

# FAR NORTH REAP JOB OUTLINE

## ROAD SAFETY EDUCATOR

<b>Job Title</b>	Road Safety Educator
<b>The best things about the job</b>	<p>You will get to:</p> <ul style="list-style-type: none"> <li>○ work with a team who care about their community</li> <li>○ be innovative</li> <li>○ support the community to make a positive difference in their lives</li> </ul> <p>You will have the opportunity to progress your Professional Development</p>
<b>The essential information</b>	<ul style="list-style-type: none"> <li>• Develop and implement Road Safety programme initiatives that collectively meet contractual activity outputs (Number of activities and road users allocated to each activity area)</li> <li>• Support collaborative initiatives involving community organisations, road safety stakeholders/partners, Iwi, Schools, Marketing/Media outlets, businesses, sports clubs, and government agencies</li> <li>• Network and liaise with individuals, community groups, providers and agencies to provide information and deliver road safety education activities</li> <li>• Perform ongoing needs analysis of community programmes and community trends related to road safety education community need throughout the Far North District</li> <li>• Evaluate existing programmes, develop potential responses, and pilot programmes as needed by the RS Team</li> </ul> <p>All Far North REAP employees are subject to police vetting as per Children’s Act 2014 and are vetted bi-annually thereafter for the term of their employment</p>
<b>Wages, hours and days of work, employment status</b>	<p>\$27 - \$29 per hour depending on previous experience, skills and qualifications</p> <p>30 hours per week, Monday, Tuesday, Wednesday and Thursday, 8.30am to 4.30pm</p> <p>The nature of the position will require hours to be flexible and after-hours work may be required</p> <p>Individual Employment agreement, permanent</p>
<b>Location</b>	<p>Work base is Far North REAP, 33 Puckey Avenue, Kaitaia</p> <p>You will be required to travel within Aotearoa New Zealand to meet the needs of our community and Far North REAP</p>
<b>About Far North REAP</b>	<p><b>Our Vision Moemoea</b> <i>Ka ako kia ora, ka ora kia ako</i> <i>Learning to live, living to learn</i></p> <p><b>Our Mission Whakatakanga</b> <i>Kia tika tonu ō mātou whakaakoranga hei arahi pai mō ō mātou nei hapori o Te Hiku-o-te-ika-ā-Māui</i> <i>To strive for excellence in the provision of quality learning opportunities for Far North communities</i></p> <p>We are a Kaitaia based community organisation with a proud history of serving our community for 42 years</p> <p>We currently have 22 employees. We hire contractor tutors to deliver some of our initiatives</p> <p>We encourage a sustainability culture; knowledge and understanding of the Sustainable Development Goals (SDG’s) is appreciated</p>
<b>About the role</b>	<p>You will report to the Road Safety Manager</p> <p>Overall to Chief Executive Tāhūhū Rangapū</p> <p>You will work with a direct team of six members</p>

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<p><b>Stakeholders</b></p>	<p>Some of the Stakeholders you will work with are:</p> <ul style="list-style-type: none"> <li>○ Road safety stakeholders / partners</li> <li>○ Leadership Team and wider Far North REAP Team</li> <li>○ Government and Independent Training Organisations</li> <li>○ Road Safety Far North District Community Groups</li> <li>○ Regional road safety partners (NTA, NRC, NRST, ACC, Waka Kotahi)</li> <li>○ Relevant Local and Regional Community organisations, groups and businesses including schools, sports clubs, iwi, marketing and media outlets</li> </ul> <p>This role contributes to the success of Far North REAP by meeting our Ngā Whāinga Goals and our Pou Whiwhinga Pillars for Success:</p> <ul style="list-style-type: none"> <li>○ Whanaungatanga Relationships</li> <li>○ Mōhiotanga Community Education</li> </ul>
<p><b>Duties</b></p>	<ul style="list-style-type: none"> <li>● Programme initiatives planned and developed (15%)</li> <li>● Programme initiatives implemented (70%)</li> <li>● Programme initiatives measured/evaluated/monitored and reported (via data base and RCI) (15%)</li> <li>● Contributing to meeting the contractual activities and measures of success as stated in the 2021 – 24 Road Safety Education and Promotions Contract</li> <li>● Project Lead and Management</li> <li>● Community Development, Engagement, Relations and Consultation</li> </ul>
<p><b>Skills, experience and personal attributes</b></p>	<p>You will:</p> <ul style="list-style-type: none"> <li>○ have a Secondary School Qualification</li> <li>○ have administration skills to ensure planning, monitoring and reporting requirements are met</li> <li>○ be proficient at problem-solving and creative at solution-sharing</li> <li>○ hold a full, clean, and current NZ driver’s licence with auto and/or manual driving confidence</li> <li>○ be able to work flexible times when required (and as agreed with the Road Safety Manager)</li> <li>○ work out in the community – delivering, engaging, consulting</li> <li>○ be capable of ‘On the Road’ physical work – e.g. speed trailer, checkpoints and events set up</li> <li>○ have basic computer skills that align with Far North REAP systems (e.g. Excel, Word, Outlook)</li> </ul> <p>You will excel at:</p> <ul style="list-style-type: none"> <li>○ communicating verbally and non-verbally</li> <li>○ self-managing to ensure quality provision</li> <li>○ resolving challenges</li> <li>○ working in a Team environment</li> <li>○ time management</li> <li>○ project planning and development</li> <li>○ community engagement</li> <li>○ project management</li> <li>○ community development</li> </ul> <p>You are expected to have a working knowledge of:</p> <ul style="list-style-type: none"> <li>○ marketing and information technology</li> <li>○ financial planning</li> <li>○ reporting</li> <li>○ needs analysis and best practice</li> </ul>

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	<p>It is desirable that you have:</p> <ul style="list-style-type: none"> <li>○ experience in community development and community action</li> <li>○ local knowledge</li> <li>○ attended Tiriti o Waitangi training</li> <li>○ knowledge of the Road Safety Education Strategy (R2Z)</li> <li>○ been involved in Community led initiatives; Grass Roots delivery in health or education; Group facilitation and co-ordination; Tutor/Teaching groups experience</li> <li>○ studied at Tertiary level</li> <li>○ a current First Aid Certificate</li> <li>○ a sense of humour</li> <li>○ a want to contribute to a greater community good</li> </ul> <p>It is also desirable that you:</p> <ul style="list-style-type: none"> <li>○ hold an I-Endorsement</li> <li>○ understand the Behaviour Change model</li> </ul> <p>Your personal attributes are:</p> <ul style="list-style-type: none"> <li>○ Integrity</li> <li>○ Honesty</li> <li>○ Professionalism</li> </ul>		
<b>Culture</b>	<p>People enjoy working for Far North REAP because we are known for striving for excellence and holding our values:</p> <p><i>Tika – doing things right, being open, accountable and transparent</i></p> <p><i>Pono – acting with dignity, honesty and integrity</i></p> <p><i>Aroha – treating people with love and respect</i></p> <p><i>Manaakitanga – embracing and caring for all, to build on mana motuhake</i></p> <p>We are Whānau focused and believe in quality work life balance</p> <p>We encourage diversity and inclusion</p> <p>We give mana to Tiriti o Waitangi</p>		
<b>Professional Development opportunities</b>	<p>We are committed to staff programmes that help with their Learning and development</p> <p>We have a commitment to, and encouraged to pursue training and professional development</p> <p>We provide Mentoring</p>		
<b>Application Process</b>	<p>Please send your Cover Letter and Curriculum Vitae to: Lisa Jones – HR Manager <a href="mailto:lisaj@farnorthreap.org.nz">lisaj@farnorthreap.org.nz</a></p>		
<p><b>Applications close</b> Friday 19 August 2022 4.30pm</p>	<p><b>Shortlisting completed</b> Friday 26 August 2022 Applicants notified (Police Vetting, pre-checks)</p>	<p><b>Interviews held</b> From Tuesday 30 August to Friday 2 September 2022</p>	<p><b>Tentative start date</b> Monday 12 September 2022 (earlier depending on successful applicant availability &amp; satisfactory Police Vetting results)</p>
<p>By making this application you authorise us to contact your referee(s) as shown on your Curriculum Vitae. The information you provide is used by authorised employees to consider your suitability for the position you applied for</p>			
<p><b>For enquiries regarding this position please contact</b> Lisa Jones – HR Manager via email to <a href="mailto:lisaj@farnorthreap.org.nz">lisaj@farnorthreap.org.nz</a> or phone 09 408 1380 ext 706</p>			