



Title: Responsible Camping and Enforcement Ambassador

Reports to: Building/Regulatory Manager

Location: 96 West End, Kaikoura

Date: 03/10/19

Position Purpose:

Provide a resource during peak camping season to provide education and information services for freedom campers and visitors to the Kaikōura District. A proposed Responsible Camping Bylaw is under consultation and, upon implementation, the role holders will provide enforcement of this.

These roles will be delivered by working in two groups of two staff part-time fixed term (i.e. four staff in total are required).

Areas of Responsibility:

These tasks are not recorded in order of importance. These are new roles and they will evolve in light of experience and as decided by the Building and Regulatory Manager.

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.
Survey Research	<ul style="list-style-type: none"> • Conducts a short survey with visitors for Council's information gathering on Responsible Camping within the District.
Monitoring and Evaluation	<ul style="list-style-type: none"> • Sites are informally monitored to enable visitors to achieve voluntary compliance • Information and data is accurately recorded and maintained for evaluation purposes.
Customer Service	<ul style="list-style-type: none"> • Provide a professional, caring 'customer first' approach in all we do • Develop partnerships within the organisation and with external customers • Develop customer focused policies and procedures • Effectively resolves conflicts with customers.
Work Complexity	<ul style="list-style-type: none"> • Ability to manage multiple tasks and changing work priorities • Shows empathy and compassion and demonstrates personal resilience when interfacing with customers in challenging circumstances

	<ul style="list-style-type: none"> • Ability to interpret legislation and Bylaws as required to support Responsible Camping in the Kaikōura District • Acknowledges others' experiences and ideas in the need for co-operative work • Builds and maintains productive internal relationships • Liaises with other parts of the Council as required to meet customer need.
Budget	<ul style="list-style-type: none"> • Nil.
Delegations	<ul style="list-style-type: none"> • Delegated authority as per delegations manual.

Key Relationships:

Internal

- Council Staff.

External

- General public
- New Zealand Police
- Other Local Authorities
- Community Agencies.

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

Key Competencies/Knowledge/Skills/Experience	Essential
Local knowledge	✓
Effective communicator, written and oral	✓
Knowledge of relevant legislation	✓
Willingness to confidently make appropriate decisions and take responsibility for them. Awareness of limitations of knowledge, and willingness to seek appropriate assistance when necessary.	✓
Working knowledge of Microsoft Office suite	✓
Investigative skills	✓
Personal attributes <ul style="list-style-type: none"> • Must be currently eligible and able to work in Kaikōura, New Zealand • Professional presentation at all times with excellent interpersonal skills • Good sense of humour • Approachable, friendly and confident • Customer service experience • Able and willing to work in all weathers. 	✓

General:

As an employee of the Council you are required to:

- Be associated as required with CDEM or any exercise that might be organised in relation to the 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