



Title: Freedom Camping and Parking Officer

Reports to: Works Manager

Location: 96 West End, Kaikoura

Date: February 2023

Position Purpose:

To provide education and where necessary undertake enforcement in respect of Council’s freedom camping and parking regulations.

To gather information to build understanding of visitor behaviour in respect of these activities.

Areas of Responsibility:

These tasks are not recorded in order of importance.

Key deliverables will be agreed with the Works Manager on a regular basis.

Education and Information Provision	<ul style="list-style-type: none"> • Visitors to the district are educated and informed about how to responsibly camp, advising what they can do, as well as what they cannot do. • Visitors are provided information on community facilities (i.e. toilets and shower blocks), local businesses and alternative accommodations / camping sites.
Enforcement Activities	<ul style="list-style-type: none"> • Carry out enforcement activities in relation to freedom camping and parking, issuing infringements where appropriate.
Parking Surveys	<ul style="list-style-type: none"> • Conducts regular surveys of the utilisation of parking places at certain key locations in the community.

Key Relationships:

Internal

- Council Staff.

External

- General public
- New Zealand Police

Formal Qualification	Essential
A current, clean and full NZ car drivers licence	✓
Possess a satisfactory Police Record	✓

Skills & Experience	Essential	Desirable
Experience in a customer facing role	✓	
Good interpersonal skills and ability to manage conflict situations, able to be firm where required	✓	
Ability to learn, understand and apply rules and regulations	✓	
Ability to confidently make appropriate decisions and take responsibility for them, but also awareness of limitations of knowledge, and willingness to seek appropriate assistance when necessary.	✓	
The ability to work well within a collaborative team environment	✓	

General:

As an employee of the Council you are required to:

- Be associated as required with civil defence emergency management or any exercise that might be organised in relation to this Council function.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy and abiding by Council Policy.
- Respond to the changing needs of Council, performing other tasks as reasonably required.
- To ensure that Tikanga Maori and the Treaty of Waitangi is given proper consideration in all activities.
- Be responsible for providing a safe work environment, implementing KDC health and safety systems, encouraging employee participation and striving for continuous improvement in health and safety