

Job Description

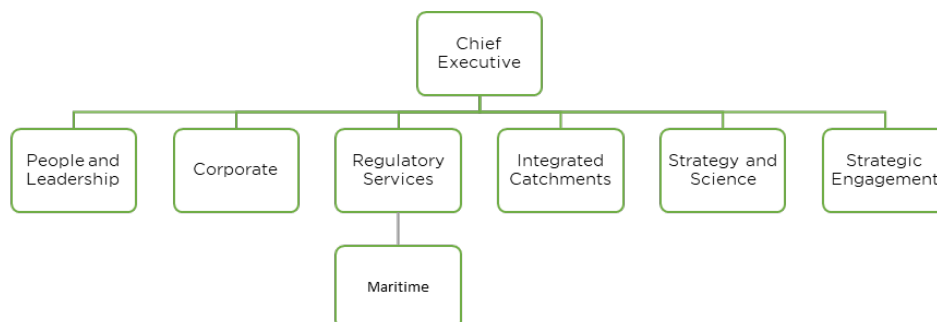


Job title	Organisational Support Assistant – Safer Boating Senior
Group	Regulatory Services
Section	Maritime
Responsible to	Maritime Officer
Responsibility for employees	None
Date	October 2026

Our organisation

About us	Toi Moana Bay of Plenty Regional Council's work guides and supports the sustainable development of the Bay of Plenty. We are responsible for land, air and water, as well as public transport and economic development.
Our vision	Our vision of “Thriving together – mō te taiao, mō ngā tangata” means we want to ensure that both the environment and the people in the region thrive. Looking after the environment is at the heart of what we do.
Our values	Our values reflect who we are and what is important to us: Trust, Integrity, Courage, Manaakitanga, Kotahitanga, Whanaungatanga.

Our team



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Job purpose

To assist in the Toi Moana Safer Boating programme, including coordinating other staff employed to work on the programme and to provide assistance to the Maritime team.

Functional relationships

External	Purpose and frequency of contact	
<ul style="list-style-type: none"> Members of the public 	<ul style="list-style-type: none"> General duties including greeting the public, completing surveys and answer general safe boating enquiries 	Daily

Internal	Purpose and frequency of contact	
<ul style="list-style-type: none"> Staff in the maritime team 	<ul style="list-style-type: none"> Provision of organisational and project support 	Daily

Key result areas

The job encompasses the following major functions or key result areas:

- Key Accountabilities
- General duties
- Relationship management
- Corporate contribution

Key accountabilities

The requirements in the above key result areas are broadly identified below:

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
1. Key Accountabilities	
<ul style="list-style-type: none"> See Schedule 1 below for Job Specific details. 	<ul style="list-style-type: none"> See Schedule 1 for more details
2. General duties	
<ul style="list-style-type: none"> Undertake any other relevant duties as directed by the supervisor(s). 	<ul style="list-style-type: none"> Duties are performed in a professional and courteous manner.
3. Relationship management	
<ul style="list-style-type: none"> Establish and maintain close working relationships with colleagues. 	<ul style="list-style-type: none"> Effective, professional relationships are developed.

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Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
	<ul style="list-style-type: none"> Professional image is conveyed in public.
4. Corporate contribution	
<ul style="list-style-type: none"> Promote the implementation of our Health and Safety Systems. Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015. 	<ul style="list-style-type: none"> Hazards are identified and all incidents and accidents are reported.

Delegations

Delegations as set out in the Chief Executive's Delegations Manual.

Work complexity

Most challenging duties typically undertaken:

- Carry out duties at short notice.
- Deal with members of the public politely and professionally.

Person specification

Minimum academic qualifications required:	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> A minimum of secondary education up to Year 13. 	<ul style="list-style-type: none"> Post-secondary qualifications in a relevant discipline A valid driver's licence required*

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> Excellent English – written, verbal and comprehension 	<ul style="list-style-type: none"> Experience with electronic document management systems

Delegations

Delegations as set out in the Chief Executive's Delegations Manual.

Key skills / job specific competencies

The following indicates what would typically be expected for this role at a competent level:

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Working knowledge	<ul style="list-style-type: none">• Excellent time management and communication
Awareness	<ul style="list-style-type: none">• Community, cultural and political awareness

Personal attributes / key behaviours

- Excellent customer service and interpersonal skills.
- Sound judgement and initiative.
- Ability to share information and assist others.
- Ability to learn quickly.
- Ability to communicate openly and clearly.
- Exceptional organisation skills including prioritising requests.
- A high level of courtesy and communication skills.
- The ability to work independently or as part of a team.

Other requirements

- May require travel within Bay of Plenty region.
- Occasionally required to work outside normal working hours.
- Occasionally required to carry out physical or light field duties.

Approved:

Manager

Date

Discussed with job holder:

Employee

Date

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Schedule A

Specific Duties for Organisational Support Assistant – Safer Boating Senior

Specific Key Accountabilities for this role:

- Provide day-to-day direction, and transport to the Safer Boating Summer Assistants.
- Supporting the Harbourmaster patrol team on the water.
- Promote the Safer Boating message throughout the rohe.
- Provide boat ramp education throughout the rohe.
- Assist with research and compliance surveys.
- Attend Boating events as requested by Harbourmaster team.
- Review and validate data from patrol body worn videos.

Key Outcomes/ Measurements for this role:

- Increased public awareness on safer boating best practise and the BOP Navigation Safety Bylaw.
- Completion of Safer Boating Surveys using Survey 123.
- Delivery of Safer Boating resources to marine retail outlets and campsites around the rohe.

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