

**POSITION DESCRIPTION**

**Position Title: CAMBERLEY COMMUNITY CENTRE ASSISTANT**

**Work Area:** Community Facilities

**Group:** Community Facilities & Programmes

**Responsible To:** Camberley Community Centre Manager

**Responsible For:** NIL

**Organisational Context:**

|  |
| --- |
| Chief Executive |
| 🡫 |
| Group Manager: Community Facilities & Programmes |
| 🡫 |
| Community Facilities Manager |
| 🡫 |
| Camberley Community Centre Manager |
| 🡫 |
| **Camberley Community Centre Assistant** |

**Our Vision for the Community**

Great living, today and tomorrow

**Our Organisational Mission**

Working with our people towards a progressive and proud community

**Our Values**

Excellence with Integrity, Commitment and Respect:

* **Excellence** means being effective, creative and innovative in a professional manner.
* Our **integrity** is based on accountability, trust and working in an equitable, honest and loyal manner.
* We are **committed** to a positive, progressive approach that is underpinned by initiative, reliability, enthusiasm and passion.
* **Respect** that is built on teamwork that recognises supportiveness, helpfulness, partnership and tolerance coupled with excellence in communication.

**Context**

The Hastings District is home to some of the world’s best fruit growing, horticulture, grape growing and wine production, sheep and beef farming and forestry as well as a range of related manufacturing and service industries. It is the economic powerhouse of Hawke’s Bay. It combines a large rural land area applied to primary production with a vibrant urban community centred on Hastings City and the villages of Havelock North and Flaxmere, all within the stunning context of Hawke’s Bay.

The communities of Hastings face a number of opportunities and challenges. There is significant potential for further economic growth prosperity, and huge potential and talent among the people of the district. Alongside this however, some residents face challenges associated with inequality and social deprivation. The Council has committed to a sustainable development approach that places a strong emphasis on economic and social development, alongside protection of the productive capacity of the Heretaunga Plains and surrounding areas and the provision of high quality infrastructure and services, and high levels of amenity.

The Hastings District Council’s structure and approach emphasises capabilities such as working together, integration and a multi-disciplinary approach, place-based planning, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

**Purpose of Position**

**This role is part of the Community Facilities & Programmes** **Group. The Group includes Libraries, Community Centres, Sports Centre, Aquatics Hastings, Hastings District Cemeteries & Crematorium, Social & Youth Development, Hastings City Art Gallery and Council Housing.**

**The purpose of this position is to deliver high quality support to the Camberley Community Centre Manager through:**

* Programme Support
* General Administration duties
* Facility Support - Cleaning

**Provide support to the Hastings Sports Centre Manager through:**

* Facility Support - Cleaning

**Other**

* We all have responsibility for Health and Safety, therefore the staff member in this role shall:
  + Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
  + Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
  + Promptly and accurately report and record any workplace injuries and incidents.
* Civil defence activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
* Council has a Staff Policy & Information Manual which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
* Such other duties as may be allocated by the manager from time to time.

**Key work areas for which this position will have a lead responsibility are:**

* Supporting the Camberley Community Centre Manager and Youth Coordinator as required.
* General Administration Duties.
* Run office enquires when required. This includes dealing with walk ins and answering phone.

# Facility Support

* Ensuring the Centre is presentable at all times.
* Opening and locking the building when and if required.
* Opening and closing areas as User Groups require.
* Purchasing consumables when required.
* Cleaning at the Camberley Community Centre as required.
* Vacuuming and dusting of office spaces as required.
* Cleaning bathroom facilities including floors and replenish supplies.
* Clearing waste and recycling.
* Clearing and cleaning kitchens, including setting/emptying dishwashers as required.
* Notify management of occurring deficiencies or needs for repairs.

**Important Functional Relationships**

|  |  |  |
| --- | --- | --- |
| External  User group  Camberley Community  Contractors and Suppliers  Programme Providers  Schools  Sport Hawke’s Bay  Other Community Groups  Government & NGO groups | Internal  Group Manager Community  Facilities & Programmes  Community Centres Management  Asset Management Team | Committees/Groups  Camberley Planning  Committee  Camberley Sports Club |

**Expected Behaviours**

The Expected Behaviours detailed below form part of the performance appraisal programme for all staff.

#### All Staff

**Commitment/Personal Accountability** - works willingly to achieve quality outcomes on time.

**Teamwork** - works constructively with team members and/or other employees towards a common goal.

**Customer Focus** - puts the perspective of the customer (internal and external) at the forefront of the service process and works to create quality outcomes.

**Effective Communications and Relationships** - when exchanging information, is successful in sharing meaning and understanding between the person sending the message and the person receiving the message.

**Planning and Organising** - demonstrates a systematic and efficient approach to work to achieve desired outcomes.

**Continuous Improvement/Innovation** - seeks opportunities for, and encourages ideas that provide solutions to all types of workplace challenges.

**Professional/Technical Expertise** - Has the required level of professional and/or technical expertise for the position.

#### Supervisor/Manager Only

**Coaching for Performance** - serves as a source of advice, information, encouragement and support to employees, in order that they perform more effectively and reach their potential.

**Leadership** - models and promotes HDC’s Vision, Mission, Values and Behaviours; sets and communicates the direction of their section accordingly; motivates and enables others to contribute to that direction.

**Constructive Working Relationships with Elected Members** - proactively develops effective relationships with elected members; works effectively with elected members to meet mutual goals and objectives.

**Strategic Perspective** - understands the context of HDC within the outside world; is aware of HDC’s critical success factors; considers the “big picture”; and anticipates the long-term broader issues that affect HDC so as to influence the future.

**Person Specification**

**Qualifications**

* High School Qualification

**Knowledge/Experience**

* Demonstrated excellence in delivering customer service in a front line role
* Familiar with the Treaty of Waitangi and how it is applicable to this role
* Excellent skills in dealing with people from all sectors of the community
* Good administration skills
* Proven working experience as a cleaner
* Ability to handle cleaning equipment and machinery
* Knowledge of cleaning chemicals and supplies
* Familiarity with Material Safety Data Sheets

**Key Personal Competencies**

* A commitment to exceeding customer expectations
* Excellent organisational skills
* Ability to convey information confidently and clearly in both oral and written form
* Time management and punctuality

**Personal Attributes**

* Passion for the community
* Desire to achieve and a positive attitude
* Ability to work well under pressure
* Ability to work with a minimum of supervision
* Continuously looking for ways to improve
* Strong and sound decision-making skills
* Cultural sensitivity
* Empathy