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Sample
Job
Descriptions

mānana māhiri

VALUING THE WORK OF THE TANGATA WHENUA, COMMUNITY AND VOLUNTARY SECTOR



RESOURCE 3 - SAMPLE JOB DESCRIPTIONS

The CD provided with this resource provides the following material in electronic form so that you are able to download the files and adapt them for your own use.

The information provided in this resource presents an outline of some legal requirements and is not intended as an interpretation of the law. Employment law is constantly changing. For updates go to www.ers.dol.govt.nz and www.legislation.govt.nz

For updates to this resource see the Workplace Wellbeing Project website:
www.communitycentral.org.nz/workplace-wellbeing

JOB DESCRIPTION EXAMPLE 1

TITLE OF POSITION

REPORTS TO

DATE CREATED

PURPOSE OF THE ROLE

(Summarise the main purpose of the role in 1 or 2 sentences)

KEY RESPONSIBILITIES

(There should be between 5 and 10 key areas of responsibility.

Focus on WHAT is to be achieved rather than HOW it is achieved)

Examples of key responsibilities are:

1. Staff Management - to recruit and manage a team of employees to enable achievement of the organisation's goals
2. Business Planning and Budgeting - to prepare the annual business plan and team budget and regularly monitor and report on progress against these

Responsible to:

KEY RELATIONSHIPS

Delegations of Authority

Capital Expenditure \$

Operational Expenditure \$

Authorisation to Hire

Authorised to sign Contracts \$

Responsible For:

No. of Staff

Budget \$

Revenue \$

PROFESSIONAL & TECHNICAL CAPABILITIES

List the learned skills required for competent job performance

PROFESSIONAL:

TECHNICAL:

QUALIFICATIONS

ESSENTIAL:

PREFERRED:

Source: Sports and Recreation Advisory Council, *People Management*. www.sparc.org.nz

JOB DESCRIPTION EXAMPLE 2

<i>The Position</i>	Community Advisor Hamilton Based
<i>Location</i>	Hamilton,
<i>Hours</i>	37.5 per week
<i>Duties</i>	As set out below
<i>Salary</i>	_____

Reports to:

Manager, Community Advisory Services who acts on behalf of the Chief Executive and The Community Waikato Trust.

Background to Community Waikato:

Community Waikato is a charitable Trust which provides support and advisory services for tangata whenua, community and voluntary organisations that do social service work in our communities. We provide our services to community groups, usually at no cost to them, throughout the greater Waikato region. The organisation was incorporated in mid 2001, and is a developing, flexible and dynamic organisation. We work as a growing, dedicated team passionate about the work we do providing support, coordination, information and advocacy for community organisations.

A. Community Advisor: approach and position objectives

The Community Advisor needs to work in a facilitative and participative way along-side community based tangata whenua, community and voluntary organisations so that they are encouraged and supported to do their work well. Working in such a way depends on building respectful and professional relationships with people in organisations, so that the support, advice, facilitation and training empowers them and their organisations. The approach is a community development one. Community Waikato is committed to honouring the principles of Te Tiriti o Waitangi, so seeks to work appropriately with iwi, hapu and tau iwi based social services.

There is significant scope within this position for the work to grow with the interests of the person who takes it up. The Community Advisor needs to be able to work as part of a growing and collaborative team.

The objectives for this position are:

1. To provide one-to-one support and advice which will strengthen community based social service organisations within the greater Waikato region.
2. To provide and facilitate training and planning including strategic and annual planning for community based tangata whenua, community and voluntary groups in the greater Waikato region.
3. To facilitate coordination, collaboration and networking in the greater Waikato region, so that the social service needs of communities are met.
4. To advocate for community based tangata whenua, community and voluntary organisations and the sector.
5. To provide support and coordination for collaborative projects that enhances the capacity of organisations and the sector.

B. Functional relationships with:

- Chief Executive
- Community Waikato Kaumatua
- Community Advisors
- Te Kaiwhakarite (Iwi Advisor)
- Research, Training & Projects Coordinator
- Administration Officer
- Youth Workers' Collective Committee members
- Arts Waikato staff
- Trust Waikato staff

C. Duties

1. Support and advice

- a. Provide one-to-one support and advice for individual organisations on matters such as governance, planning, employment, management, legal and financial structures, and other issues.
- b. Provide facilitation and advice for organisations in their strategic and annual planning.
- c. Provide advice to organisations on funding.
- d. Ensure organisations are aware of the availability of this support and advice to organisations.
- e. Refer organisations to resources which can assist them in their work.
- f. Feed back policy issues which arise in this support work, to other staff in Community Waikato, for potential advocacy work.

2. Training and development

- a. Assess the training and development needs of individuals and organisations.
- b. Facilitate training in aspects of governance, communication, planning, employment, management, working with Te Tiriti o Waitangi, community development, and other appropriate topics.
- c. Facilitate the provision of training by external trainers in the above topics, by working with the Research, Training and Projects Coordinator and other advisors as appropriate to coordinate and plan training.

3. Coordination, collaboration and networking

- a. Assist communities to identify social service needs and ways those needs can be met.
- b. Encourage collaboration between community groups by encouraging people to be in contact with people in other organisations and to work together.
- c. Provide and facilitate networking opportunities for people across social service organisations.

4. Projects

- a. Provide advice, support, facilitation and coordination for projects that enhance the capacity of organisations and the Waikato tangata whenua, community and voluntary sector.
- b. Establish relationships and work with local community development organisations in the Waikato district to identify the need for community advisory services.
- c. Establish relationships and work with Waikato based Pacific Island community organisations to identify the need for advisory services.

5. Outcomes

The support, advice, training, coordination and networking should lead to a number of outcomes:

- Organisations are strengthened in their ability, resources and the skills required to meet their objectives;
- Organisations feel supported by an independent group;
- Training and development needs are identified and met with excellent training opportunities;
- Community wellbeing is enhanced because needs are identified and met;
- Organisations seek out Community Waikato as a source of support and advice;
- Capacity building needs of Waikato district tangata whenua community and voluntary social service organisations are identified and possibilities are explored;
- Capacity building needs of Waikato Pacific Island community and voluntary organisations are identified and possibilities are explored;
- All staff in Community Waikato are kept aware of issues affecting and impacting on organisations and the sector.

6. Person profile

The Community Advisor needs to have most of the following qualifications, experience, knowledge, and skills. However there will be opportunities for the Advisor to develop some of the experience, knowledge and skills within the position.

QUALIFICATION

A tertiary qualification in a relevant field (eg. social sciences, management, social services, adult education) or equivalent experience.

KNOWLEDGE AND EXPERIENCE

- A passion for, knowledge of, and commitment to working with the tangata whenua, community and voluntary sector.
- Knowledge and experience in working in an organisation committed to modeling sustainable Treaty based ways of working.
- Ability to working with a variety of cultures, rural and urban communities in respectful and facilitative ways.
- Experience and knowledge of strategic planning, human resource management and employment, community development, and/or community visioning.
- Knowledge of legal and financial structures and funding issues for community groups.
- Experience in assessing training needs.
- Excellent facilitation skills in the provision of training, planning and facilitating meetings and forums.
- A good knowledge of community based social services and networks.
- Experience in working in empowering and participative ways.
- Experience within a community-based organisation as a staff member, volunteer or board member.

SKILLS

Excellent communication skills including:

- Oral and written presentation skills
- Group facilitation skills
- Networking and consultation skills
- Skills in building effective professional relationships with a wide range of people
- Ability to work with people from diverse cultural backgrounds
- Skill in working independently but as part of a team and organising own work and targets
- Skill in working cooperatively with other members of staff
- Computer competence in at least word processing, email, and internet use
- Current clean Drivers' License.

STRATEGIC PLAN 2006 - 2009

Our community is the tangata whenua, community and voluntary social services sector.

Vision

A healthy, equitable, connected, informed, creative and developing greater Waikato social services and community sector that is a model for the whole country.

Mission

To inform, listen to, work with and support our community in the greater Waikato region to build on their strengths.

Objectives

1. Model capacity by having a strong, sustainable, culturally safe, informed, developing and effective organisation that values its staff and trustees and the communities within which we work.
2. Provide, develop and measure services and resources that effectively meet identified needs and reflect the values and kaupapa of our organisation.

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3. Ensure social service organisations are aware of us, know what we do and are able to use our services effectively.
 4. Celebrate the Treaty of Waitangi and model a sustainable Treaty based way of working.
 5. Collaborate to build sector sustainability, advocacy and profile.

Values

- Be positive, focus on strengths
- Passion, joy and celebration
- Holistic thinking and practices
- Whakawhanaungatanga
- Local solutions by local people
- Collaboration
- Integrity
- Social justice
- Accountability
- Independence
- Te Tiriti o Waitangi
- Empowerment
- Manaakitanga
- Professionalism

Scope of the work:

We work to achieve the strategic objectives identified by trustees and staff in our strategic plan.

Our work strengthens social service organisations, particularly those organisations providing health, welfare and community development services, which contribute to the wellbeing of the sector.

Our work supports community based, not-for-profit, non-governmental organisations.

Our region is the greater Waikato, the towns and people served by the Councils of:

- Hamilton City
- Hauraki
- Matamata-Piako
- Otorohanga
- Ruapehu
- South Waikato,
- Thames Coromandel
- Waikato
- Waipa
- Waitomo.

It is largely the lands and people of the Tainui waka.

Valuing the Work of the Tangata Whenua, Community and Voluntary Sector

The Workplace Wellbeing Project is a sector-driven, sector-owned collaboration between:

- The New Zealand Council of Social Services
- The New Zealand Federation of Voluntary Welfare Organisations
- Community Waikato
- The Service and Food Workers Union Nga Ringa Tota

OUR MISSION is to promote and support good-faith based, productive employment relations in the tangata whenua, community and voluntary sector.

OUR VALUES

- By, for and of the sector
- A commitment to social justice
- Collaborative and respectful working partnerships
- Respecting the diversity of our sector

OUR STRATEGIC GOALS

- Increased visibility of employment relations issues in our sector
- Development of common advocacy strategies to promote better pay and conditions
- Stronger, more effective and sustainable working relationships, within, between and across sectors
- Provision of accessible, relevant and comprehensive information on employment issues
- Research and expansion into other areas of ongoing strategic interest

MANGOPARE KOWHAIWHAI DESIGN

Kowhaiwhai are traditionally installed on the interior ceilings of meeting houses and form the Heke (ribs) which come down from the apex or backbone to join with the Poupou (carved wooden tipuna panels) along the walls. Used in many meeting houses across Aotearoa, this design celebrates the strength and power of a shark when faced with danger, both characteristics needed by a warrior in the heat of battle. The koru is also often associated with nurturing, so when interlocked with others, is frequently used to represent the strength of loving family relationships. The Mango Pare design was chosen for our resource in recognition of the strength, power and value of the nurturing work that sector organisations undertake every day in communities throughout New Zealand.



THE WORKPLACE WELLBEING PROJECT PARTNERS



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