

Position Description

Position title:

Waste Solutions Graduate

Division:

COO

Department:

Infrastructure and Environmental Services

Unit:

Waste Solutions

Reports to:

Various throughout rotations

Direct reports / Indirect reports (number):

None / none

Location:

Auckland

Accountabilities of position

Purpose of position:

To provide graduate level support to a range of environmental services and programmes to deliver the Zero Waste aspirations of the Waste Management and Minimisation Plan.

Specific annual work programme will be developed based on specified need to facilitate development of technical skills and to assist with career progression for high performing graduates. This will include Customer Enhancement, Waste Planning, Resource Recovery, Waste Enterprises and Refuse and Waste Contracts and Compliance.

Key responsibilities (throughout rotations)

Work Excellence

Key Responsibilities

- Effectively carry out work allocated either independently or within a team
- Identify opportunities to contribute to team or business objectives and actively provide input
- Identify and recommend opportunities for improvement to relevant parties

Expected Outcomes

- Work is completed in a timely manner and to a high standard
- The individual is recognised as a valuable contributor to achieving team and business objectives
- Improvements identified and implementation evident

Relationship Management

Key Responsibilities

- Develop and maintain effective relationships with internal and external stakeholders
- Manage conflict effectively to ensure a functional professional relationship is maintained

Expected Outcomes

- Productive mutually beneficial relationships are developed and maintained
- Business objectives are met

Customer Service

Key Responsibilities

- Provide excellent customer service to both internal and external customers
- Ensure actions reflect te ao Māori
- Apply cross-cultural awareness

Expected Outcomes

- Auckland Council customer service standards are consistently met
 - Māori outcomes are achieved Auckland's diversity is valued
 - The reputation of the individual, their immediate team and Auckland Council are enhanced
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Professional Development

Key Responsibilities

- 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

Expected Outcomes

- 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
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Projects

Key Responsibilities

- Contribute as an active participant in project teams where applicable
- Provide up-to-date, relevant best-practice input based on studies, where relevant

Expected Outcomes

- 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
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Organisational obligations

Key Responsibilities

- Action Auckland Council's good employer obligations including equal employment, biculturalism and diversity policies and practices
- Auckland Council is committed to the principles of the Treaty of Waitangi – partnership, participation and protection – as such, we work with our iwi partners and the wider Māori community to meet their needs and aspirations for the city
- As an employee of the council you are required to understand and demonstrate our organisational behaviours
- As an employee of the council you are required to be associated, as required, with Civil Defence Emergency Management or any exercise that might be organised in relation to this council function
- Promote a safe and healthy workplace by undertaking responsibilities as outlined in Auckland Council's health and safety policy and procedures
- Promote activities and initiatives that assist Auckland Council achieve its vision and mission
- Promote one-organisation initiatives and action these service characteristics
- As an employee of Auckland Council you are required to familiarise yourself with and comply with all organisation policies, including but not limited to, Auckland Council Code of Conduct

Expected Outcomes

- Auckland Council meets its obligations as an employer
 - Auckland Council meets its obligation under the Treaty of Waitangi and the Treaty Settlement Act
 - Understanding and meeting the needs of Māori in the council's internal working environment and in the delivery of services to the Auckland community
 - Act in ways that demonstrate understanding and which embrace our behaviours in your dealings with both your work colleagues and in your interactions, both internal and external.
 - Acts in ways that support an environment of biculturalism, diversity and inclusion in the workplace
 - Obligations under the Māori Responsiveness framework are upheld
 - Auckland Council's reputation is enhanced within the community
 - Health and safety requirements upheld
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Key relationships

Internal:

- Team leader and team
- Buddy to provide peer support throughout programme
- Mentor as assigned to provide guidance
- All units within Infrastructure and Environmental Services directorate; Policy and Planning staff, Parks, Community Development Arts and Culture, Democracy Services

External:

- All external parties as designated by the authorised manager

Type of person suitable for this position

Qualifications

Essential

- A New Zealand accredited tertiary qualification in a relevant discipline such as:
 - Environmental Science
 - Commerce
 - Education
 - Arts
 - OR related discipline
- Driver's license required or other alternative way of traveling across the region

Experience

- No prior work experience required; however, work experience (paid or unpaid) in related field is an advantage.

Personal Leadership Behaviour – Team Member

Auckland Council's vision is to create the world's most liveable city, while delivering Aucklanders great value for money. Our high performance behaviours were developed to capture what it means to put our vision in to action:

- **Develop** - We take new approaches to solving old problems; we thrive on challenge; we think big and stay ahead of the game
- **Serve** - We treat our customers as though they're our friends and neighbours; we make things easy for Aucklanders; we spend ratepayer money wisely
- **Achieve** - We're accountable; we get stuff done; we achieve real results
- **Collaborate** - We are one council family and we trust each other; we know that the little things we do can make a big difference; success is a shared goal

Technical competencies

Essential

- Strong customer service ethic and a sense of personal ownership and responsibility
- Excellent communication skills, including verbal and written with high attention to detail
- Understanding of Te Tiriti o Waitangi and its relationship to Local Government
- Knowledge of tikanga Māori and an ability to relate with iwi and hapu
- Strong interest in/sound knowledge of web based applications and technologies Exceptional verbal and written communication skills
- Excellent time management and organisation skills

Desirable:

- Proficiency in Te Reo and an understanding of te Ao Māori

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.