

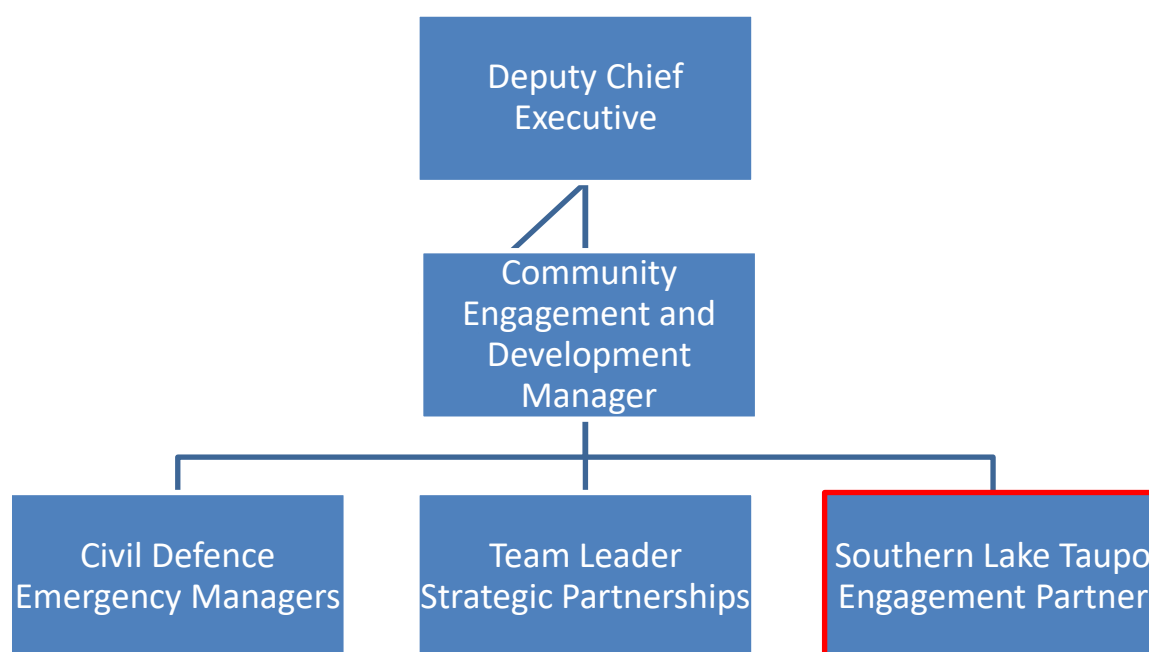
SOUTHERN LAKE TAUPŌ ENGAGEMENT PARTNER – HOA KAITŪHONO KI TE TONGA

POSITION DESCRIPTION

POSITION INFORMATION

Group	Office of the CE
Team	Community Engagement and Development
Reports to	Community Engagement and Development Manager
Direct Reports	Nil
Primary Location	Turangi, working across southern Lake Taupō and mobile across the district when required.
Financial Authority	Nil

TEAM STRUCTURE



POSITION PURPOSE

To engage Turangi and Southern Lake Taupō communities with Council's work as a local ambassador for Taupō District Council, building relationships to help communities achieve their goals by working together.

KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Relationship management	<ul style="list-style-type: none"> • Develop strong relationships with community groups and local stakeholders. • Build and maintain strong relationships with whānau, hapū and iwi. • Collaborate to best enable the community to participate in council's planning, development and implementation of initiatives. • Work as a connector across the Southern Lake Taupō community to ensure an integration with the rest of the Taupō District. • Build trust and confidence with key stakeholders. • Build strong relationships with council staff to ensure open lines of communication across council's work. • Support Turangi Tongariro Community Board to be informed of council's activities.
Community engagement	<ul style="list-style-type: none"> • Create fit-for-purpose engagement strategies to ensure Southern Lake Taupō communities are given every opportunity to engage with council across a range of issues. • Develop specific engagement strategies for working with whānau, hapu and iwi. • Develop and maintain a two-way information flow through community groups and local stakeholders, implementing innovative solutions to ensure wide-reaching engagement. • Support engagement around the implementation of the Mana Whakahono relationship agreement with Ngati Turangitukua. • Look for opportunities to ensure participation by diverse communities, particularly disadvantaged groups, in local processes and Council decision-making • Help community members to understand any potentially complicated council processes to boost community engagement and involvement. • Proactively advocate for education opportunities for communities to help raise awareness of support offered by council. • Contributes to wider community development and engagement objectives and works with Council's Community Engagement and Development team on district-wide engagement work when required.
Community development	<ul style="list-style-type: none"> • Use relationships to develop community-led plans and initiatives. • Connect community groups and organisations to work together to achieve common goals. • Develop community partnerships alongside council, working collaboratively with whānau, hapu and iwi. • Supporting the development of shared local visions and helping to grow local leadership. • Support community groups to take advantage of funding opportunities to support their kaupapa.
Working with whānau, hapu and iwi	<ul style="list-style-type: none"> • Support transition to the Mana Whakahono relationship agreement with Ngati Turangitukua. • Uses strong knowledge of tikanga and kawa to ensure council is supporting whānau, hapu and iwi as a good Treaty partner.

Responsibility	Key Functions/outcome
	<ul style="list-style-type: none"> Works to engage whānau, hapu and iwi at the initial stages of projects, where appropriate.
Key contact for Turangi Community	<ul style="list-style-type: none"> Be visible and active within the Turangi local community as an ambassador for Taupō District Council. Assist community members to help address and resolve their concerns through appropriate channels. Work with council's Customer Services team to monitor service requests and keep the community informed of any scheduled maintenance work.
Records and Reporting	<ul style="list-style-type: none"> Ensure accuracy of information/records in systems adopted by the department/organisation. Produce accurate reports as required for managers and/or Executive Team
Health & Safety and Wellbeing	<ul style="list-style-type: none"> Take responsibility for your own health and safety Ensure your own actions keep self and others safe Identify, report and assist to eliminate hazards/risks in work place Participate in local work place safety management practices Participate in workplace wellbeing initiatives Ensure compliance under Health and Safety at Work Act 2015
Project Management	<ul style="list-style-type: none"> Undertakes projects and/or other initiatives that may be assigned by your manager or the Executive.
Emergency Management	<ul style="list-style-type: none"> Participates in civil defence emergency management (CDEM) events and training if required

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> Taupō District Council Staff Enterprise Leadership Team Councillors/Mayor Turangi Tongariro Community Board 	<ul style="list-style-type: none"> Iwi, whanau and hapu Southern Lake Taupō community Community groups Other local authorities Ratepayer organisations

VISION

"Making a better life for you and your families. We're in this together – let's make it work!"

VALUES

Kia kōtāhi mai – We're in this together

Unite

Connect

Deliver

Kōtahitanga

Six key behaviours summarises how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

PERSON SPECIFICATION

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Tertiary qualification in relevant field. 	<ul style="list-style-type: none"> • Experience working in central government or with local government. • Good understanding of all relevant legislation required to be used in Local Government

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> • Able to work under pressure and to timelines • Has developed existing contacts and relationships in Southern Lake Taupō. • Passionate advocate for Southern Lake Taupō communities. • Strategic thinker with a consistently positive attitude. • Sound problem solver • Enjoys people and developing stakeholder relationships • Good listener 	<ul style="list-style-type: none"> • Ability to manage conflict. • Basic Te Reo Maori knowledge • Understanding of the Treaty of Waitangi and how working with the Treaty applies to local government.

Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> Local community awareness and developed network relationships within community groups and government agencies Solid understanding of tikanga, how to work with iwi, whanau, hapu. Demonstrated experience working with whanau, hapu, iwi. Experience working with communities at a grass roots level. 	<ul style="list-style-type: none"> Customer service knowledge advantageous. Experience working in community-led development.

JOB DESCRIPTION SIGN-OFF

Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.

	Manager	Employee
Name		
Signature		
Date		