internal projects as directed by their Manager/Group Manager in an efficient and effective manner.

# The Position

This is a permanent full-time 40 hour per week position based at the Administration Building in Hāwera and will report directly to the Legal and Procurement Manager - Corporate Services.

## Salary and Conditions

The Council operates under a Total Remuneration Strategic Pay grading system and the grade for this position is **13**. The salary range for this position is between **\$77,220pa and \$85,800pa** and the appointed starting level will be dependent on skills and experience and will be discussed during interviews with shortlisted candidates.

## Hours of Work

Council's offices are open to the public from 8.00am to 5.00pm, Monday to Friday. Hours of work for the position to be filled will be discussed at the interview.

## Relocation Expenses (Permanent Positions Only)

The Council may assist with relocation expenses for household goods only on the basis of at least two competitive quotes. Should the appointee leave the Council's employment for any reason within a period of two years of the appointment, the Council will require the appointee to refund the removal cost on a pro rata basis.

# Applications

If you would like to join NZ's most "Can Do Council", please apply online via the Council's website, [www.southtaranaki.com](http://www.southtaranaki.com) under Council Vacancies. The deadline time and date for applications is stated on the Application Form.

If your application is successful, the information on your application form will become part of the Council's personnel records.

Thank you again for considering joining Council's staff and if you would like more information on this position or to discuss what it's like to work for an outstanding rural local authority, ring us on 278 0555 (local) or 0800 111 323.

You will find the job description for the position and Council's Vision and Values on the next few pages.

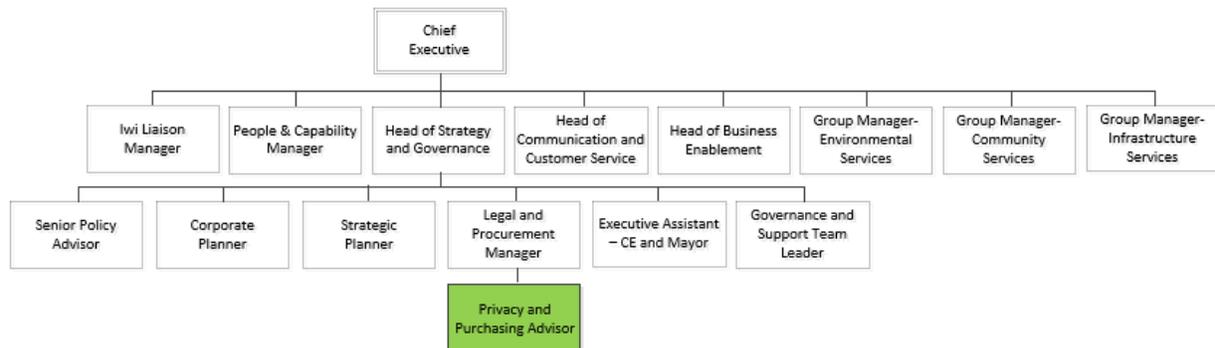
**PEOPLE & CAPABILITY TEAM**

# POSITION DESCRIPTION

Position Details			
<b>Title:</b>	Privacy and Purchasing Advisor		
<b>Unit:</b>	Strategy and Governance	<b>Group:</b>	Strategy and Governance
<b>Position Reports to:</b>	Legal and Procurement Manager		
<b>Salary Grade:</b>	13	<b>Hours of Work:</b>	40
<b>Special Conditions:</b>	Nil		
<b>Staff Management:</b>	Nil	<b>Budget Responsibility:</b>	Nil
<b>Position Occupant:</b>	Vacant		
<b>Date Created:</b>	April 2022	<b>Date Last Reviewed:</b>	July 2023

**Position Objective**

The purpose of this job is to ensure Te Kaunihera o Taranaki ki Te Tonga (South Taranaki District Council) complies with its obligations under the Privacy Act 2020; raise the organisation’s maturity in relation to privacy issues; administer All of Government (AOG) and other key corporate contracts, including extensions and renewals of contracts; and monitor AOG and other suppliers’ performance against service level agreements; and LGOIMAs under the obligations of the Local Government Official Information and Meetings Act.



## Key Duties and Functions

### Privacy Functions

- Understand the privacy principles in the Privacy Act 2020 (including any future versions) and ensure the principles are applied across the organisation.
- Ensure the organisation complies with all Privacy Act 2020 requirements.
- Administer all CCTV footage requests.
- Manage requests or complaints regarding possible privacy breaches.
- Keep a register of all privacy breaches and regularly report any breaches to the Council's Risk and Assurance Committee.
- Administer requests for access to personal information, or correction of personal information.
- Liaise with the Office of the Privacy Commissioner, Council's Legal and Procurement manager and other stakeholders as required.
- Maintain and use appropriate systems and processes for all privacy functions.
- Participate in policy development and risk management relating to privacy.
- Develop an organisation wide privacy training programme and train staff to deal with privacy matters.
- Provide advice on compliance with privacy requirements and potential privacy impacts of changes to the organisation's business practices.

### Local Government Official Information and Meetings Act

- Manage the coordination Official Information Requests in accordance with the Local Government Official Information and Meetings Act 1987 and Privacy Act 2020, and ensure legislative timeframes are met.

### Purchasing Functions

- Develop and maintain a corporate contracts register, including any AOG contracts.
- Ensure clear, relevant and up to date Service Level Agreements are included in contracts.
- Monitor suppliers' performance against Service Level Agreements, including administering supplier audits.
- Administer changes to corporate contracts, including extensions and renewals.
- Manage reviews of contracts as directed by the Legal and Procurement Manager.

## Attributes and Capabilities

### Analytical Thinking

- Approaches a complex task or problem by breaking it down into its component parts and considering each part in detail.
- Weighs the costs, benefits, risks, and chances for success, in making a decision.

### Attention to Detail

- Notices discrepancies and inconsistencies in available information.

### Building Collaborative Relationships

- Recognizes the business concerns and perspectives of others.
- Creates a positive climate and builds trust.

### Communication

- Organizes written ideas clearly and signals the organization to the reader.
- Tailors written communications to effectively reach an audience.
- Uses graphics and other aids to clarify complex or technical information.

### Customer Service

- Strives for high customer satisfaction, going out of the way to be helpful and pleasant, making it an easy and positive experience for the customer.
- Recognizes different customer service styles and adjusts own service style to achieve the right balance between the needs of the organization and the customer.

### Cultural Sensitivity

- Recognises and values the benefits of the diversity of people, ideas and cultures and values these.

### Decision Making

- Is willing to make decisions in difficult or ambiguous situations, when time is critical.
- Skilfully separates opinions from facts.
- Identifies the specific information needed to clarify a situation or to make a decision.

**Information Gathering**

- Gets more complete and accurate information by checking multiple sources.
- Questions others to assess whether they have thought through a plan of action.

**Political Acumen**

- Develops and maintains professional relationships and networks, within and beyond the established structures.

**Presentation Skills**

- Recognises and selects different methods and styles of communication appropriate for the audience and situation.
- Understands the communication level required on an idea, service or change.

**Thoroughness**

- Ensuring that one's own and others' work and information are complete and accurate; carefully preparing for meetings and presentations; following up with others to ensure that agreements and commitments have been fulfilled.
- Carefully reviews and checks the accuracy of information in work reports (e.g., production, sales, financial performance) provided by management, management information systems, or other individuals and groups.

**Knowledge, Experience, Qualifications & Skills****Essential**

- In-depth knowledge of a broad range of legislation in particular the Privacy Act 2020, Local Government Official Information and Meetings Act and Local Government Act.
- General knowledge of Local Government Procedures.
- Knowledge of principles of the Treaty of Waitangi and any implications.

**Desirable**

- Diploma or certificate in business, law or policy
- Previous local government experience
- Privacy Act or contract management experience