JOB DESCRIPTION

Position:	Intern – Water Services	**Department:**	Stratford Waters Internal Business Unit (SWIBU)
Reports to:	General Manager - Water Services	**Date:**	October 2026

Purpose of position

To support the Stratford Waters Internal Business Unit (SWIBU) through a range of asset management, information management, research, analysis, field investigation and business improvement projects.

To contribute to improving the quality, accessibility and reliability of Council information, systems and processes through practical project work, data collection, research, documentation and analysis. The role provides hands-on experience in local government and water services while working under the guidance of experienced staff.

Key Accountability Areas

1. **Project Delivery and Analysis**
2. Asset, Information and Data Management
3. Business Improvement and Documentation
4. Research, Analysis and Project Support
5. Asset, Information and Data Management
6. Information Management and Document Quality
7. Process Improvement and Business Support
8. Field Investigations and Data Collection
9. Health and Safety
10. Civil Defence
11. Other Duties

Accountabilities

1. Project Delivery and Analysis

Key Outcomes

- Undertake assigned projects and tasks in accordance with approved work programmes.
- Conduct research, investigations, analysis and reporting to support operational, strategic and business improvement initiatives.
- Assist with the development of methodologies, templates, procedures, registers and guidance materials.
- Collect, analyse and present information to support decision making and future improvements.
- Prepare reports, presentations and project updates as required.

Performance Indicators

- Work is completed accurately and within agreed timeframes.
- Findings and recommendations are evidence based and clearly documented.
- Progress is communicated to supervisors and stakeholders as required.
- Deliverables meet agreed project objectives and quality standards.

2. Asset, Information and Data Management

Key Outcomes

- Assist with the collection, review, organisation and improvement of asset, operational and business information.
- Support asset audits, data quality improvement activities, GIS investigations and field information collection.

- Identify information gaps, inconsistencies and opportunities for improvement within Council systems and records.
- Maintain supporting records, source information, evidence and documentation.
- Assist with maintaining and improving asset, document and improvement registers.

Performance Indicators
- Information is accurate, traceable and appropriately documented.
- Data is collected and recorded in accordance with approved procedures and methodologies.
- Proposed changes and recommendations are submitted for review and approval.
- Council information systems and records are maintained with a high degree of accuracy.

3. **Business Improvement and Documentation**

Key Outcomes
- Assist with document reviews, quality assurance activities, process mapping and continuous improvement initiatives.
- Support the development and maintenance of business processes, procedures and operational documentation.
- Conduct reviews of legislation, policies, systems and business practices as required.
- Assist with information management, document control and records management activities.
- Identify opportunities to improve consistency, efficiency and information quality.

Performance Indicators
- Documentation is clear, accurate and fit for purpose.
- Reviews are completed thoroughly and within agreed timeframes.
- Improvement opportunities are appropriately identified, documented and communicated.
- Information management requirements are complied with at all times.

4. Health & Safety

Health and Safety is the responsibility of everyone in the workplace. Council operates under the belief that all incidents/near misses are preventable. Staff are required to comply with all health and safety requirements, and ensure it is maintained through safe work procedures.

Key Outcomes
- Identify workplace hazards and risks ensuring they are managed in accordance with Stratford District Council and statutory requirements, including recording on Hazard/Risk register with regular reviews and these are reported to the Health and Safety committee.
- Participate and follow all health and safety procedures and initiatives.
- Adhere at all times to the Stratford District Council Health and Safety policies and procedures to ensure staff and customer safety.
- Issues are reported to management.

Performance Indicators
- Appropriate procedures are followed.
- Accidents and incidents are recorded in a timely manner in accordance with Stratford District Council requirements.
- Accidents and incidents are minimised and total numbers are within target as stated in the Long Term Plan.
- Accident/Incident register is kept up to date and is regularly reviewed.

5. Civil Defence

Key Outcomes
- Assist in providing Civil Defence functions and/or maintain the provision of essential services in emergency management events, including effective community engagement, appropriate to the skills and training of the Intern.

Performance Indicators
- Assigned Civil Defence duties are completed under supervision.
- Participation in organisation Civil Defence drills.

6. Other Duties

Key Outcomes

- Undertake Record Management responsibilities as outlined in Council's Information Management Policy.
- Record and update processes as required.
- Complete monthly reports within specified timeframes.

Together with such other duties as may from time to time be reasonably assigned and communicated to the **employee** by the **employer**.

Discretionary Decision Making

As per Council's Delegation's Policy.

Principle Relationships

Internal	**External**
All Staff Elected Members	The Public Local Authorities Regional Council Consultants Contractors Local Iwi and other Stakeholders

Structure Chart



Ideal Person Specification

Education/Qualifications

- Studying towards or recently completed tertiary study related to Engineering, Data Science, GIS, Geography, Planning, Science, or Business

Job Knowledge

- Proficient in Microsoft Office applications.
- Strong analytical and problem-solving skills.
- Interest in infrastructure, asset management, GIS or data analytics.
- Ability to organise and interpret information from multiple sources.
- Strong written and verbal communication skills.
- Understanding of confidentiality and data management requirements.
- Awareness of Te Ao Māori and Council responsibilities under the Treaty of Waitangi.

Key Competencies

- Accuracy and organisation – checks work carefully, keeps reliable records and manages agreed priorities.
- Communication and teamwork – communicates clearly, asks questions and works cooperatively.

- Initiative and learning – seeks feedback, develops skills and suggests practical improvements.
- Professional integrity – handles information responsibly and works within their delegated authority.
- Cultural awareness – respects mana whenua, Council's Treaty of Waitangi responsibilities and people of different cultures.
- Collaboration – Works effectively with others and contributes positively to team outcomes.