

Position description

Position title:	Design Intern	Team:	TBC
Division:	Chief Planning Office	Reports to:	Team Leader
Department:	Plans and Places	Direct reports:	0
Unit:	Urban Design Unit	Indirect reports:	0

 <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>The position is in the Urban Design Unit, in the Plans and Places Department. The Unit provides design review advice to customers and our Regulatory Department on urban design outcomes, and provides strategic design advice on best-practice urban design to Council, Council Controlled Organisations, and other customers</p> <p>The intern will participate in a range of projects over the course of a 3-month programme, to assist with the Unit's work programme and provide a broad range of experience.</p>
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Key responsibilities

- Be aware of, and demonstrate, the principles of **Our Charter**. This sets out the expectations for conduct at Auckland Council.
- Be aware of, and demonstrate, **Our Behaviours** in ways that support inclusivity and adaptability in every aspect of our work.
- At Auckland Council, "health and safety starts with me" (ka timata te hauora me te aria hauata ki a au) and everyone has a duty to keep themselves and others safe. Our **Health and Safety Policy Statement** and our **Health and Safety Management Framework (SMF)** explain the specific HSW duties applicable to this role, including Injury Management responsibilities applicable to people leaders."
- Effectively carry out work allocated either independently or as part of a team
- Contribute as an active participant in project teams where applicable
- Identify opportunities to contribute to team or business objectives and actively seek to provide input
- Identify and recommend to relevant parties opportunities for improvement
- Be part of developing and maintaining 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
- 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
- Provide up-to-date, relevant best-practice input based on studies, where relevant
- Support the provision of professional advice and expertise in the following areas:
 - Assisting team members with a range of tasks and projects. These may include: Providing design advice, particularly in the areas of design review advice (including providing background information for pre-application meetings), strategy & project work, best practice design guidance, universal design and Māori design.
 - Assisting with drafting reports and design guidance
 - Developing and sharing best practice, including material for the Auckland Design Manual (ADM), to help raise the 'design quality bar' for Auckland.

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 <p>Outcomes</p>	<ul style="list-style-type: none"> • 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. This includes offering fresh ideas that encourage innovation, and actively listening to others' contributions, seeking clarity to advance own learning, or understanding, and applying that learning to wider context • Improvements identified and implementation evident • 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 • Opportunities to participate in learning activities are proactively undertaken • Council policy and process is adhered to
 <p>Key skills</p>	<ul style="list-style-type: none"> • 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. • Driven to achieve great outcomes for Tāmaki Makaurau. • Excellent interpersonal and relationship skills. • Ability to think creatively. • Excellent hand drawing / design skills with some understanding of building and site design outcomes. • Excellent written and oral communication skills. • Experience in the use of Microsoft Office applications, particularly Excel and Word • Possess strong verbal and written communication skills • Excellent time management and organisation skills • Good interpersonal skills • Problem solving and decision-making skills • Ability to work on a number of projects concurrently • Self-motivated
 <p>Job requirements</p>	<p>In penultimate year of study working towards a relevant New Zealand accredited tertiary qualification (Bachelors or Masters) in a relevant discipline such as:</p> <ul style="list-style-type: none"> ○ Planning ○ Landscape Architecture ○ Urban Design

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.

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Approving manager:		Version date:	
Lisa Dunshea		16 th July 2021	
 Job framework	Job function:	Job family:	Job:
	Planning	Design	Design Intern

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