

Position description

Position title:	Parks Services Graduate	Team:	Parks Advisory
Division:	Community Services	Reports to:	Principal Parks Advisor
Department:	Parks, Sport & Recreation	Direct reports:	None
Unit:	Parks Services	Indirect reports:	None

 <p>Our commitment to te ao Māori</p>	<p>We honour Te Tiriti o Waitangi, accord value to te ao Māori (the Māori world), support kaitiakitanga and are responsive to the needs of the Māori community. You participate in initiatives to embed te ao Māori into the way we do things. You are willing to develop and build your own confidence and capability to contribute to the department's Māori Responsiveness Plan and wider organisation's vision to be a treaty-responsive organisation.</p>
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 <p>Purpose of the job</p>	<p>To participate in key projects and events, and gain a broad range of knowledge and experience across the Parks Services unit, over the course of the two year graduate programme.</p> <p>The programme will include on-the-job learning, research, customer liaison, stakeholder engagement, and special interest projects, that align with the goals and business outcomes of the unit.</p> <p>As an early career professional, The Parks Services Graduate will receive mentoring and coaching to assist with their professional development.</p>
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 <p>Key responsibilities</p>	<ul style="list-style-type: none"> • Be aware of, and demonstrate, the principles of Our Charter. This sets out the expectations for conduct at Auckland Council. • Effectively carry out work allocated either independently or as a team and contribute as an active participant • Identify opportunities to contribute to team or the Unit business plan and actively seeks to provide input • Provide up-to-date, relevant best-practice input based on studies, where relevant • Develop and maintain effective relationships with internal and external stakeholders • Take responsibility for identifying own learning and development to advance professional competence, whilst identifying relevant support to meet these
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 <p>Outcomes</p>	<ul style="list-style-type: none"> • On completion of the two year programme, the graduate will have well-rounded knowledge and experience of the Parks Services unit, the key outcomes of the Parks Sport and Recreation Department, and familiarity with the local government working environment. • Work is completed in a timely manner and to a high standard • The individual is recognised as a valuable contributor to achieving team and unit business plan • Project teams receive valuable advice • Productive mutually beneficial relationships are developed and maintained • Business objectives are met • Auckland Council customer service standards are consistently met • The reputation of the individual, their immediate team and Auckland Council are enhanced • Learning and development needs are communicated to line manager and incorporated into MyTime Plan • Opportunities to participate in learning activities are proactively undertaken • All health, safety and wellbeing requirements are met and contribute to a healthy workplace and positive safety culture • Good understanding and working knowledge of basic tikanga and Te Reo Māori
 <p>Key skill</p>	<ul style="list-style-type: none"> • A team player, able to work collaboratively and on own as required • Good interpersonal skills; good written and verbal communication • Demonstrates council behaviours for other team members • Ability to interpret and present data effectively • Ability to work with a wide range of customers and stakeholders
 <p>Job requirements</p>	<ul style="list-style-type: none"> • Tertiary qualification in a related field (parks management, recreation, conservation, geography or equivalent). • Driver's licence • Proficient in use of Microsoft Office suite

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, employees may be required to perform duties outside of their normal responsibilities as needed.

Approving manager:	Version date:		
	25 Feb 2020		
 <p>Job framework</p>	Job function:	Job family:	Job:
	Parks Services	Generalist	Graduate Parks Services

Auckland Council behaviours

