

## JOB DESCRIPTION

<b>Job Title</b>	Community and Engagement Advisor
<b>Position Status</b>	Permanent
<b>Business Unit &amp; Team</b>	Strategy & Engagement
<b>Reports to</b>	Manager, Strategy and Engagement
<b>Direct Reports</b>	N/A
<b>Base Location</b>	Mangawhai/Dargaville
<b>Salary Grade</b>	Grade 14
<b>Delegations</b>	N/A
<b>Key Internal and External Partners/Customers</b>	Community and Engagement Advisors, Governance Advisors, Kaipara Community, Council, etc.

## ABOUT KAIPARA

*Kaipara te Oranganui. Two oceans, two harbours.*

Kaipara district extends from coast to coast, to the Waipoua Forest in the north and Pouto Peninsula in the south. It includes iconic beaches, kauri forests, rich farmland and rugged landscapes. People come from all over to experience this special part of the world, and we are privileged to play an important part in making Kaipara the place to be.

Our team is committed to Kaipara communities. We deliver essential services including roads, water, waste services, recreational facilities, libraries and regulatory services. Council staff engage our communities to contribute to key projects and plans, and support them to achieve their own. We love what we do, and have a real passion for our people and our place.

At Kaipara District Council, we know there are some important ingredients to develop a strong and supportive culture for our people to thrive, these are our values - mahi tahi (team work), mahia te mahi (make it happen), mana (integrity), whakaute (respect), and pono (trustworthy). These values guide how we work together as a team and alongside our diverse communities.

## ROLE PURPOSE

To support the wellbeing and resilience of the district's diverse communities by connecting Council with our community and appropriate stakeholder groups to deliver quality outcomes that enhance both the physical and social environment for current and future residents.

To work across the organisation to advise on how to engage and communicate with our various communities, obtaining views and preferences on Council's work programme and feeding into plans, policies and strategies.



To create opportunities that build the confidence and skills in communities to enable them to participate effectively with community planning and lead projects that are important to them.

To coordinate the Council events process and guidelines to support event organisers to run successful and safe events in their communities.

## KEY RESPONSIBILITIES

<p><b>Community Engagement</b></p>	<ul style="list-style-type: none"> <li>• Implement a diverse range of engagement methods to enable communities to contribute to the development of council and community projects and plans.</li> <li>• Conduct engagement in an open, transparent and democratically accountable manner.</li> <li>• Demonstrate knowledge and understanding of the communities in the Council's programmes of work.</li> <li>• Apply methodologies, including timing, that deliver the most value to community and Council</li> <li>• Inform and involve communities through a range of mechanisms to ensure that issues and concerns are understood and considered as part of the decision-making process.</li> <li>• Advise other Council staff on appropriate engagement methods to maximise community participation.</li> <li>• Represent the community voice in internal processes to improve their experience with Council</li> </ul>
<p><b>Community Development</b></p>	<ul style="list-style-type: none"> <li>• Support communities to become strong and resilient by working with them to, collectively, identify their needs and develop their capability and capacity to address them.</li> <li>• Facilitate effective decision-making within the community sector that is inclusive of the communities they seek to represent.</li> <li>• Facilitate communities to identify strengths and vulnerabilities and to take appropriate action on issues that affect and increase resilience.</li> <li>• Ensure that identified community activities are appropriately represented, planned and budgeted in Council's Long-Term Plan and Annual Plans.</li> <li>• Build strong and mutually respectful relationships with mana whenua</li> </ul>
<p><b>Community Events</b></p>	<ul style="list-style-type: none"> <li>• Support the Community Events Facilitator with the design, implementation and operation of an events management process for public events.</li> <li>• Be responsive and professional in our dealings with the public to enable the community to run safe and successful events</li> <li>• Provide opportunities to develop the capability of community event organisers through training, collaborative practice and sharing resources.</li> </ul>

## KDC CORE RESPONSIBILITIES

<p><b>Health, Safety &amp; Wellbeing</b></p>	<ul style="list-style-type: none"> <li>• Take care of your own health, safety and wellbeing and that of others affected by your work</li> </ul>
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	<ul style="list-style-type: none"> <li>• Ensure prompt reporting of all Health and Safety hazards or incidents</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Participate in monthly and yearly roadmap planning and chats with your manager</li> <li>• Actively participate in professional development initiatives to keep up to date in your area of expertise and to continuously develop skills and capabilities.</li> <li>• Complete annual mandatory learning.</li> </ul>
<b>Other Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide CORE customer experience (connected, open, reliable and easy)</li> <li>• Champion our values</li> <li>• Adhere to our ways of working (WoW)</li> <li>• Observe KDC policies, procedures and guidelines</li> <li>• Contribute to continuous improvement by identifying systems, processes or documents to improve and making changes to keep up with legislation, trends or best practice</li> <li>• Maintain records in compliance with the Public Records Act 2005</li> <li>• Be involved in the readiness for emergencies by attending relevant Civil Defence Emergency Management training as required</li> <li>• Participate in any required Civil Defence exercises to ensure that essential services are maintained during emergencies</li> <li>• Other tasks and/or projects as assigned</li> </ul>

## COMPETENCIES

<p><b>Leader of Self</b></p> <ul style="list-style-type: none"> <li>• Work Together</li> <li>• Deliver Results</li> <li>• Champion Innovation</li> <li>• Provide Customer Experience Excellence</li> <li>• Make Informed Decisions</li> <li>• Communicate Clearly</li> </ul>	
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## SUCCESS PROFILE

<p><b>Qualifications &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• Degree in a relevant field, such as Social Policy or Social Science</li> <li>• Understanding of Te Ao Māori and the principles of engagement with tangata whenua</li> <li>• Demonstrate understanding of the Treaty of Waitangi principles and their application to local government.</li> <li>• Experience in community engagement, facilitation, and stakeholder management.</li> <li>• Knowledge of Community Development</li> </ul>	<p><b>Role Specific Skills &amp; Attributes</b></p> <ul style="list-style-type: none"> <li>• Ability to develop and maintain networks and relationships</li> <li>• Effective time management with ability to multitask to achieve deadlines</li> <li>• Proficient in Microsoft applications Word, Excel, PowerPoint, Outlook</li> <li>• Ability to maintain confidentiality and political neutrality</li> <li>• Working alongside mana whenua</li> <li>• Experience of working in diverse community settings including rural and coastal communities</li> <li>• Experience in community-led practice</li> </ul>
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Principles and Practice.

- Experience in project and financial management.
- Full drivers licence.

- Experience of working in/with local government
- IAP2

**Other Role Requirements**

This role requires:

- regular travel across the Kaipara region
- a full NZ Driver Licence
- meetings or events outside of core work hours



**Whakaute**  
RESPECT



**Mahia te mahi**  
MAKE IT HAPPEN



**Mahi tahi**  
TEAM WORK

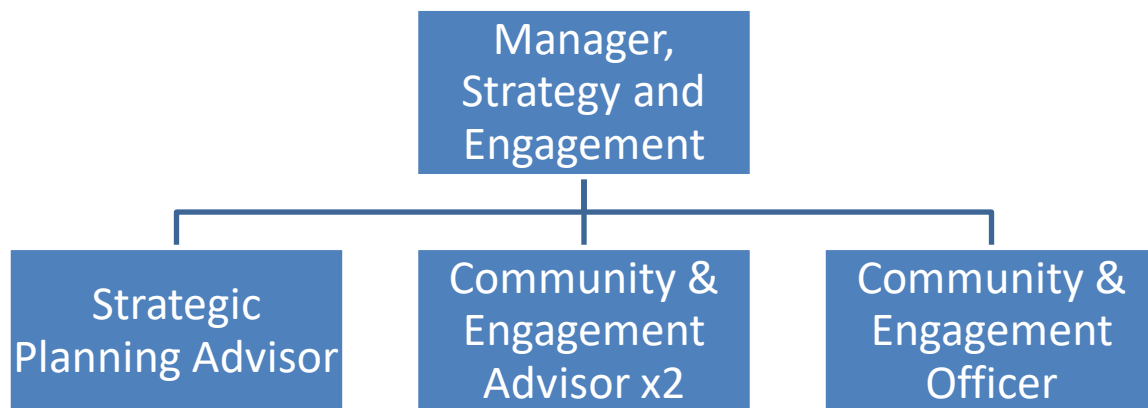


**Pono**  
TRUSTWORTHY



**Mana**  
INTEGRITY

## ORGANISATION CHART



**Whakaute**  
RESPECT



**Mahia te mahi**  
MAKE IT HAPPEN



**Mahi tahi**  
TEAM WORK



**Pono**  
TRUSTWORTHY



**Mana**  
INTEGRITY