

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

This is an entry-level, hands-on role, working within the Horticultural Services team maintaining our parks and reserves across the district. So, if you are keen on developing a career in the industry, this may be the role for you. We are looking for someone who has a good of stamina and physical fitness, an interest in all aspects of gardening, can display self-motivation and take pride in their work. A Driver's License is essential with the ability to use a manual vehicle.

The typical work environment means you will work **outdoors** undertaking weeding, pruning, tree and shrub care, applying fertilisers and insecticides, removing and planting of annual borders, planting of trees and shrub, preparation and digging over of garden beds, helping with the set up and construction of landscape projects, mowing, line trimming and hedge cutting etc. You will be expected to use small plant machinery such as small tractors, mowers, hedge trimmers, chainsaws etc. Training on the use of machinery and the spraying of herbicides/pesticides will be given. Knowledge of plants, trees, shrubbery and lawn care are essential as are problem-solving skills.

As you will be working outdoors, you will frequently work in dirty, wet, cold, hot or dusty conditions depending upon the season and weather. Protective clothing and equipment are frequently used. This is a physically demanding role (medium to heavy demand level) and you will need to be capable of lifting and carrying of medium to heavy loads, standing, walking, squatting, crouching, bending or kneeling, stretching up and twisting the body or neck, making repetitive movements on an occasional to constant basis, driving on a daily basis and moving from one area or property to another.

This role also holds a reactive element so duties during the day may change. Some tasks may be constant on a seasonal or rotational basis but only occur periodically.

We also provide opportunities for job related training and studies towards achieving relevant qualifications.

## 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 Parks Depot in King Edward Park in Hawera, although the work will be located throughout the district. This team works as a multi-skilled unit sharing workloads and providing a high level of customer service. In this role you will be physically working in the public eye on a day-to-day basis.

## Salary and Conditions

The Council operates under a Total Remuneration Strategic Pay grading system and the grade for this position is 7. The salary range for this position is between **FTE \$51,840 and FTE \$57,600** 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.

### **Parks Information**

There are more than 100 Council maintained, parks, gardens and reserves across the South Taranaki District. They range from street corner gardens to popular community playgrounds and pocket parks.

All of South Taranaki's urban communities are well served with playgrounds, sports fields and parks. Notable among these are the three main parks in Hawera's portfolio, King Edward and Naumai Parks and Goodson Dell, while in nearby Eltham, Stark and Bridger Parks link together to provide a charming and restful centrepiece to a town increasingly recognised for its unique history and historic buildings.

The jewel in South Taranaki's Park portfolio, King Edward Park in Hawera is the ornamental part of a complex that includes TSB Hub, Aquatic Centre, Hawera Holiday Park and Hicks Park sports grounds. Hawera's oldest park, it was set aside for a reserve by the Hawera Town Board in 1875 and opened as a park in 1902.

Still undergoing the gentle evolution that began more than a century ago, King Edward Park offers pleasant picnic spots in tranquil locations, spectacular floral borders and rose gardens and the dramatic seasonal changes of flower and foliage.

In 2019, it was awarded five stars by the New Zealand Gardens Trust to become a garden of national significance. It is without doubt, one of the region's prettiest and most popular parks.

## **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.

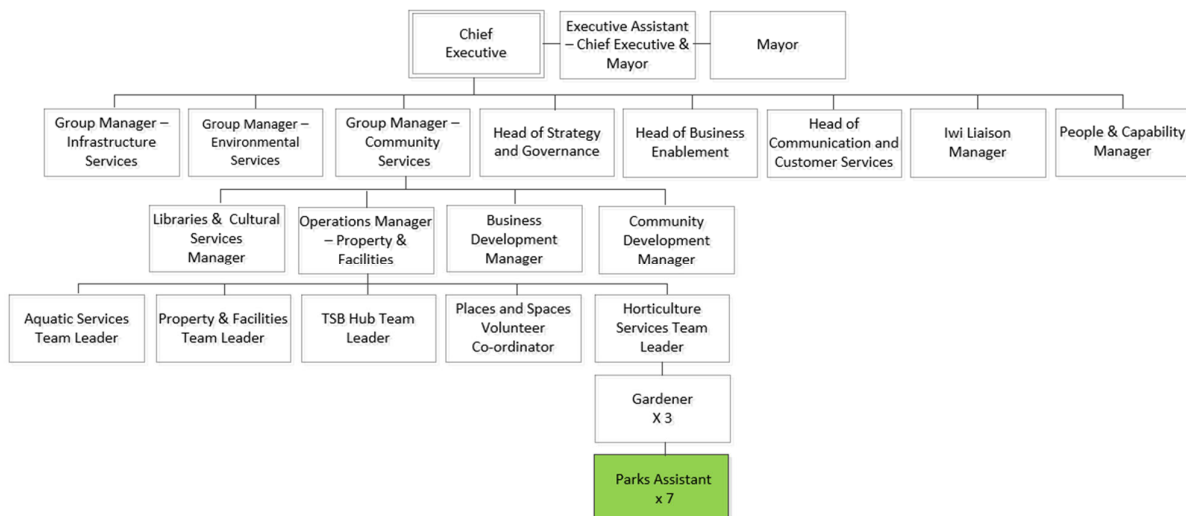
You will find the job description for the position and Council's Vision and Values on the next few pages.

### **PEOPLE & CAPABILITY TEAM**

# Job Description

Position Details			
<b>Title:</b>	Parks Assistant		
<b>Unit:</b>	Horticultural Services	<b>Group:</b>	Community & Infrastructure Services
<b>Position Reports to:</b>	Horticultural Services Team Leader		
<b>Salary Grade:</b>	TBC	<b>Hours of Work:</b>	40
<b>Staff Management:</b>	Nil	<b>Special Conditions:</b>	Nil
<b>Position Occupant:</b>	Vacant		
<b>Date Created:</b>	March 2019	<b>Date Last Reviewed:</b>	

Position Objective
The purpose of the position is to assist the Horticultural Services Team Leader and Gardeners to maintain the horticultural assets in the district's parks, reserves, gardens and open spaces.



Key Duties and Functions
<ul style="list-style-type: none"> <li>Assist with maintaining gardens and other horticultural assets within the district's parks, reserves and open spaces.</li> <li>Assist in the day-to-day operation of the King Edward Park Nursery.</li> <li>Assist with specified projects as required.</li> <li>Equipment is maintained and any damage breakage or loss is reported in the same day.</li> <li>Provide information to ensure relevant records are maintained.</li> <li>Toilet maintenance and litter collection.</li> </ul>

Attributes and Capabilities
<p><b>Communication Skills</b></p> <ul style="list-style-type: none"> <li>Listens actively, writes and speaks clearly.</li> </ul> <p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>Actively promotes and demonstrates Council's Customer Service Standards.</li> <li>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.</li> </ul> <p><b>Personal Efficiency and Organisation</b></p> <ul style="list-style-type: none"> <li>Plans ahead, managing time well and is on time.</li> <li>Develops self and continuously learns and upskills.</li> </ul> <p><b>Physical Ability</b></p> <ul style="list-style-type: none"> <li>Physical capability required for the job.</li> </ul> <p><b>Relationship Building</b></p> <ul style="list-style-type: none"> <li>Establishes a productive, co-operative and inclusive environment with others.</li> </ul> <p><b>Teamwork – "Spirit of Oneness"</b></p> <ul style="list-style-type: none"> <li>Works with and helps others to accomplish objectives.</li> </ul> <p><b>Working Independently</b></p> <ul style="list-style-type: none"> <li>The ability to work independently, with minimal supervision when required.</li> </ul>

Knowledge, Experience, Qualifications & Skills
<p><b>Essential</b></p> <p>A minimum of one year's relevant experience in a similar role.  Driver's licence for relevant vehicle classes.  A good knowledge of plants and the principles of plant and garden maintenance and propagation.</p>
<p><b>Desirable</b></p> <p>Experience in operating small plant and machinery.  Appropriate unit standards for Health &amp; Safety compliance.</p>