

# CAREER OPPORTUNITIES

*It's more than a job!*





## Why work for Tasman District Council?

With over 350 employees, we have the structure and processes of a large organisation, but the culture and feel of a smaller one.

Working here you get the best of both worlds.

We are a great organisation to work for, passionate about what we do, and full of people who want to make a positive difference in your community. You'll work with nationally and internationally recognised leaders in many different professions.

We have an attractive range of benefits such as additional leave (including paid birthday leave), flexible working options, and opportunities for professional development and study support for gaining work related qualifications.



### USEFUL LINKS

- [careers.tasman.govt.nz](https://careers.tasman.govt.nz)
- [lgjobs.careercentre.net.nz/job](https://lgjobs.careercentre.net.nz/job)
- [solgm.org.nz/working-in-local-government](https://solgm.org.nz/working-in-local-government)
- [trademe.co.nz/a/jobs/government-council](https://trademe.co.nz/a/jobs/government-council)
- [seek.co.nz/local-government-jobs](https://seek.co.nz/local-government-jobs)

For more information on working in local government and to see the latest vacancies, check out these links



## ENVIRONMENTAL MONITORING OFFICER

Entry level: \$55,000 – \$65,000

Competent: \$65,000 – \$75,000

This job is part of a team who collects and archives information about river flow, groundwater, rainfall, water quality and air quality to support programmes across Council and the wider community.

It offers a mix of field and office work. The team uses a variety of electronic equipment and data loggers to collect information so having an aptitude for maths and physics is a must, as well as being a strong swimmer.

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### STUDY OPTIONS

Bachelor of Science

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## HYDROLOGIST

Entry level: \$65,000 – \$70,000

Competent: \$75,000 – \$85,000

This job is part of a specialised team who collects and archives information about river flow, groundwater, flooding, rainfall, water quality and air quality to support programmes across Council and the wider community.

It offers a mix of field and office work. The team uses a variety of electronic equipment and data loggers to collect information so having an aptitude for maths and physics is a must, as well as being a strong swimmer.

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### STUDY OPTIONS

Bachelor of Science

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## TRANSPORTATION ENGINEER

Entry level: \$55,000 – \$65,000  
Competent: \$90,000 – \$100,000

This job is part of a team that ensures our roads are safe and efficient, getting people from A to B, preparing technical documentation around speed limits, traffic controls and other road matters like the Tasman Great Taste Cycle Trail.

It offers a mix of field and office work that includes planning, design, operation, construction and maintenance of the District's transportation network.

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### STUDY OPTIONS

Bachelor of Engineering Technology  
(Civil Engineering)

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## RIVERS AND COASTAL ENGINEER

Entry level: \$55,000 – \$65,000  
Competent: \$90,000 – \$100,000

This job is a specialist role that is tasked with the management of the Council's river and coastal assets, gravel extraction and protecting the community from river and coastal damage.

It offers a mix of field and office work that includes managing and implementing renewal and capital projects for river and coastal assets.

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### STUDY OPTIONS

Bachelor of Engineering Technology  
(Civil Engineering)

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## UTILITIES ENGINEER

Entry level: \$60,000 – \$65,000

Competent: \$90,000 – \$100,000

This job is part of a team who deliver waste management, stormwater, wastewater and water supply service across the Council's district water assets.

It offers a mix of field and office work such as water reticulation management, network modelling, leak detection and backflow prevention, waste management and minimisation, monitoring hazardous waste and agricultural chemicals.

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### STUDY OPTIONS

Bachelor of Engineering Technology  
(Civil Engineering)

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## PROJECT MANAGER (CIVIL)

Entry level: \$60,000 – \$65,000

Competent: \$90,000 – \$100,000

This job is part of a team who oversee the project management of the design, construction, monitoring, risk management and hand-over of infrastructure projects such as new drinking water treatment plants, waste water treatment plant upgrades, new bridges and high street upgrades.

It offers a mix of field and office work connected to managing a full project management lifecycle service including writing business case briefs, awarding contracts and monitoring the project's progress.

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### STUDY OPTIONS

Bachelor of Engineering Technology  
(Civil Engineering)

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## LIBRARIAN

Entry level: \$55,000 – \$60,000

Competent: \$65,000 – \$75,000

This job is part of a team who help people find information in many formats, including printed and electronic resources, audio and video recordings, photographs, information databases and web-based and digital resources.

The role of a librarian is continually evolving to meet social and technical needs. They also help people with information literacy support, device (e-readers, tablets) support, organise events and assist community groups to host events in the library space.

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### STUDY OPTIONS

Bachelor of Library and Information Studies / NZ Diploma in Library and Information Studies (Level 5)

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## IT SERVICE DESK OPERATOR

Entry level: \$45,000 – \$48,000

Competent: \$50,000 – \$55,000

This job is part of the Information Services team, and is the first point of contact for all internal IT queries.

This is an office based job and the work includes routine computer hardware and software administration tasks, providing an excellent service desk service to minimise downtime and maximise staff productivity in their use of Council information systems.

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### STUDY OPTIONS

NZ Certificate in Information Technology Essentials (Level 4)

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## CONSENT PLANNER

Entry level: \$60,000 – \$65,000

Competent: \$80,000 – \$95,000

This job is part of a team who provide advice and assistance around the resource consents process including resource consents processing, post-approval onsite inspections, attending hearings, processes LIM reports and property information requests.

This is a mostly office based job and our Resource Consent team receives and processes well over 1,000 resource consents each year.

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### STUDY OPTIONS

Bachelor of Resource and Environmental Planning

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## POLICY PLANNER

Entry level: \$60,000 – \$65,000

Competent: \$80,000 – \$95,000

This job is part of a team who develop, analyse and monitor policies for a range of environmental planning activities and writing draft changes to the Tasman Resource Management Plan.

This is a mostly office based job and there are a number of portfolios spanning natural resources, urban and rural development, land and coastal management.

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### STUDY OPTIONS

Bachelor of Resource and Environmental Planning / Bachelor of Environmental Policy and Planning

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## CUSTOMER SERVICES OFFICER

Entry level: \$45,000 – \$48,000

Competent: \$50,000 – \$55,000

This job is part of a team who are the point of first contact for customers and supports them by providing helpful information, answering questions, taking payments and making sure the customer's query is recorded and passed onto the right person to resolve.

This is an office based job and involves working with office technologies, using telephone and service request system and a cash register.

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### STUDY OPTIONS

NZ Diploma in Business  
(Administration and Technology) –  
with Level 3, 4 and 5

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## ADMINISTRATION OFFICER

Entry level: \$45,000 – \$48,000

Competent: \$50,000 – \$60,000

This job is part of a team that completes administrative tasks like answering telephone calls, scheduling meetings, providing administrative support to their department, preparing reports and scanning documents. They may also be responsible for processing invoicing and payments and providing customer service.

This is an office based job and involves working with a large range of office technologies.

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### STUDY OPTIONS

NZ Diploma in Business  
(Administration and Technology) –  
with Level 3, 4 and 5

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## ENVIRONMENTAL SCIENTIST

Entry level: \$65,000 – \$70,000

Competent: \$85,000 – \$95,000

This job is part of a team that use their knowledge of the natural sciences to protect the environment and human health. They provide advice to elected members, policymakers, and also work with industry to help them to make environmentally sustainable decisions.

It offers a mix of field and office work that includes testing and sampling, data collection and analysis to shed light on how to prevent or handle environmental hazards or problems.

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### STUDY OPTIONS

Bachelor of Science

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## ENVIRONMENTAL HEALTH OFFICER

Entry level: \$60,000 – \$65,000

Competent: \$80,000 – \$90,000

This job is part of a team that protects public health by inspecting businesses for food and alcohol safety, food hygiene standards and other regulated activities like hairdressing, and managing infectious disease or pests.

It offers a mix of field and office based work. Environmental Health Officers are focused on prevention, consultation, investigation, and education of the community regarding health risks and maintaining a safe environment.

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### STUDY OPTIONS

Bachelor of Applied Science or Health Science / National Diploma in Environmental Health

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## ACCOUNTANT

Entry level: \$60,000 – \$65,000

Competent: \$80,000 – \$90,000

This job is part of a team that prepares cash forecasting and budgeting, tax returns, managing investment portfolios, carrying out internal audits on accounts, and analysing financial performance.

This is an office based job and most accountants get involved in a wide range of finance-related tasks. Specialised areas include Financial Accountant, Management Accountant, Revenue Accountant and Systems Accountant.

### STUDY OPTIONS

Bachelor of Business (Accounting)

Bachelor of Accounting

## ASSISTANT ACCOUNTANT

Entry level: \$50,000 – \$55,000

Competent: \$60,000 – \$70,000

This job is all about assisting the accountants to prepare cash forecasts and budgets, tax returns, carry out internal audits on accounts, and analyse financial performance.

This is an office based job and most assistant accountants get involved in a wide range of finance-related tasks.

### STUDY OPTIONS

NZ Diploma in Business – (Level 5 Accounting)



## HORTICULTURAL OFFICER

Entry level: \$55,000 – \$65,000

Competent: \$65,000 – \$75,000

This job is part of a team who looks after the parks, playgrounds, sports fields and scenic reserves throughout the District. Managing the contractors who carry the physical work involved is also an important part of the job.

It offers a mix of field and office based work. Horticultural Officers design landscape plans, build hard and soft landscaping, manage plant nurseries and help communities with conservation planting and education.

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### STUDY OPTIONS

National Certificate in Horticulture (Level 4)

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## BUILDING TECHNICAL OFFICER

Entry level: \$60,000 – \$70,000

Competent: \$70,000 – \$85,000

This job is part of a team who are responsible for making sure that buildings (residential and commercial) comply with the Building Act by reviewing plans, providing advice and carrying out on-site inspections.

There are two main parts to this job – processing building consents and inspecting the building work. A processing job is office based and an inspecting job is a mix of mostly field based with some office work.

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### STUDY OPTIONS

Advanced Trade Certificate / NZ  
Diploma in Building Surveying (Level 6) – in-employment study pathway

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## IT NETWORK ENGINEER

Entry level: \$65,000 – \$75,000  
Competent: \$90,000 – \$100,000

This job is part of a team who look after enterprise-wide networks and systems including software, hardware and applications. They maintain firewalls, manage security, install equipment, perform upgrades and find ways to improve network performance.

This is an office based job and many Network Engineers choose to specialise in certain areas of information technology delivery.

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### STUDY OPTIONS

Bachelor of Information Technology  
Bachelor of Information Sciences (IT)

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## BUSINESS ANALYST

Entry level: \$60,000 – \$70,000  
Competent: \$80,000 – \$90,000

This job is part of a team who use both business and information technology tools to evaluate the Council's operating systems, procedures and design improvements. They typically consult with managers or other staff to understand how they use IT systems, analyse costs and benefit of new systems, implement new systems and train the system's users.

This is an office based job and most Business Analysts tend to specialise in certain systems such as financial or engineering.

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### STUDY OPTIONS

Bachelor of Information Technology

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## HUMAN RESOURCES ADVISOR

Entry level: \$60,000 – \$70,000

Competent: \$80,000 – \$90,000

This job is part of a team responsible for providing advice and assistance to managers and staff in the areas of recruitment and selection, wellbeing performance management and remuneration, disciplinary processes, learning and development, organisation restructuring, employment relations and policy development.

This is an office based job and some Human Resources Advisors specialise in specific portfolios such as recruitment or learning and development.

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### STUDY OPTIONS

Bachelor of Business (Human Resource Management) / Bachelor of Science or Arts (Psychology)

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## COMMUNICATIONS OFFICER

Entry level: \$55,000 – \$65,000

Competent: \$65,000 – \$75,000

This job is part of a team who are responsible for creating communications and media content for print and online use. They do everything from writing press releases to developing blog content and creating social media posts.

The job offers a mix of mostly office and some field work and strong writing and communication skills are really important.

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### STUDY OPTIONS

Bachelor of Communication  
NZ Diploma in Journalism (Level 5)

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# Tasman District Council



## SUMMER STUDENT

First year: minimum wage + 10%

Second year: living wage

Every year we have summer student work in areas of environmental policy, resource consents, science and environmental information, and engineering. To apply, you must:

- be available to work throughout the entire employment period
- be physically fit and have a current full drivers licence (preferably for a manual vehicle)
- have completed at least one year of tertiary study
- be studying for a qualification relevant to Council work such as environmental science, environmental policy, planning, applied sciences or engineering, and
- be from the Nelson Tasman region.

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## SUMMER OPTIONS

Twelve weeks of summer holiday work from mid November to mid February

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*Our Vision*

**TASMAN INSPIRED**

Whakangiha Te Tai o Aorere

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*Our Mission*

**DRIVING VALUE FOR TASMAN'S  
PEOPLE AND PLACES**

Whakamana tātou ki ngā wāhi  
katoa o Te Tai o Aorere

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*Our Values*

**AUAHA** Innovation

**KAWENGA** Responsibility

**MANAAKITANGA** Caring/Sharing

**WHANAUNGATANGA** Relationships

FOR MORE INFORMATION VISIT

**CAREERS.TASMAN.GOV.T.NZ**

03 543 8400  
info@tasman.govt.nz

 **tasman** | Te Kaunihera o  
district council **te tai o Aorere**