

## At Hauraki District Council ... It's More than Just a Job

Hauraki District Council employs people in a wide range of occupations within the local government industry, recruiting for 20-30 permanent positions annually, along with a further 20-30 seasonal / fixed term positions.

Permanent job vacancies are generally advertised as they become available. All applicants are required to complete the online form for the specific job vacancy being applied for through this online process. We welcome and look forward to your application.

Keep an eye on our website for regular opportunities to join our team. We also often advertise in the Hauraki Herald and through various online and social media platforms.

A Position Description and Application Form for vacant positions are available from this website

[www.hauraki-dc.govt.nz/jobs](http://www.hauraki-dc.govt.nz/jobs)

## No Vacancies Now?

If you would like to work for Hauraki District Council (HDC) but there are no current vacancies in an area that suits your knowledge and skill set right now, you are welcome to complete a generic application form through our 'Expressions of Interest' online process. This enables you to attach your CV and cover letter to accompany the application. We will consider applications lodged through 'Expressions of Interest' where we have an urgent fixed term vacancy to fill. If, in future, you see a specific position you want to apply for, you will still need to complete the online form for that specific job vacancy to be considered for the position.

## Students

If you are a student looking for work during the summer university holiday break, please complete a 'Students Expressions of Interest for Employment Opportunities' online application. We start considering potential opportunities for students in August/September. Every year there are positions available as a Pool Lifeguard in our Paeroa, Waihi and Ngatea swimming pools for the summer season which runs from October – March. We welcome university students and students finishing their Year 13 at secondary school to apply for Pool Lifeguard positions - online applications specifically for the Lifeguard positions open through this website in September each year.

## Applying Now?

Your online application should include a copy of a Curriculum Vitae and any other information which you feel may support your application for the position. We get a lot of applicants for some positions so be sure to show us why you are the best person for the job through your application information.

All online applications will be acknowledged electronically. If you do not receive an acknowledgement please contact our Human Resources team at [jobs@hauraki-dc.govt.nz](mailto:jobs@hauraki-dc.govt.nz) and they can check that your application has been received.

Applications are accepted up to 4pm on the closing day. Short-listing is usually carried out within two weeks of the closing date. If you are invited to attend an interview, these will usually be held during working hours and will be conducted by two or more Council employees. Reference checks are then completed before the interviewers make a decision on the successful applicant, and an offer of employment is made – usually by telephone and then confirmed in writing. All unsuccessful applicants will be advised, although the timeframe for this will fluctuate from job-to-job.

If you have enquiries about a vacancy, or an application you have submitted you can contact our Human Resources team at any time by email at: [jobs@hauraki-dc.govt.nz](mailto:jobs@hauraki-dc.govt.nz)



## Our Values

HDC has four values that form the core of how employees carry out their work and conduct interactions both internally and externally. The values shape the culture of our organisation and demonstrate what is important within HDC. These values focus on 'how' we do the job, and 'how' we conduct ourselves in the workplace. This is 'The Hauraki Way'.

Communication Kōrerorero	Respect Whakaute	Commitment Manawanui	Positive attitude Ngākau reka
<ul style="list-style-type: none"> <li>I share relevant information with others</li> <li>I listen to understand</li> <li>I value feedback</li> <li>I use an appropriate communication style</li> </ul>	<ul style="list-style-type: none"> <li>I always keep an open mind</li> <li>I acknowledge and respect differences of opinion</li> <li>I am always considerate and understanding</li> <li>I treat others as I would want them to treat me</li> </ul>	<ul style="list-style-type: none"> <li>I always do my best</li> <li>I follow through for my customers and team</li> <li>I go the extra mile</li> <li>I take personal responsibility for my actions – I walk the talk</li> </ul>	<ul style="list-style-type: none"> <li>I offer ideas and solutions</li> <li>I look for better ways of doing things</li> <li>I am fun to work with</li> <li>I am a can-do employee</li> </ul>

## Conditions of Employment

- At HDC we look to appoint the best person for the job, based on the skill, knowledge and values required for the position. We do not discriminate on race, colour, national or ethnic origin, gender, marital status, age, religious belief etc.
- We offer full-time, part-time, casual, and fixed term roles, and have a well-supported Flexible Work Policy which integrates the varied way we work with the achievement of outcomes for the Council and its community.
- The commencing salary for the position is subject to the skill, knowledge and experience levels of the successful applicant. Salary progression will be in accordance with the established salary guide-lines for the position. HDC has remuneration methodology and associated processes in place to ensure our salaries are fair and equitable. 1<sup>st</sup> July is our annual salary review date for permanent positions.
- Interview expenses may be claimed and awarded where considered reasonable. Interview expenses are not granted for residents living within the Hauraki district.
- HDC has 2 collective employment agreements operating with AWUNZ and the PSA which new employees are automatically party to for the first 30 days of their employment in accordance with the Employment Relations Act. We also offer individual employment agreements for those opting not to join the union.
- All offers of employment are subject to being deemed fit for the proposed occupation as assessed through our Pre-Employment Medical Process & contingent upon a negative drugs test for safety sensitive positions.
- Offers of Employment are also contingent upon a satisfactory Ministry of Justice Criminal Check.

## Our Council

For more about Hauraki District Council, visit our website [www.hauraki-dc.govt.nz](http://www.hauraki-dc.govt.nz)

