

# Position description



Position title:  
Panuku Graduate

Position number:  
TBCx2

- Directorate:
1. Corporate Affairs
  2. Strategy & Operations

- Reports to:
1. Toni Giaccon – Manager Governance Relations
  2. Brenna Waghorn – Manager Strategic Planning

Location:  
82 Wyndham Street, Auckland CBD

**Panuku Vision:**

Panuku Development Auckland’s vision is “Shaping spaces for Aucklanders to love”.

**Panuku Mission:**

Our mission is to rejuvenate urban Auckland – from small projects that refresh a site or building, to major transformations of town centres or neighbourhoods. We use under-performing land and buildings that Auckland Council owns, attract private investment and together we unlock their potential to create spaces Aucklanders love.

**Accountabilities of position**

**Purpose of position:**

The graduate will rotate through key functional teams over the course of the 2 year programme to provide a broad range of experience. Each rotation will include a mix of on-the-job learning and stretch projects, alongside work allocation typical for the area in which they rotate.

The graduate is responsible for performing work allocated and contributing to relevant activities and projects as required.

Rotations may be located at different service areas/offices and require travel. Day to day during a rotation may also require some travel to other Council buildings, customer premises and other work sites as required. The graduate is responsible for performing work allocated and contributing to relevant activities and projects as required.

Key responsibilities	Expected outcomes
<p><b>Work Excellence:</b></p> <ul style="list-style-type: none"><li>• Effectively carry out work allocated either independently or as a team</li><li>• Identify opportunities to contribute to team or business objectives and actively seeks to provide input</li><li>• Identify and recommend to relevant parties opportunities for improvement</li></ul>	<ul style="list-style-type: none"><li>• Work is completed in a timely manner and to a high standard</li><li>• The individual is recognised as a valuable contributor to achieving team and business objectives</li><li>• Improvements identified and implementation evident</li></ul>

### **Relationship Management:**

- Develop and maintain effective relationships with internal and external stakeholders
- Manage conflict effectively to ensure a functional professional relationship is maintained
- Provide excellent customer service to both internal and external customers
- Productive mutually beneficial relationships are developed and maintained
- Business objectives are met
- Customer service standards are consistently met
- The reputation of the individual, their immediate team and Panuku are enhanced

### **Professional Development:**

- Take responsibility for identifying own learning and development needs
- Take action to communicate these and contributes to identifying relevant support to meet these needs
- Apply learnings to advance professional competence
- Learning and development needs are communicated to line manager
- Learning and development needs are incorporated into Performance Development Plan
- Opportunities to participate in learning activities are proactively undertaken

### **Projects:**

- Contribute as an active participant in project teams where applicable
- Provide up-to-date, relevant best-practice input based on studies, where relevant
- Make a valuable contribution to project teams through:
  - Offering fresh ideas that encourage innovation
  - Actively listening to others' contributions, seeking clarity to advance own learning or understanding, and applying that learning to wider context
  - Take on a fair portion of actions to support the achievement of project objectives

### **Organisational obligations**

- Action Panuku Development Auckland's good employer obligations and equal employment bicultural policies and practices
  - As an employee of Panuku Development Auckland you are required to be associated, as required, with Civil Defence Emergency Management or any exercise that might be organised in relation to this function.
  - Promote a safe and healthy workplace by undertaking responsibilities as outlined in the organisation's health and safety policy and procedures
  - Promote activities and initiatives that assist Panuku Development Auckland to achieve its vision
  - As an employee of Panuku Development Auckland you are required to familiarise yourself with and comply with all organisation policies, including but not limited to, the Code of Conduct
  - Panuku Development Auckland meets its obligations as an employer
  - Panuku Development Auckland's reputation is enhanced within the community
  - Health and safety requirements upheld
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## Key relationships

Internal:

- Team leader and team
- Mentor as assigned to support throughout programme
- Buddy to provide peer support throughout programme
- Stakeholders / customers from within the Business

External:

- All external parties as designated by the authorised manager
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## Type of person suitable for this position

### Qualifications

#### *Essential*

- A New Zealand accredited tertiary qualification in a relevant discipline such as: Urban Design, Land use Planning, Portfolio Management, Project Management (external) or Property Law.

#### *Desirable*

- Full clean NZ driver's license required or other alternative way of traveling across the region
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### Experience

- No prior work experience required; *however*, work experience (paid or unpaid) in related field is an advantage.
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At Panuku, our behaviours are to inspire, involve, achieve and enable each other to shape spaces that Aucklanders love

### Enable

- I carefully weigh up all factors when making decisions, and take calculated risks when they're justified and worth it.
- I ask for, appreciate and use both positive and constructive feedback to help solve issues or to improve. I give feedback to others in the same spirit.
- I learn from my failures and successes, and help create a safe environment for others to do the same.
- I take ownership to upskill myself, ask questions and find answers so I have all the information and skills I need to succeed.

### Achieve

- I set ambitious targets to stretch myself in my role.
- To meet my targets, I plan and execute well and pursue them with energy and enthusiasm, while staying true to the Panuku behaviours.
- I share my successes with the team and take part in celebrating others' wins

### Inspire

- I speak positively about Panuku both inside and outside the organisation – about our people, our work and our role for Auckland.
- I can express the Panuku vision to others and describe how my work fits into the frame.
- I can state our case with conviction and make bold moves when they're the best choice for Auckland.
- I take opportunities to try new thinking and better ways of doing things.
- I take the time to share our story with others and encourage their understanding and involvement.

### Involve

- As a team player, I contribute effectively to our collective efforts and share the workload.
  - I support my colleagues and pitch in to help when things go wrong or extra hands are needed.
  - I work together well with people across the business and am mindful of how my actions impact others.
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- I respect the diverse skills and perspectives that others bring to our workplace. I listen to their views and seek out their strengths.
  - I contribute to a welcoming environment at work by being open and friendly with teammates.
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#### **Technical competencies**

- Understanding of Te Tiriti o Waitangi
  - Knowledge of tikanga Māori
  - Experience using Microsoft Office applications, particularly Excel and Word
  - Possess Strong verbal and written communication skills
  - Excellent time management and organisation skills
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#### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed.