



Mahi Tahī

We are one team, stronger together as we work with and for our community to deliver outcomes that matter.

#arohatōmahi

We love our work and know that our work matters. That is why we do what we say we will do and apply energy and enthusiasm across our mahi.

Manaakitanga

We put our people first by showing them that they matter, through a focus on whānau's needs and aspirations.

Tiakitanga

We proudly and professionally contribute every day to the care of our community and whenua with courage, positivity and mana – leaving a legacy which future generations will embrace.

JOB TITLE	Community Employment Connector
REPORTS TO	Community Facilities and Services Manager
GROUP	Community Experience and Services
DIRECT REPORTS	Work Ready Champion
FINANCIAL DELEGATIONS	\$5,000
WARRANTS REQUIRED	Nil
GRADE	

He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hapori – mai i te pae maunga o Tararua ki te moana
 With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.

This role is all about building important and meaningful bridges—between Horowhenua's local businesses and jobseekers who are ready to work—while leading the delivery of the Mayor's Taskforce for Jobs (MTFJ) programme across the district.

As the Community Employment Connector, you will be responsible for overseeing the programme, including budget management, ensuring we meet our contractual obligations, and reporting progress to senior leaders and the Mayor. You'll also support and guide the Work Ready Champion, working together to create pathways into employment for those not in work, training or education.

Your superpower will be building strong, trust-based relationships with local businesses—promoting the programme, selling the story, and connecting employers with jobseekers in a way that delivers long lasting results. You'll be confident, persuasive, business-savvy and passionate about unlocking potential in our people and our local economy.



EXPERIENCE	You'll have experience in business, recruitment, or employer engagement, and be confident managing programmes, budgets, and contracts. Ideally, you'll also bring experience working with young people or in community or local government settings.
KNOWLEDGE	Solid understanding of the local business landscape and employment market. Knowledge of employment readiness programmes, training providers, or social support services. Understanding of Te Tiriti o Waitangi and its application in community-focused work.
SKILLS	You'll be great at building relationships, a confident communicator, and a natural storyteller who can influence and inspire. You'll show leadership through action, and stay calm and adaptable when things change.
ACHIEVEMENT	Demonstrates a strong focus on high performance standards and personal achievement. Goes above and beyond to exceed expectations. Displays initiative and is personally driven by successfully completing tasks.
RELATIONSHIPS	Ability to build strong working relationships and become a trusted support person and colleague.
INTEGRITY	High level of professionalism and confidentiality. Ability to appropriately manage sensitive information Builds trust through actions
COMMUNICATION	Communicates in a clear, confident and articulate manner. Is able to adapt communication style to meet the needs of the audience. Is effective at influencing others. Is able to communicate in a way that builds trust and positive relationships.
IMPLEMENTATION	Is reliable, detail-focused and meticulous within a fast paced environment. Follows through on plans to ensure they are carried out accordingly.
STRATEGIC AGILITY	Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies and manages risks.
SELF-INSIGHT	Is aware of own strengths and weaknesses and actively seeks out opportunities for new learning and growth.
RESILIENCE	Remains calm, composed, and optimistic in stressful or high pressure situations.
TEAMWORK	Supports and collaborates with team members to achieve targets and strives to get the best out of others. Is resourceful with a can-do attitude.
GROWTH MINDSET	Has a desire to learn more and is able to learn new information and skills quickly. Is able to apply learnt information to new problems. Quick to pick up technical concepts and jargon.





**'You'
Matter**

Health, Safety & Wellbeing

Promote a strong health and safety culture by proactively modelling our values and hold self and others to account to Consistently follow all health and safety policies and legislative requirements.

Leadership and Influence

Lead the MTFJ kaupapa whilst living our Values and focusing on the Moments that Matter. Supporting your colleagues and empowering and inspiring growth and development across the organisation.

Change Leadership

Be an advocate for and a driver of change. Be a Future builder, help others across the organisation navigate the future.



**Partnerships
Matter**

Te Tiriti o Waitangi

Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work ensuring HDC projects are delivered in a culturally sensitive way.

Community and Customer Focus

Champion community engagement having a strong focus on meeting quality standards for services and evaluation of customer outcomes and satisfaction.

Identify and engage with communities and community groups to encourage involvement in the development of community initiatives and programmes.

Relationship Management

Build networks and develop meaningful relationships with stakeholders both internally and outside Council.



**Performance
Matters**

Personal Development

Live the values of council and take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future roles.

Risk Management

Effectively identify and manage risks, take actions to resolve and/or escalate issues to contribute to the maintenance of the risk management framework.

Continuous Improvement

Identify continuous improvement practices to support the implementation and delivery of council's outcomes.



**Work
Matters**

Connect with businesses and maintain relationships

Promote the MTFJ programme, telling our story and create meaningful employment opportunities that enable successful outcomes for the programme ensuring placements are a good fit and lead to sustained employment.

Build and maintain a strong agency relationship

Partner with local agencies and community partners to support jobseekers and reduce employment barriers. This includes a strong working relationship with Ministry of Social Development.

Lead the delivery of the MTFJ programme

Lead the planning, ensuring alignment with contractual requirements whilst ensuring funds are used effectively and within agreed parameters.

Demonstrate leadership to support the Work Ready Champion

Lead and support the Work Ready Champion, ensuring aligned priorities and a joined-up approach to client support.

Customer Centric

Maintain a customer centric focus, ensure the programme is delivered in an effective and customer focussed way, and that effective working relationships are maintained with key stakeholders.

Council Contribution

Actively and positively participate as a member of the Community Experience and Services and perform all reasonable duties as needed. Be a positive culture contributor. Participate in Emergency Management activities.





We uphold Te Tiriti o Waitangi and its principles and recognise the role of Mana Whenua as kaitiaki of their rohe. We support them to maintain and enhance tikanga with their ancestral lands and waterways, wāhi tapu and other taonga, and build mutually respectful partnerships with tangata whenua, supporting whanau, marae, hapū and iwi in achieving their aspirations.



We contribute to improving our natural environment for current and future generations to enjoy, and protect the important natural features in our district.

We ensure our built environment supports the wellbeing of our people and manage competing pressures on resources sustainably.



We provide efficient, reliable and affordable infrastructure, developing and maintaining facilities and infrastructure to meet the needs of current and future generations. Our community facilities and infrastructure are resilient, helping us to respond to climate change and natural hazards, working with partners to develop infrastructure that enables growth.



We are business friendly, supporting diversity and resilience in our local economy and work with others to make our economy grow. We aspire for economic security for all of our people and seize growth opportunities for our district.



We value the diversity of our people, and how our district's heritage shapes our community's sense of identity and pride.

We provide infrastructure, services, facilities and places to build resilient and connected communities where people of all ages and backgrounds feel included and safe. We are building collaborative relationships with service providers to enable all people to live positive and healthy lifestyles, encouraging our people to participate in local decision making.

