

# Palmerston North City Council Job Profile



<b>Position Title</b>	<b>Access Control System Administrator (Fixed Term Contract 3 months)</b>
<b>Reporting to</b>	<b>Risk Manager</b>
<b>Unit</b>	<b>People and Performance Unit</b>
<b>Date created</b>	<b>January 2020</b>

## Values and Principles

Our principles of being inclusive, ambitious, enabling, open, bold and guardians support goals that enable a new vision for Palmerston North: *small city benefits, big city ambition*. Our current values are evolving under a transformation programme to reflect this aspiration for the city to reach its potential and capitalise on its strengths. We believe it is essential to be a leader, treat each other with respect and dignity, take responsibility for our own actions, and have a positive, friendly and professional approach.

## Council context

The Council exists to provide efficient, effective and affordable services and facilities for the ratepayers of Palmerston North. In order to maintain quality of life and affordability, it is our goal to foster growth within the City.

## Main Purpose of the Fixed Term Contract

The Executive Leadership team has approved a security project which covers the implementation of new identity access cards for entry into and within Council premises for all Council employees, Council tenants and regular contractors.

The main purpose of this fixed term position is to assist with or undertake the tasks required to prepare, produce and then issuance of the new ID access cards to all relevant employees, tenants and contractors. This will require engagement with Council management and employees to schedule time for photos to be taken and seek approval of ID access card information prior to printing and issuance. The security system which supports the building access information will also be required to be reviewed and brought up to date.

## Key Areas of Responsibility

1. Ensure all photos required for the new photo ID access cards are available and of suitable quality for printing onto the new ID access cards.
2. Ensure staff and contractor details for access to PNCC premises is accurate and up to date in relevant security systems.
3. Ensure all management approvals are received prior to final printing and encoding of the new ID access cards.
4. Ensure the encoding and the printing of the new ID access cards are completed in line with the project planned roll-out dates for issuance to staff and contractors.

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## Risk Management accountabilities for all employees

- **Council Policies and Procedures:** Ensure self and team comply with applicable council policies and procedures.
- **Environmental:** Reduce environmental impacts that may arise from work. All activities and communications must be conducted in accordance with applicable environmental laws and council policies. Promote the proactive management of environmental issues associated with conducting business.
- **Health & Safety:** Comply with Health and Safety obligations (e.g. observe and practice safe work methods, ensure your own safety and that of others, report any hazards or potential hazards immediately, use protective equipment and wear protective clothing provided where appropriate, only operate equipment that you have the necessary license and skills to operate, make unsafe situations safe or report unsafe working conditions to your supervisor, report all accidents including near misses promptly)
- **Employment Legislation:** Comply in full with employment legislation and adherence to applicable policies in the areas of employment, EEO and recruitment.

## Key Relationships

### Internal:

- Business Unit and Divisional managers
- Employees
- Information Management staff
- Human Resources
- Marketing/Comms graphic designers
- Print Synergy staff

### External:

- Contractors that require regular access to PNCC premises (i.e. cleaners, caterers, couriers etc...)
- Chubb NZL Ltd

## Typical knowledge, skills, and attributes:

### Knowledge (*qualifications and experience*)

- No specific qualifications or experience are necessary

### Skills and Attributes

- Must be computer proficient and be experienced in using MS Office products, in particular, a high level of confidence with MS Word, MS Excel and Outlook
- Must have a current full NZL drivers' licence
- Self-motivated and quick learner
- Excellent communication skills are a must

## Remuneration

- The remuneration will be set at the hourly rate of \$19.45 per hour for the duration of the fixed term contract.

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## Competencies

Core	
<b>Service</b>	<ul style="list-style-type: none"> <li>▪ Recognises the diversity of customers, and adapts approach and style to meet their needs</li> <li>▪ Offers customers a range of solutions to problems</li> <li>▪ Demonstrates commitment to delivery of agreed solutions</li> <li>▪ Delivers and follows up on solutions</li> <li>▪ Seeks and gives feedback from customers</li> <li>▪ Looks for where improvements can be made to systems and processes</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>▪ Clearly communicates messages in a clear and concise manner</li> <li>▪ Uses the most effective method and style of communication for the target group and the situation</li> <li>▪ Uses active listening techniques including reflection and paraphrasing</li> <li>▪ Shares ideas appropriately</li> <li>▪ Recognises and minimises barriers to communication</li> </ul>
<b>Business ethics</b>	<ul style="list-style-type: none"> <li>▪ Demonstrates integrity, honesty, and commitment</li> <li>▪ Acts ethically in all dealings</li> <li>▪ Is equitable and ethical in the treatment of others</li> <li>▪ Is prudent in financial dealings</li> </ul>
<b>Information Technology</b>	<ul style="list-style-type: none"> <li>▪ Has an appropriate level of skill in computer software relevant to the requirements of the role. Is confident to try new software</li> <li>▪ Looks for ways to improve efficiency through the use of technology - takes advantage of technology to achieve goals</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>▪ Proactively seeks and provides input into health and safety improvements in their work environment</li> <li>▪ Promotes and participates in a healthy and safe work culture</li> <li>▪ Keeps up to date with health and safety legislation and regulations relevant to the work they carry out</li> </ul>