

# Facilities Assistant

## Purpose | Te arotahi mātua

The Facilities Assistant is responsible for working collaboratively and cohesively within the Administration and Logistics team to ensure the efficient and effective delivery of support services for the Council. The Facilities Assistant works closely to support the Facilities Coordinator and the Administration and Logistics Manager in the delivery of continuous improvement efficiencies to the business.

These support services include, but are not limited to, real estate and property management, contractor management, sustainability, finance, human factors (health, safety and well-being), procurement, operations and maintenance.

## Role dimensions | Te ahu mahi

Responsible to: Facilities Coordinator  
Responsible for: Nil  
Primary location: Stratford, although travel throughout the region will be required as part of your daily duties  
Job Context: Fixed term, full-time until February 2025  
Position grade:

## 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.

- |   |   |
|---|---|
| <b>Administrative and procurement support</b> | <ul style="list-style-type: none"><li>• Provide maintenance support solutions for facilities and grounds including outsourcing to vendors.</li><li>• Coordinate vendor support for facilities maintenance.</li><li>• Provide administrative support across facilities maintenance activities, including procurement, sourcing support, communication of activities to staff and record keeping. This will specifically include but not be limited to general administration of maintenance contractors and procurement, logistics planning of servicing and maintaining stakeholder engagement.</li><li>• Provide inductions and supervision to contracted support, repair agencies, caretaker, and student help and ensure Health and Safety is adhered to while on site</li><li>• Coordinate security support with keys and fob access systems</li><li>• Assist the Administration and Logistics team when required</li><li>• Ensure that the departmental Promapp processes are updated.</li><li>• Ensure services are provided in alignment with Council project management policies and procedures.</li><li>• Coordinate facilities support to Taranaki Regional Council's lease and rental properties</li></ul> |
| <b>Financial management</b>                   | <ul style="list-style-type: none"><li>• Ensure purchase orders and invoices are coded correctly, accurately authorised at the appropriate level, and follow financial procedures and delegations.</li><li>• Group together maintenance requests by vendor to reduce call out fees.</li><li>• Ensure invoices are forwarded to the Finance team in a timely manner so that they can be processed by the due date.</li></ul>  |
| <b>Quality control</b>                        | <ul style="list-style-type: none"><li>• Maintain comprehensive and accurate records.</li><li>• Documentation, maintenance of and adherence to procedures for facilities maintenance as required and assigned.</li></ul>   |

**Stakeholder engagement**

- Foster constructive relationships with a diverse range of external and internal stakeholders to deliver effective and efficient service

**Special requirements**

- Must be able to undertake the physical requirements of the position
- Must hold a full class one drivers licence
- May be required to work with hazardous and toxic materials







## 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

- Qualifications**
- A Level 3 NZ Certificate is desirable.
- Experience**
- At least two years' experience in facilities management.
  - Have technical and practical proficiency and competency relevant to this role's specialisation.
  - Experience with building and maintaining effective relationships and gaining the cooperation of a wide range of internal and external stakeholders.
- Skills**
- 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.
  - Experience in coordination and delivery of facilities and maintenance
  - Proven organisational ability- applying methodical precision to coordinate and prioritise work
  - Procurement and supply chain experience
  - Strict attention to quality control, data management and accurate record keeping.
  - Effective communication skills, both written and verbal.
- Knowledge**
- Proficient with technology systems including the range of Microsoft Office products and associated facilities products.
  - Ideally a familiarity and understanding of the Health and Safety of Work Act 2015.
- Personal attributes**
- Excellent judgement and initiative, able to make decisions.
  - Open-minded, practical problem solver.
  - Ability to think laterally, multitask and self-manage.



## Functional relationships | Te whanaungatanga mahi

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

- Internal**
  - All Taranaki Regional Council staff
- External**
  - Other regional and local authority staff
  - Contractors and maintenance providers
  - General public, iwi/hapū and special interest groups

## 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

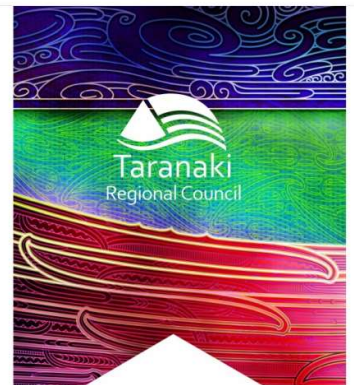
To work for a thriving and prosperous Taranaki by:

- 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 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

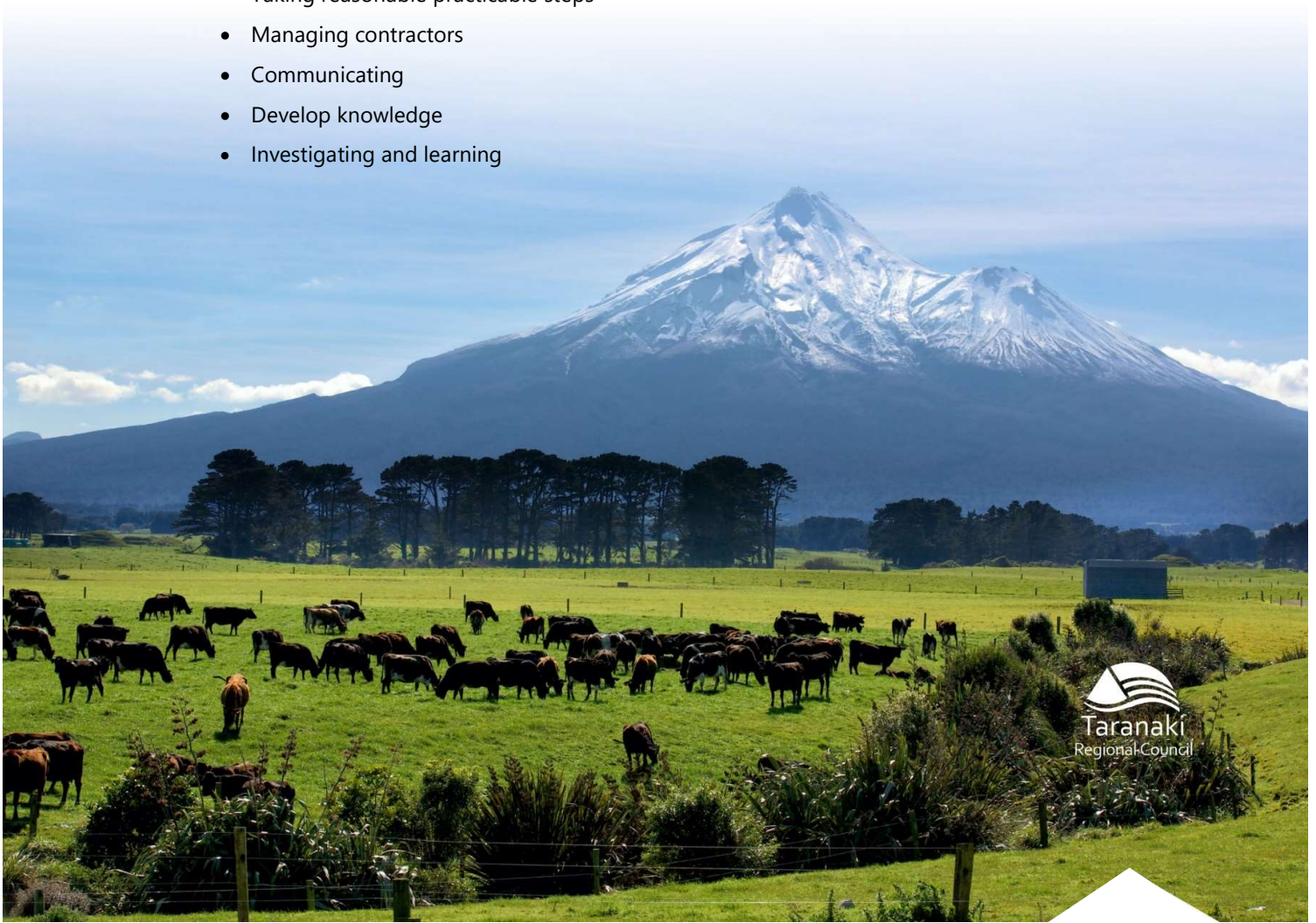
The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our 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"> <li>• Service Standards</li> <li>• Customer Service</li> <li>• Judgement and Decisions</li> </ul>
Organisational Impact	<ul style="list-style-type: none"> <li>• Aligns Work</li> <li>• Collaborates</li> <li>• Assesses Impact and Value</li> <li>• Promotes Change</li> </ul>
Self-Awareness	<ul style="list-style-type: none"> <li>• Knows Self</li> <li>• Develops Self and Others</li> <li>• Builds Trust</li> </ul>
Communicates Effectively	<ul style="list-style-type: none"> <li>• Clear Messages</li> <li>• Adapts Style</li> <li>• Tact and Diplomacy</li> </ul>
Digital Technology	<ul style="list-style-type: none"> <li>• Systems Knowledge</li> <li>• Works Efficiently</li> <li>• Data Management</li> </ul>
Wellness and Risk	<ul style="list-style-type: none"> <li>• Policies and Procedures</li> <li>• Manages Risks</li> <li>• Proactive Wellbeing</li> <li>• Site Safety</li> </ul>
Cultural Awareness	<ul style="list-style-type: none"> <li>• Reo</li> <li>• Tikanga</li> <li>• Whakawhanaungatanga</li> <li>• Local context</li> <li>• Mātauranga Māori</li> <li>• Regulatory Environment</li> </ul>