

Position Description

POSITION	:	Cadet
REPORTS TO	:	General Manager – People and Culture
EMPLOYMENT TYPE	:	Fixed Term (2 years)
LOCATION	:	Alexandra

Purpose

To undertake a two-year employment programme working within various areas throughout Council to develop skills, knowledge and experience in aspects of local government activities.

Our Values

Our values embody the culture of the Central Otago District Council, how we behave and how decisions are made. They are built by staff, for staff, ensuring that all employees are on the same page so we can achieve and deliver our vision.

 **Be Respectful**
 **Work together**
 **Be courageous**



**Me manaaki tētahi ki tētahi, me
pakihiwitahi te tū – kia haere tahi ai tātou**

Respect each other, stand shoulder to shoulder – so that we may travel on this journey together

Key Accountabilities

Key accountabilities have been identified to assist in formulating performance objectives. The duties of the position are being carried out to a satisfactory standard when:

1. Administrative tasks as assigned by the designated staff member are completed efficiently, on time and to the required standards.
2. The Cadet demonstrates a good working knowledge and understanding of the area/department they have been working in.
3. Assigned projects are completed within the timeframes specified and are accurate.
4. Carry out promptly and efficiently all other duties as requested by the Chief Executive Officer.

Objectives

The Cadet's programme is intended to include placements within different activity (work) areas of Council. Over the two-year period the Cadets will experience different activity areas.

The aim of the programme is to provide a learning environment to assist the Cadet in understanding how that particular area functions and the work undertaken. The intention is to train the Cadet under the guidance of a designated staff member in each department. The Cadet will spend half a day at their core job which is tailored to the individual based on where their interests and skills lie and then half a day in an activity area.

The Cadets will work in various areas of Council, which may include:

- Business Support – governance, finance and information systems
- Three Waters – capital projects and water services
- Community Vision – community & engagement, tourism, economic development & policy
- Community Experience – parks, aquatics, libraries, customer services
- Planning & Infrastructure – planning, property, infrastructure
- People and Culture - human resources, health & safety

The Cadet responsibilities include:

1. To learn and be mentored by a designated staff member within the areas/departments
2. To undertake project work as assigned by the staff member.
3. To undertake any associated administration relative to the area/department the Officer is working in.
4. To learn and operate the appropriate computer system relative to area/department as required.
5. Undertake training, study and development as requested.
6. To assist in maintaining a safe working environment in accordance with health and safety requirements of Council.
7. To respect the confidential nature of the work associated with Council.
8. Any other duties as requested by the Chief Executive Officer.

Delegations

Makes decisions within the authority delegated by the General Manager – People and Culture.

Position Requirements

Experience/Knowledge

- Completed Year 12 at High School
- Computer skills
- Preferred - Drivers licence

Specific Skills

- Communication
- Written communication

Personal Qualities

- Conscientious and tidy
- Motivated
- Honest
- Friendly and pleasant
- Willingness to learn
- Sense of humour

Relationships

External

Suppliers
Public

Internal

Chief Executive Officer
All staff