

Education Support Officer

Purpose | Te arotahi mātua

The Education Support Officer is responsible for working collaboratively and cohesively within the Education team to develop, promote and deliver environmental education and sustainability education to schools, early childhood centres and other groups. The role is also responsible for encouraging ongoing action and participation in environmental programmes alongside the other education staff.

The role encompasses engagement with iwi/hapū, schools, students and a range of internal and external stakeholders. Effectively communicating with adults and young people is a key aspect of this role.

Role dimensions | Te ahu mahi

Responsible to: Education Team Leader
Responsible for: Nil
Primary location: Stratford, although travel throughout the region is required as part your daily duties.

Organisational context | Te horopaki whakahaere



Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only. Performance measures for this job will need further discussion between the job holder and People Leader/Manager as part of the performance development process.

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| Deliver Environmental Education and EnviroSchools programmes | <ul style="list-style-type: none">• Deliver education programmes and projects for Taranaki primary and secondary schools, early childhood centres and other groups.• Promote the education programme to schools.• Provide support and professional development for teachers to deliver the programmes. |
| Develop education content | <ul style="list-style-type: none">• Regularly review the Council's education programmes for schools to ensure they are effective and relevant to the school and early childhood curriculum.• Develop and regularly review resources, teaching units and activities to support the education programmes.• Develop content in a manner that fosters learning about the environment, core Council programmes, and promotes active participation in sustainability and environmental education programmes. |
| Education planning | <ul style="list-style-type: none">• Actively contribute to the development of Education team strategy and plans. |
| Reporting | <ul style="list-style-type: none">• Record and report participation in education programmes. |
| Relationships and collaborations | <ul style="list-style-type: none">• Link schools and centres with local community projects, places and people that make a positive contribution to their journey.• Work collaboratively with Education team members and other Council staff to collectively deliver Council programmes. |
| Special requirements | <ul style="list-style-type: none">• Must be able to undertake the physical requirements of the position.• May be expected to work under conditions in which personal risk may be incurred and safety procedures must be adhered to in accordance with the Council's policies and procedures. |





Organisational areas of responsibility | Ngā wāhanga whakahaere

- **Be a team player** – Contribute to the greater team and organisational goals by completing projects and tasks in an efficient and effective manner, including any additional activities as directed by your People Leader.
- **Be flexible and adaptable** – Flexible work arrangements meet the needs of our customers, the Council and the individual and may include the need to work outside normal office hours from time-to-time.
- **Look after yourself and others** – Work within the Council's health and safety systems, policies and procedures at all times to limit risk and keep yourself and those around you safe.
- **Work with integrity** – Maintain high professional and ethical standards that align with relevant legislation, Council policies and our values.
- **Develop yourself and others** – Proactively seek out opportunities for your own professional development and work alongside others to develop them, including actively taking part in Our TRC.
- **Be culturally aware** – Show appreciation and understanding of Māori culture and values and put these into practice in your work.
- **Be an agent for change** – Always be on the lookout for ways to do things better, faster or smarter and be an active participant in the continuous improvement culture.
- **Be digitally savvy** – Understand and be competent in the use of digital technologies relevant to your role, including processing and storage of Council information in line with relevant policies.
- **Emergency planning and response** – Where required, participate in emergency management training exercises and support Council during an emergency management response, having due regard to the safety of your family.
- **Live our values** - Be aware of and demonstrate our values in ways that support inclusivity in every aspect of our work.

Delegations of authority | Te tuku mana

Delegations for all roles are set out in the **Taranaki Regional Council Delegations Manual** as appropriate.

Personal specifications | Ngā whakaritenga whaiaro

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| Qualifications | <ul style="list-style-type: none">• A tertiary qualification in education, science or sustainability or equivalent experience. |
| Experience | <ul style="list-style-type: none">• At least 3 years' experience in education, environment or sustainability preferred.• Have technical and practical proficiency and competency relevant to this role's specialisation.• Have experience with a holistic approach to environmental education. |
| Skills | <ul style="list-style-type: none">• Taranaki Regional Council has a skills pathway framework enabling people to plan their development and grow their skills. The core skills required for this position are aligned with He Pukenga Ara Skills Pathway, and a summary table is included in Appendix 1.• Be enthusiastic and dedicated.• Be a creative thinker.• Ability to think laterally, multitask and self-manage.• Ability to engage with a diverse range of ages and backgrounds.• Excellent interpersonal and organisational skills.• Ability to think laterally, multitask and self-manage.• Facilitation of groups. |
| Knowledge | <ul style="list-style-type: none">• Working knowledge of both secondary and primary school curricula and systems.• Working knowledge of early childhood curriculum Te Whāriki. |
| Personal attributes | <ul style="list-style-type: none">• Self-motivated• Adaptable• Strong initiative• A can-do attitude• Self-awareness• High degree of self-motivation, initiative and enthusiasm• Practical problem solver• Concern for and interest in the environment and related activities• Interest in sustainability |



Functional relationships | Te whanaungatanga mahi

Build, maintain and role model meaningful effective and sustainable relationships with;

Internal

- All Taranaki Regional Council staff
- Environmental Education Lead
- Education Team Leader
- Education Support Officers (part-time)

External

- Early childhood centres staff and pupils
- Primary, Intermediate and Secondary school staff and pupils
- Other education providers
- Other Regional/District Councils
- Other environmental education providers
- Other national Enviroschools facilitators
- Kindergarten Taranaki staff

Changes to job description | Ngā huringa ki ngā whakaahuatanga mahi

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.



Our key messages | Ko ā mātou kōrero mātua

Taranaki Regional Council works with the Taranaki community:



Improving lifestyles
Supporting livelihoods
Taking Taranaki forward

Our mission | Tō tātou mihana

To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources.
- Safeguarding Taranaki's people and resources from natural and other hazards.
- Promoting and providing for significant services, amenities and infrastructure.
- Representing Taranaki's interests and contributions to the regional, national and international community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

Our values | Tō tātou whanonga pono

- **Integrity** | We do what it is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence, embracing change as an opportunity for innovation.



Our health and safety | Tō tātou Hauora me te haumaru

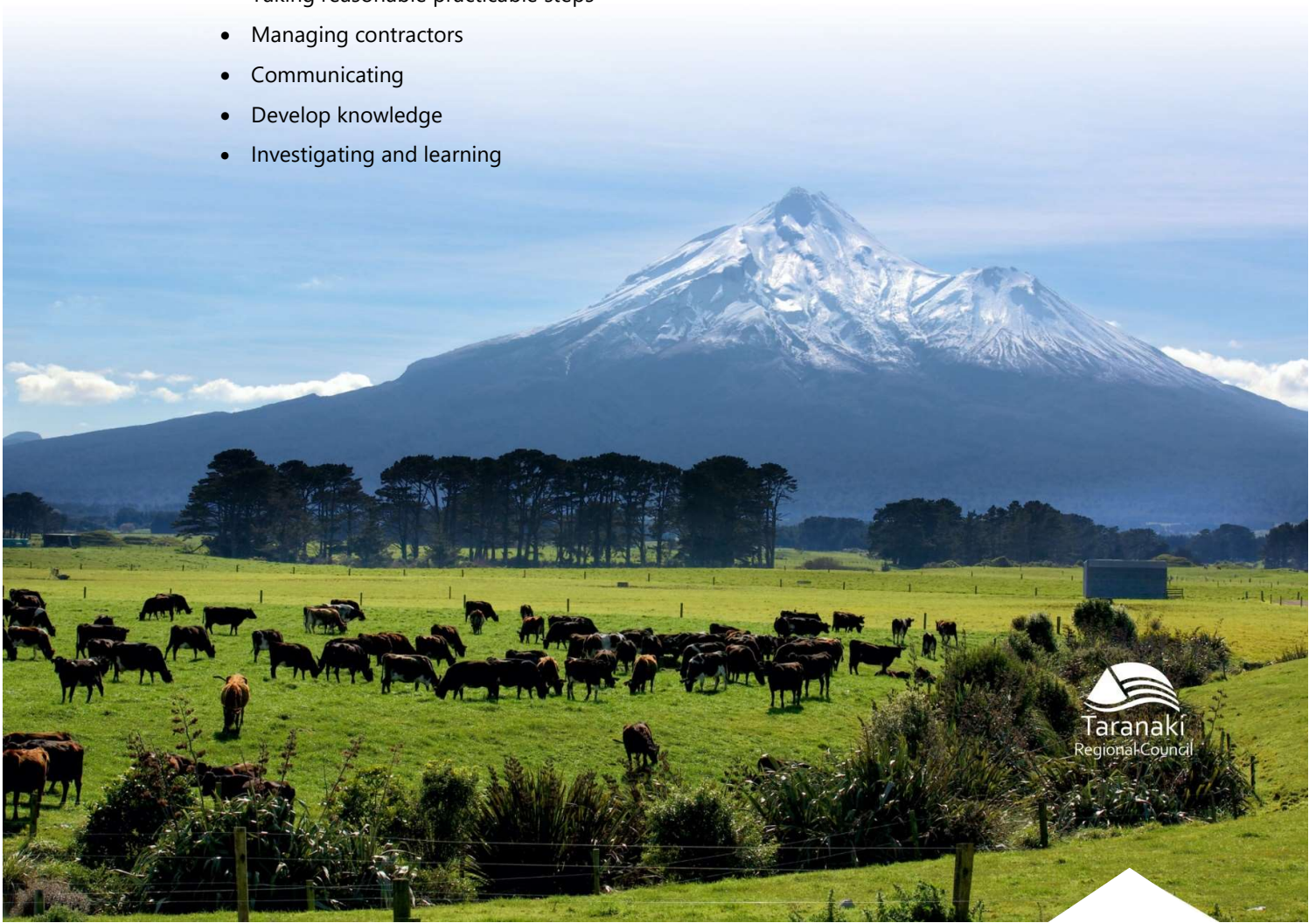
The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

There are two key points to health and safety:

- 1 The safety of our people and the communities in which we operate always comes first.
- 2 We are all empowered and expected to challenge any unsafe situation at work.

We will achieve these by:

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning



He Pūkenga Ara Skills Pathway

Skill Area	Capabilities
Service Delivery	<ul style="list-style-type: none"> • Service Standards • Customer Service • Judgement and Decisions
Organisational Impact	<ul style="list-style-type: none"> • Aligns Work • Collaborates • Assesses Impact and Value • Promotes Change
Self-Awareness	<ul style="list-style-type: none"> • Knows Self • Develops Self and Others • Builds Trust
Communicates Effectively	<ul style="list-style-type: none"> • Clear Messages • Adapts Style • Tact and Diplomacy
Digital Technology	<ul style="list-style-type: none"> • Systems Knowledge • Works Efficiently • Data Management
Wellness and Risk	<ul style="list-style-type: none"> • Policies and Procedures • Manages Risks • Proactive Wellbeing • Site Safety
Cultural Awareness	<ul style="list-style-type: none"> • Reo • Tikanga • Whakawhanaungatanga • Local context • Mātauranga Māori • Regulatory Environment