

## Your Position

<b>Your job</b>	<b>Beach Kaitiaki Wātene ki Tātahi</b>
<b>Your group</b>	City & Community Infrastructure
<b>Your team</b>	Parks Operations
<b>Your manager</b>	Manager Horticulture, Malcolm Birch
<b>Your base</b>	Porirua

## What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

### Our goals:

- A growing, prosperous and regionally connected city
- A village and city experience
- Children and young people at the heart of our city
- A healthy and protected harbour and catchment

### How we work together:

- Team up – Together we make a difference for our community
- Work smart – We are curious, courageous and learn from experience
- Make it happen – We use our energy and skills to get things done

## Your team's purpose

City & Community Infrastructure's purpose is to:

- lead planning and maintenance of Council's infrastructure (including roading) and utility assets, within a well-informed long-term strategy;
- ensure the provision of transportation, water, stormwater, sewage disposal and solid waste services;
- deliver community services, including, parks, library, recreation and cultural services.

## Your purpose

The Beach Kaitiaki's role is to:

- Act as the Council's on site representative at Titahi Bay Beach during the summer months, between the hours of 9.00am and sunset ensuring that beach users use the beach responsibly and ensure the beach and approaches are kept in a safe and clean condition to Service Level Agreement standards.

## Who you'll be working with

Your direct reports	<ul style="list-style-type: none"><li>• None</li></ul>
Your indirect reports	<ul style="list-style-type: none"><li>• None</li></ul>
External people and groups	<ul style="list-style-type: none"><li>• Schools, members of the public, community groups, resident associations</li></ul>
Internal people and groups	<ul style="list-style-type: none"><li>• Executive Leadership Team, managers and staff at all levels of the organisation</li></ul>

## Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none"><li>• To daily erect the fence on the beach and move with the tides to prevent vehicle encroachment on the no vehicle area of the beach</li><li>• To clear litter from the beach and approaches</li><li>• To remove sand and other debris from beach accesses</li><li>• To undertake minor horticultural maintenance tasks such as weeding, pruning, weed eating, sweeping to maintain safe approaches to the beach</li><li>• To use appropriately and undertake operator checks in accordance with manufacturer's instruction or Codes of Practice all vehicles, plant and equipment under the persons control</li><li>• To work in a safe manner following Operational Procedures to comply with all current Health &amp; Safety Legislation and Approved Codes of Practice.</li></ul>
Relationship Management	<ul style="list-style-type: none"><li>• Establish and maintain relationships with key stakeholders and business and industry groups</li><li>• Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive</li></ul>

Corporate Responsibilities	<ul style="list-style-type: none"> <li>• Build commitment of our vision, strategic directions, values and services</li> <li>• Willingly undertake any duty required within the context of the position</li> <li>• Adhere to our Code of Conduct</li> <li>• Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event</li> </ul>
----------------------------	--

## Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> <li>• Be available to work from early December through to 6 April 2021, from 9.00am to sunset, as rostered, 4 days on 4 days off</li> <li>• To be able to meet the requirements of the Council's Drug &amp; Alcohol policy, as this position is designated a "safety sensitive" role</li> <li>• To be able to meet the requirements of a core position under the Children's Act 2014 as this position is subject to safety checking</li> <li>• Able to meet the physical demands of the job</li> <li>• Demonstrated evidence of reliable attendance and a good work ethic</li> <li>• Good customer service attitude</li> <li>• Able to deal professionally with a wide range of people</li> <li>• Good verbal communication skills</li> <li>• Able to work well both in a team and unsupervised</li> <li>• Understanding and commitment to health and safety in the workplace</li> <li>• Understanding and commitment to diverse workplaces</li> <li>• Understanding and commitment to the Treaty of Waitangi and bicultural issues</li> </ul>
-------------------------------	---

Last updated 20 October 2020