



Position description

Position title:	Plans and Places Intern	Team:	TBA
Division:	Chief Planning Office	Reports to:	Team Leader
Department:	Plans and Places	Direct reports:	
Unit:	TBA	Indirect reports:	n/a

 <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 intern will be based in key functional teams 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 areas where they are based. The intern is responsible for performing work allocated and contributing to relevant activities and projects as required.</p> <p>Work placement is dependent upon business need and the incumbent's learning and development.</p> <p>Day-to-day work during the internship may require some travel to other Council buildings, customer premises and other work sites as required.</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."

Work Excellence

- 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 parties opportunities for improvement

Relationship Management

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

Customer service

- Provide excellent customer service to both internal and external customers

Projects

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

Technical responsibilities

- Support the provision of professional advice and expertise in the following areas:
 - Policy development and analysis
 - Area spatial planning and place-making
 - Statutory planning

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Outcomes

Work Excellence

- 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

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

Customer service

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

Projects

- 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 apply that learning to wider context
 - Take on a fair portion of actions to support the achievement of project objectives

Technical responsibilities

- Allocated work is handled effectively and in a timely manner
- Work is of a high standard
- Service to customers is exemplary
- Council policy and process is adhered to



Key skills

Essential

- 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 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

Desirable:

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

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Job requirements

Qualifications

- In penultimate year of study working towards a relevant New Zealand accredited tertiary qualification in a relevant discipline such as:
- Bachelor of Planning
- Driver's license required or other alternative way of traveling across the region

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:	
Olga Bernstein		16 July 2021	
 Job framework	Job function:	Job family:	Job:
	Planning	Generalist	Planning Intern

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