

A Position Description and Application Form for the position you are applying for is available from this website. Please complete the application form either using our online form, or complete a printed copy and send or email it to:

Postal address: HR Advisor, Hauraki District Council, P O Box 17, Paeroa; or  
E-mail address: [jobs@hauraki-dc.govt.nz](mailto:jobs@hauraki-dc.govt.nz)

Applications will be accepted up to 4pm on the closing day.

Your application should include a copy of a Curriculum Vitae and any other information which you feel may support your application for the position. Please ensure you keep the originals of documents you forward as Hauraki District Council does not take responsibility for lost or damaged application material.

All applications will be acknowledged. Online applications will be acknowledged electronically. If you do not receive an acknowledgement please contact our Human Resources Advisor to ensure your application has been received.

Short-listing is usually carried out within two weeks of the closing date.

If you are invited to attend an interview, these will usually be held during working hours and will be conducted by two or more Council officers. Reference checks are then completed before the interviewers make a decision on the successful applicant, and an offer of employment is made – usually by telephone and then confirmed in writing.

When an offer is accepted, all other applicants are advised in writing that they are unsuccessful.

## **Enquiries may be made to one of our Human Resources Advisors:**

Julie Sweeney  
E-mail [julie@hauraki-dc.govt.nz](mailto:julie@hauraki-dc.govt.nz)  
Phone 07 862 5023

or  
Sue Greenville  
E-mail: [sue@hauraki-dc.govt.nz](mailto:sue@hauraki-dc.govt.nz)  
Phone 07 862 5024

# CONDITIONS OF EMPLOYMENT & OTHER USEFUL INFORMATION

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Hauraki District Council is an equal opportunity employer, which means it hires, trains and promotes without regard to race, colour, national or ethnic origin, sex, marital status, age, religious belief etc. The Council is looking to appoint the best person for the job, based on the skill, knowledge and values required for the position.

## **SALARY**

The commencing salary for the position is subject to the skill, knowledge and experience levels of the successful applicant. Salary progression will be in accordance with the established salary guide-lines for the position. Hauraki District Council uses a job evaluation system and current market data to ensure its salaries are fair and competitive.

## **HOLIDAYS AND LEAVE**

Annual holidays are allowed in accordance with the Holidays Act 2003 and any amendments or other relevant legislation. Any other provisions are set out in the employment agreement relevant to the position.

## **INTERVIEW EXPENSES**

Interview expenses may be claimed and awarded where considered reasonable. Interview expenses are not granted for residents living within the Hauraki district.

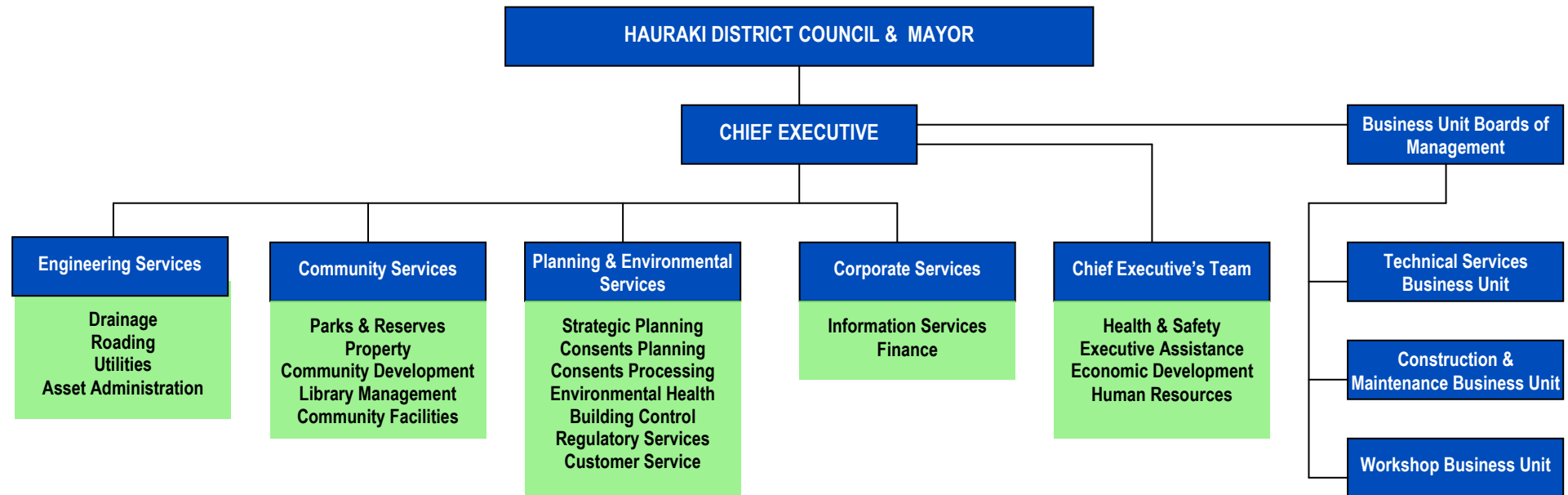
## **ORGANISATIONAL STRUCTURE**

The Council has four departments and three business units. See the organisational chart in Appendix 1 below.

## **THE HAURAKI WAY**

Included in all position descriptions are the Hauraki District Council values. The Council has four values that form the core of how employees carry out their work and conduct interactions both internally and externally. The values shape the culture of our organisation and demonstrate what is important within HDC. These values focus on 'how' we do the job, and 'how' we conduct ourselves in the workplace. This is 'The Hauraki Way'. (See Appendix 2 below)

## APPENDIX 1: HDC Organisational Structure



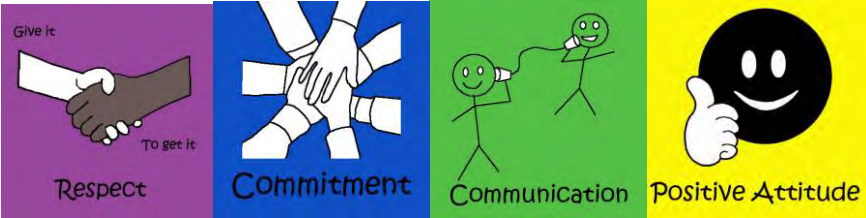
The Hauraki District Council has three wards – Paeroa, Waihi and Plains – with a Mayor elected at large, and Councillors elected from each Ward to form the Hauraki District Council. The main office is located at Paeroa, with service centres at Waihi and Ngatea.

The staffing team is headed by a Chief Executive, with four department managers responsible for Corporate Services, Engineering Services, Planning and Environmental Services, and Community Services. The Council has three Business Units which operate independently of the departmental structure. They are Construction and Maintenance, Technical Services, and the Workshop. Each operates under the direction of a Business Unit manager.

The Hauraki District Council employs around 140 people in varying roles (120 full-time equivalents). It also employs some seasonal, or fixed term, labour from time to time as the need arises.



# *the hauraki way*



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This is The Hauraki Way. Welcome to our world.

# positive attitude



**“I offer ideas and solutions”**

**“I look for better ways of doing things”**

**“I am fun to work with”**

**“I am a can-do employee”**

**its better with a smile ...**

# commitment



**“I always do my best”**

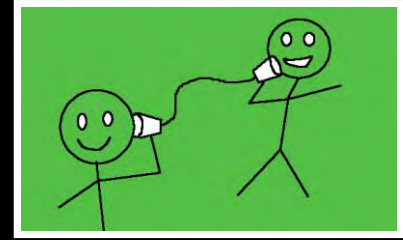
**“I follow through for my customers and team”**

**“I go the extra mile”**

**“I take personal responsibility for my actions – I walk the talk”**

**its more than just a job ...**

# communication



**“I share relevant information with others”**

“I listen to understand. I speak to be understood”

**“I value feedback”**

**“I use an appropriate communication style”**

**sharing and caring ...**



# respect



“I always keep an open mind”

**“I acknowledge and respect differences of opinion”**

**“I am always considerate and understanding”**

*“I treat others as I would want them to treat me”*

**give it to get it ...**