

Position Description

Position title:

Intern - Youth Empowerment Team

Division:

Community Services

Department:

Community Empowerment Department

Reports to:

Team Leader, Community Action on Youth and Drugs (CAYAD)

Direct reports / Indirect reports (number):

None / none

Location:

Auckland Central

Accountabilities of position

Purpose of position:

The intern will be based in the Youth Empowerment team and participate in key projects over the course of a 3-month programme to provide a broad range of experience. The programme will include a mix of on-the-job learning and stretch projects, alongside work allocation typical for the Youth Empowerment team. The intern is responsible for performing work allocated and contributing to relevant activities and projects as required.

Auckland Council has adopted an Empowered Communities Approach that will deliver services in an effective and empowering way and will support more community-led development. The two key principles for success that underpin this approach are promoting inclusion and removing barriers to opportunity and participation. Through working collaboratively across council, agencies and communities, community development practice will be more effective in delivering on local board plans, The Auckland Plan, community aspirations and the Māori Plan for Tāmaki Makaurau.

The Intern is responsible for assisting the Youth Empowerment Team to promote opportunities for young people to have a say in decisions that impact their lives.

This will include the following:

- Enabling young people to be heard, valued and contribute in their communities
- Brokering effective and meaningful partnerships
- Building high quality, collaborative relationships
- Advocating for positive change
- Being creative and innovative

Context:

The intern will work alongside Specialist Advisors, and Advisors to deliver against agreed business objectives. Work for the intern may include projects for the Community Action on Youth and Drugs (CAYAD) team where the focus is on harm minimisation of alcohol and other drugs on young people, or the Specialist Youth Advisors who work with local boards to support their aspirations for young people in their communities.

Key responsibilities

- Support the facilitation of community engagement and action
- Support the creating, implementing and evaluating of projects and programmes
- Participate in collaborative projects with internal and external parties

Expected Outcomes

- The local community has more opportunities to shape decision-making
- Solutions-focused thinking and action
- An increase in the level of control and influence that communities and local people have over the things they care about and which matter uniquely to them
- Increased capacity of youth-related voluntary and community groups
- Creative and flexible responses developed to support community-led action/initiatives

Work Excellence**Key Responsibilities**

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

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 and 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

Expected Outcomes

- Auckland Council customer service standards are consistently met
- The reputation of the individual, their immediate team and Auckland Council are enhanced

Professional Development**Key Responsibilities**

- Take responsibility for identifying own learning and development needs
- Take action to communicate these and contribute 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
- Provide coordination and administrative support to the Youth Empowerment Team, preparing reports and presentations, helping organise meetings, agendas and minutes, and maintaining logs and registers
- Carry out desktop research when required

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
 - Project meetings are well prepared and efficiently run, with all project information recorded to Auckland Council standard
 - Information is well managed and event delivery is supported
 - Desktop research material is relevant and adds value to Youth Connections projects and programmes
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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 demonstrates 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

Key relationships

Internal:

- CAYAD Team Leader and Youth Empowerment Team
- Wider Community Empowerment Unit
- Buddy to provide peer support throughout programme
- Intern Liaison Officers throughout programme

External:

- All external parties as designated by the authorised manager

Type of person suitable for this position

Qualifications

- In penultimate year of study working towards a New Zealand accredited tertiary qualification in a relevant discipline, such as:
- Social Work, Psychology, Health Promotion, Humanities, Counselling, Youth Development

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

General competencies

Essential:

- Ability to write quality material for a range of audiences and channels
- 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
- Experience using Microsoft Office applications, particularly Excel and Word
- Possess strong verbal and written communication skills
- Excellent time management and organisation skills
- Excellent inter-personal and relationship management skills
- Experience in the Microsoft Office suite
- Excellent attention to detail
- The ability to work well within a team environment is essential
- An understanding of youth related issues

Desirable:

- Proficiency in Te Reo and an understanding of Te Ao Māori;
 - An interest in local government
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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.