

BULLER DISTRICT COUNCIL

JOB DESCRIPTION

POSITION:	Information and Community Services Assistant
COUNCIL DEPARTMENT:	Environment and Community
REPORTS TO:	Manager Environment and Community
LOCATION:	Westport
REMUNERATION:	A market related package will be negotiated with the successful applicant

Primary Objective

- To meet all statutory responsibilities of Council in the preparation of Land Information Memoranda and Project Information Memoranda
- To Provide Community Service support on a range of projects
- To assist in the organisation and management of a range of small events
- To help maintain Council's public communications and information

As a member of the Environment and Community Department, the Information and Community Services Assistant will provide land information memoranda and project information memoranda to customers as requested and/or as a requirement of issuing a building consent. They will also provide communications, consultation, administrative and events support and will contribute to a range of projects as requested.

They will assist in the delivery of the controlled communications of Council and maintain website content. They will work, in conjunction with Council's operational units, to promote information provision, public engagement and public consultation processes.

The Information and Community Services Assistant may be tasked with co-ordinating and overseeing projects that could span a range of topics, from arts and culture, recreation, youth, or education.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Property Information

- Delivery of land information memoranda (LIMs) to customers within the required statutory timeframes containing all of the required information in accordance with the Local Government Official Information and Meetings Act.
- Delivery of property information memoranda (PIMs) as requested by customers or required for the issue of a building consent, in accordance with the Building Act 2004.
- Preparing all LIMs and PIMs by liaising with appropriate Council staff to compile information.
- Researching and collating all known information that is of relevance to LIMs and PIMs and maintaining a system whereby this information can be easily located and interpreted.
- Developing strong relationships with planning, building and operations staff to gain a thorough understanding of matters relating to land and properties in the district.

Communication

- Maintain a database of key stakeholder groups and implement strategies to provide appropriate communication to these groups
- Where requested, provide liaison support with key stakeholder groups
- Provide communications support to departments across Council
- Implement and carry out Council's Community Education Strategy

Publications

- Provide back-up support and assistance for the production of the Buller District Council Community Newsletter where necessary
- Assist with production of other publications as required
- Provide writing/communications support for major projects and consultations, including copy, input into design, arranging printing and delivery
- Collate media clippings supplied to Council

Events and Administration

- Assist in the organisation and/or oversee Council events such as the beautification awards, official openings, ceremonies and small events etc
- Assist with projects as directed by Community Services Officer
- Assist with customer service duties and respond to public enquiries as required

Civil Defence

- Participate in civil defence training and activities as required.

The Information and Community Services Assistant shall ensure that the individual areas of responsibility identified above are to be successfully managed effectively and at least cost.

Factors to be managed include:

- public perceptions
- transparency of processes
- staff and community support
- reporting to the Community Services Officer, Team Leader Regulatory Services, Manager and Community and Environment, Chief Executive or Council as required

Authority Limits

Authority over various matters may be delegated to the Officer by the Community Services Officer, Team Leader Regulatory Services, Manager Community and Environment or the Chief Executive from time to time.

PERSON SPECIFICATION

The following attributes and experience are sought for this position:

Experience/Knowledge

- Training will be provided, but strong written communication skills are essential
- Experience with MS Office products

Interpersonal Skills

- Understand the importance of a customer service focus
- Excellent attention to detail
- Be able to work both independently and as part of a team
- Be able to manage multiple tasks
- Able to build effective relationships with diverse groups and organisations
- Strategic thinking
- Events co-ordination experience

Personal Qualities

- Cheerful
- Motivated with a desire to learn, make progress, take on responsibility
- Good listening skills
- Sense of humour
- Organised and efficient
- Analytical