

**GENERAL CONDITIONS OF APPOINTMENT FOR EMPLOYEES OF
BULLER DISTRICT COUNCIL
INFORMATION AND COMMUNITY SERVICES ASSISTANT**

1. Applications

Applications addressed to the HR Officer, Buller District Council, PO Box 21, Westport and endorsed "Information and Community Services Assistant" are invited for the above position and close on 25 November 2009.

2. Application Information

The following minimum details should be provided on the application form provided:

- (a) Name, address and contact telephone numbers or other quick means of contact.
- (b) Each applicant will be required to state that they do not have any disability or medical condition that would prevent them from carrying out the work to a satisfactory standard.
- (c) Confirmation that the applicant is legally entitled to work in New Zealand.
- (d) Particulars of general education, relevant academic and technical qualifications.
- (e) Details of employment history, this to include duties and degree of responsibility and references and testimonials as is necessary.
- (f) In the event of appointment an indication as to how soon thereafter duties could be commenced.
- (g) Names of two people to whom personal and work reference checks can be made.
- (h) All applicants will be required to complete a job applicants declaration.

It is recommended that a curriculum vitae also be provided.

3. General Conditions of Appointment

The preferred employment instrument in place is the Buller District Council's Collective Employment Agreement for administrative and other staff. However, some applicants may be required to enter into an individual agreement. The successful applicant is required to be a signatory to an employment agreement, before employment commences.

4. Salary

Part-time employees are normally paid on an hourly basis for the work undertaken.

All other Council positions are salaried positions which means that sometimes additional hours are expected to be worked without further compensation.

The salary for the position will be commensurate with qualifications and experience. Specific salary will be based upon the appropriate market rate, which is reviewed annually.

A salary scale based on the above information will be negotiated with the successful applicant.

Payment of salary will be by direct credit to a nominated bank account.

5. Duties

Specific duties are set out in the attached Job Description for the position.

6. Hours of Work

Part-time employees working hours are identified at the time an offer of employment is made.

The ordinary hours for full-time staff to be worked without additional payment will be 40 hours per week, to be worked not more than eight hours per day Monday to Friday inclusive, between the hours of 6.00 am and 7.00 pm and 9.00 am and 1.00 pm on Saturdays.

7. Other Work

Other work or employment may be undertaken providing the Chief Executive's approval is first obtained and the work does not conflict with employment with the Council.

8. Holidays

The provisions of the Holidays Act 2003 apply regarding statutory and annual holidays.

9. Public Holidays

The undermentioned days shall be paid holidays and shall be allowed in addition to the holidays referred to in Section 8 of these conditions:

New Years Day	Anzac Day
The Day After New Years Day	Sovereigns Birthday

Waitangi Day
Anniversary Day
Good Friday
Easter Monday

Labour Day
Christmas Day
Boxing Day

10. Termination of Employment

The appointment may be terminated by either party at any time on one months notice in writing.

11. Interview Expenses

Applicants selected for interview will be reimbursed all reasonable expenses on the proviso that, any person who after accepting the position and subsequently declines it, will be expected to meet the interview costs.

12. Canvassing

Any applicant canvassing any Councillors of the Buller District Council in support of an employment application will be automatically disqualified.

13. News Media

No officer shall communicate with the news media on any matter relating to Council operations without the consent of the Chief Executive.

14. Duties

Notwithstanding the duties set out in the Job Description, the appointee shall carry out such other duties as may be assigned to them by the Manager Environment and Community.

15. Equal Employment Opportunities

The Council has an EEO policy. The successful applicant will be expected to show a commitment to this policy and undergo any training associated with it.

16. Smoke Free Policy

The Council has a smoke free work environment. It is a condition of employment that no smoking is allowed in the workplace, which includes vehicles.

17. Standard of Dress

A reasonable standard of dress is required of all Council officers. This is particularly important for officers whose positions involve regular contact with members of the public.

18. Civil Defence

One of Council's responsibilities is that of Civil Defence. All full-time staff will be expected to assist and participate in Civil Defence training and emergencies.

19. Drivers Licence

The employee shall at all times hold a car drivers licence.