



TaurangaCity

Job description

Title	Infrastructure Engagement Coordinator
Number	
Group	Corporate Services
Division	Community Relations
Reports to	Infrastructure Engagement Lead
Direct reports	Nil
Date	20/01/2023

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

Job purpose

The primary purpose of this role is to provide administrative and coordination support to the Infrastructure Engagement Team, to ensure it runs as effectively as possible.

Key outcomes

Engagement and communications are joined up and community focused.	• Contribute to the development and delivery of internal and external communications and engagement activities. • Provide administrative and coordination support to the Infrastructure Engagement Team. • Schedule/organise and assist with community and stakeholder engagement events and activities. • Deliver agreed projects as negotiated with the Infrastructure Engagement Advisors including media advisories and responses, adverts (print and radio), posters and brochures, social media, and website content improvements.
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WHANAKE TE TAI

	• Ensure production of readable, engaging, high quality and 'error free' hard copy and online publications.
TCC brand/image is consistently applied (both internally and externally) to all communication outputs.	• Ensure all work is aligned with the brand guidelines, and TCC's tone of voice. • Ensure Council's infrastructure image library resources are documented, maintained and easily accessible. • Ensure all enquires are dealt with quickly and efficiently. • Develop, implement, and maintain communication and engagement processes and procedures.
Professional relationships are developed, maintained, and leveraged to achieve business goals.	• Actively contributed to team activities and projects. • Support the Infrastructure Engagement Advisors on projects and daily communications activities (BaU).

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Person specifications

Essential
• A Certificate or Diploma in communications, journalism, or public relations. • Ability to build and maintain strong relationships with key stakeholders. • Strong administrative/ coordination skills, including the ability to prioritise.

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WHANAKE TE TAI

Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community
and each other

Whanaungatanga / Collaboration

We work together and create connections