



**South
Waikato
District
Council**

CIRCULAR ECONOMY INTERN

SOUTH WAIKATO DISTRICT COUNCIL

SEPTEMBER 2024

Healthy people thriving in a safe, vibrant, and sustainable community.

To provide a safe, clean, and healthy environment in which all people have the opportunity to participate and share – we are looking for people to join our supportive team, promising frank and honest communication among our members, and creating a safe and friendly workplace to enable common sense, innovation, and efficiency.

TO BE REVIEWED: SEPTEMBER 2025

MISSION

To ensure that the Council's long-term role is viable and sustainable by meeting the needs of our residents in a responsible caring way, attracting sustainable development while maintaining the traditional values, character, and culture of our people.

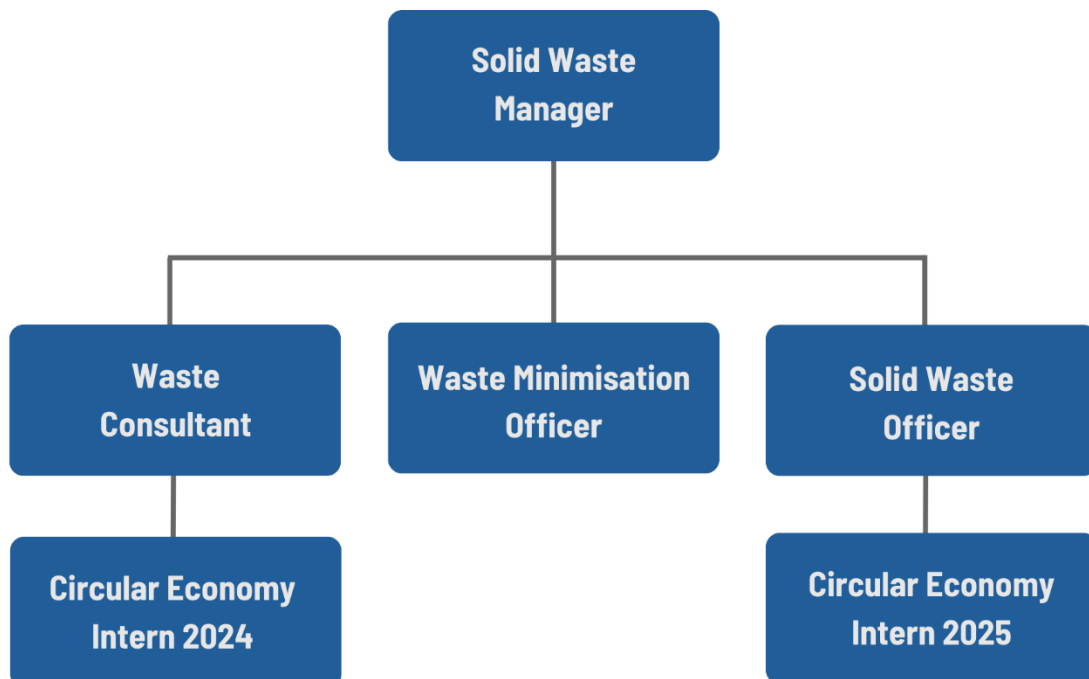
POSITION DESCRIPTION

Circular Economy Intern

To gather, assess and document information to support initiatives aimed at changing behaviours and reducing illegal dumping, through the implementation of effective messaging and educational outreach strategies.

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|---------------------------|--|
| REPORTS TO: | Solid Waste Officer |
| GROUP: | Delivery |
| POSITION APPROVAL: | Executive Manager – Delivery |
| NUMBER OF DIRECT REPORTS: | 0 |
| TENURE: | Fixed term (February 2025 – February 2026) |
| BUDGET RESPONSIBILITY: | \$0 |

TEAM STRUCTURE



ACCOUNTABILITIES & OUTCOMES

PROJECT DEVELOPMENT

Attain and understand the provision of relevant illegal waste dumping and litter legislation and how South Waikato District Council's responsibilities in relation to these acts are met.

Information is gathered, assessed and documented regarding what is being illegally disposed, where it is being disposed, how often it occurs, and the effect that it has on humans, animals and the environment.

Information is gathered, assessed and documents regarding actions, innovations, messaging, education, presentations and enforcement measures that have achieved a reduction in illegal disposal in other regions, and how this may be implemented in South Waikato.

ABOUT YOU

REQUIREMENTS

Currently enrolled in a relevant tertiary level qualification

Experience in researching and developing information for reports and presentations

Holds current valid Class 1 Drivers Licence

ABILITIES

- ✓ A strong interest in environmental solutions, waste minimisation and a circular economy.
- ✓ Proficiency in Microsoft Office suite (Word, Excel, PowerPoint).
- ✓ Ability to gather, analyse and interpret data from various sources.
- ✓ Prepare well-structured and insightful reports based on research findings ensuring clarity, accuracy and adhering to specified formats and guidelines.
- ✓ Ability to understand, or learn to understand, how relevant legislation, codes of practice and standards assist to ensure ongoing compliance with legislative requirements.
- ✓ Detail oriented, analytical, self-motivated and able to manage multiple tasks effectively.
- ✓ Engage, consult and negotiate with relevant stakeholders to discuss, query, inform, and resolve matters.
- ✓ Work effectively as part of a collaborative team to achieve pre-determined goals and outcomes.
- ✓ Maintain a high level of professionalism in written, verbal and interpersonal communications.
- ✓ Practice sound judgement, confidentiality, and discretion.

BEHAVIORS



Delivering high-quality work



Going the extra mile for our customers



Strong internal and external relationships



The principles of Te Tiriti O Waitangi



Participating in Council's Civil Defense response

Signed: Dated:

NAME