

# Position description

<b>Position title:</b>	Graduate Programme 2022 – Governance Graduate	<b>Team:</b>	N/A
<b>Division:</b>	Governance	<b>Reports to:</b>	Manager Governance Services
<b>Department:</b>	Governance Services	<b>Direct reports:</b>	Nil
<b>Unit:</b>	Rotations across governance division to be advised.	<b>Indirect reports:</b>	Nil



## Our commitment to te ao Māori

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 help lead the department's Māori Responsiveness Plan/Māori responsiveness journey, embodying the organisation's commitment to be a treaty-responsive organisation.




## Purpose of the job

To gain broad experience through delivery of on-the-job work and projects across the Governance Division during your two-year graduate programme tenure.

This will involve a mix of:

Cross-divisional work &	Rotations across business units
Supporting the Manager Governance Services to deliver work programmes deliverables.	<ul style="list-style-type: none"> <li>• Auckland Emergency Management</li> <li>• CCO Governance and External Partnerships</li> <li>• Democracy and Engagement</li> <li>• Governance Services</li> <li>• Legal</li> <li>• Local Board Services</li> <li>• Ngā Mātārae</li> <li>• Risk and Assurance</li> </ul>

Rotations may be located at different services areas/offices and require travel. You will be supported in your role by a mentor and governance people leaders.

 <p><b>Key responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Be aware of, and demonstrate, the principles of <b>Our Charter</b>. This sets out the expectations for conduct at Auckland Council.</li> <li>• Identify learning goals and proactively engage in development opportunities.</li> <li>• Develop your political acumen and understanding of our governance model.</li> <li>• Provide quality advice to elected and appointed members.</li> <li>• Find ways to engage and enable our communities and customers.</li> <li>• Make an active contribution to projects and business delivery.</li> <li>• Add value by finding new ways to innovate or improve existing practices.</li> <li>• Learn how to pronounce basic te reo Māori.</li> <li>• Participate in tikanga practices at work.</li> <li>• Manage yourself and take responsibility for your own health and safety.</li> </ul>
 <p><b>Outcomes</b></p>	<ul style="list-style-type: none"> <li>• Actively contribute to team or business objectives.</li> <li>• Deliver a high standard of work in a timely manner.</li> <li>• Demonstrate an applied understanding of our governance model.</li> <li>• Work effectively with elected and appointed members.</li> <li>• Develop and maintain strong relationships and networks across council.</li> <li>• Display professionalism with internal and external customers.</li> <li>• You receive positive feedback from stakeholders about your contributions.</li> </ul>
 <p><b>Key skill</b></p>	<ul style="list-style-type: none"> <li>• Good interpersonal skills and the ability to build productive relationships.</li> <li>• Good written and oral communication skills.</li> <li>• Good judgement, problem solving and decision-making skills.</li> <li>• Analytical and critical thinking skills.</li> <li>• Highly skilled in using Microsoft Office applications.</li> <li>• Personal resilience, a 'can-do' attitude.</li> <li>• Works flexibly to meet changing demands.</li> <li>• Well organised, meets deadlines and gets the job done.</li> </ul>
 <p><b>Job requirements</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Understanding of Te Tiriti o Waitangi and its relationship to local government.</li> <li>• Relationship management and communication skills.</li> <li>• Excellent time management and organisation skills.</li> <li>• Project management and administration skills.</li> <li>• A tertiary qualification in a relevant discipline such as law, Māori or Pasifika studies, international relations, policy, business, community engagement, customer insights / analytics, project management.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• No prior work experience required, but work in related fields is useful.</li> <li>• Proficiency in te reo and an understanding of te Ao Māori.</li> <li>• Knowledge of tikanga Māori and the ability to relate well with iwi and hapu.</li> <li>• Policy development and policy writing skills.</li> </ul>

**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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<b>Approving manager:</b>		<b>Version date:</b>	
Rose Leonard		2/12/2020	
 <b>Job framework</b>	<b>Job function:</b>	<b>Job family:</b>	<b>Job:</b>
	Quality Assurance	Generalist	Graduate Quality Assurance

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