



Tauranga City

Job description

Title	TCC Summer Intern
Number	Up to 10; 103536; 103534
Group	Various Departments of the Tauranga City Council
Division	Various Business Services
Reports to	(TBC)
Direct reports	Nil
Date	17 th November 2025 to 5 th February 2026 (10 week internship) 40 hours per week

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 support tertiary students to gain work integrated learning within council to support their higher education, and future career prospects to make Tauranga Better.

By supporting an internal department of Tauranga City Council with project or organisational tasks, students will apply their academic knowledge to the workplace. You will be an active member of the team, have the opportunity to contribute your own ideas and work towards achieving team goals.

Key outcomes

Essential Job Functions	<ul style="list-style-type: none">• Fulfilling the requirements of the host team (see relevant appendix)• Exploring Career Interest by observing and collating reflections about the internship experience• Assist the team with day-to-day tasks to suit their specific needs.
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	<ul style="list-style-type: none"> • May assist with research and project milestones that contribute to developments within the field • May undertake engagement or data gathering with clear guidelines on Internship parameters
Business Support	<ul style="list-style-type: none"> • Serving as an assistant for team projects • Always ensure best practice is used when taught by expert members of staff. • To undertake and learn skills to build council knowledge, and contribute accordingly
Administration	<ul style="list-style-type: none"> • To undertake good accurate time keeping and organization of administration • Update People Leader host regularly on progress

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
<ul style="list-style-type: none"> • Have completed the second year of study (Level 6 minimum) towards a New Zealand tertiary qualification in a relevant discipline • Basic knowledge of MS Office and an ability to work with databases • Commitment to building relationships with the host team and wider organizational staff • Strong verbal and written communication skills • Able to enact the values of the organization and fulfill the code of conduct • Excellent time management and organizational skills • Some placements may require a Class 1 drivers' licence.

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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

