

Job Description

Toi Moana Summer Experience Programme 2026/27

Job title	Summer Assistant	Team	Rivers and Drainage Assets
Reports to	Rivers and Drainage Assets Manager	Direct reports	None
Key relationships	Internal: staff at all levels of organisation External: members of the public, consultants & contractors	Role purpose	This role provides a high standard of assistance to the professional staff of the organisation as part of the Summer Experience Programme, enabling Toi Moana to deliver on key outcomes for our community.

Key responsibilities

Key responsibilities	Deliverables/outcomes
Operational Duties • Conduct site visits and inspections to verify infrastructure assets and gain practical, hands-on experience in the field. • Support the migration and improvement of the Bylaws database, helping organise, clean, and manage information within SharePoint. • Use GIS and spatial analysis tools to investigate land use activities and provide insights that help shape future bylaw requirements. • Review and improve standard bylaw conditions to ensure they are practical, consistent, and fit for purpose. • Assist in updating Standard Operating Procedures (SOPs) to reflect current best practices and streamline the bylaw assessment process. • Work closely with experienced professionals across engineering, compliance, and asset management, developing valuable technical and professional skills. • Contribute to projects that help protect and maintain critical flood protection and drainage infrastructure for communities across the Bay of Plenty.	• All operational duties are delivered in a timely manner and completed to appropriate standards. • Records are created and maintained in electronic information systems, meeting our information standards

General Duties • Ensure all customers receive excellent customer service • Undertake any other relevant duties and projects as directed by Manager/supervisor(s).	• Queries are dealt with in a professional and courteous manner. • Any additional duties required by manager are completed to appropriate standards.
Relationship management • Establish and maintain close working relationships with internal and external contacts.	• Effective, professional relationships and partnerships are developed and maintained with internal & external contacts. • Professional image is conveyed in public forums.
Corporate Contribution • Participate in the implementation of our internal people related policies and Health and Safety Systems. • Recognise your responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015.	• Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. • Hazards are identified and all incidents and accidents are reported. • Participate in any wellness programmes, such as stress management training and health monitoring.

Person specification

Essential attributes	Desirable attributes
• A minimum of secondary education up to Year 13 (NCEA Level 3) • Excellent written, verbal and comprehension skills. • Computer skills including experience in Microsoft word, excel and database entering. • Community, cultural and political awareness. • Familiarity with ArcGIS is desirable but not essential • Attention to detail and ability to follow structured processes • Interest in infrastructure, environmental planning, or asset management • Good communication and teamwork skills	• Ability to share information and assist others • Takes initiative • Works well with all kinds of people • Remains calm under pressure. • Strong general computer skills • Familiarity with ArcGIS is desirable but not essential • Attention to detail and ability to follow structured processes • Interest in infrastructure, environmental planning, or asset management • Good communication and teamwork skills