



Position Description

Position Title: Community Engagement Officer

Tenure/Hours: Permanent Full Time
8 hours per day, Monday to Friday
On call for emergency operations

Position Summary: Your role includes co-ordinating and supporting community engagement events on behalf of TDC and supporting Community-Led Development activities. You will also be responsible for and the administration of grants and funding for Council and the co-ordination of funding events including supporting community with their funding needs.



COUNCIL MISSION

In partnership with tangata whenua and our communities, we will innovate and collaborate to enable a range of opportunities for the Tararua District.

Mā te mahi tahi mātou o kaunihera ki ngā tangata whenua, ka auaha aheinga mō tātou katoa o te rohe o Tamaki-nui-a-Rua



DISTRICT VISION

Vibrant, connected communities where our land and waters are nurtured and our people flourish.

Mā te whenua, mā te waiora tatou e ora ai hei hapori ngangahau hei hapori honohono hoki.

What you will do

- Undertake assigned duties and responsibilities according to your specialist workstreams- Grants, Funding, and Community Engagement.
- Plan, organise, and execute community engagement events across TDC.
- Administrate the grants and funding rounds through our Council systems and prepare associated reports for Council.
- Support communities with community-led development activities and the development of community plans.
- Attend community meetings across the district such as community meetings, community board meetings, Emergency Management Community hubs meetings, etc.
- Provide support to the communities with their community development plans.
- Administrate grants and funding and prepare reports for Council.
- Liaise and collaborate with regional groups active in supporting communities.
- Support the education of the community to apply for and attract funding.
- Update promotional material and ensure it is accurate and easy to understand.
- Collaborate with other Council staff where their functions relate to community engagement.
- Provide assistance to other Council teams as directed by the Group Manager.
- Undertake the role of Emergency Management Local Welfare Manager leading staff during readiness and response.
- Chair the quarterly Emergency Management Welfare Group meetings.
- Provide support for Tararua District Council events as required.

What you will bring

Required

This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- Flexibility with a strong work ethic; some of our community engagement may be outside normal 'office hours'.
- Experience in event planning/ administration, and venue coordination/management.
- Sound technical skills.
- You need to be self-motivated, proactive, and organised.
- High personal integrity and excellent communications skills.
- Experience in building and networking ability.
- Experience in collaborating with Iwi Māori.
- The ability to self-manage multiple projects.
- Sound risk management skills.
- Strong presentation skills.
- Qualified in Emergency Management including (these can be offered on the job);
 - Foundation,
 - Intermediate, and
 - Welfare function specific

Desired

In addition to the required fields, there is also a number of competencies where an expert level of knowledge/experience is desired.

- Community Development qualifications or experience.
- Project Management experience.
- An understanding of local government.
- Funding application experience.
- Workshop design and delivery experience.

Our Values

PONO

Integrity through transparency, trust and accountability

Integrity through standing up for what's right

Integrity through respect for our communities, environment and cultures



WHANAUNGATANGA

One team who unites behind a shared vision

One team who is respectful and considerate to all

One team who encourages each other to succeed and excel



WHANAKE

We will continue to evolve, adapting to our ever-changing environment

We will continue to evolve, steering our waka in the right direction

We will continue to evolve, leading our communities into a better future



What we all do

- Adhere to Council policies and procedures.
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015.
- Uphold the principles of Te Tiriti o Waitangi, commit to our partnerships with mana whenua and increase our knowledge of te ao Māori, te reo Māori and tikanga Māori.
- Act as an ambassador for our Council, living the council values.
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position.
- Undertake Performance Development tasks/responsibilities as identified in your Performance Development Plan.
- Participate in and undertake emergency management duties as required, including training.
- Ensure all Council documents are filed in Council's Records Management System
- Participate and contribute to continuous improvement initiatives.
- Maintain a high level of understanding of Council's role and functions, and keep up to date with current Council events, priorities and community projects.

Your reporting lines



Additional Information

Delegations

Number of people reporting to the role	0
Financial delegation	None
Contract delegation	None
Statutory delegation	None

Role Acceptance

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

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 Approved: (Manager/Supervisor)

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 Date:

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 Agreed: (Staff Member)

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 Date: