

Wellington City Council	
WCC Job roles & description	
Date extracted:	31-May-12
Title	Headcount
Chief Executive Officer	1
Change Manager	1
Dir - City Services & Events	1
Dir - Property and Housing	1
Dir, Organisational Services	1
Dir-Citizen Engagement	1
Dir-Infrastructure	1
Dir-Strategy, Planning & Urban	1
Executive Officer	1
GrpMgr Bldg Consents&Licensing	1
Mgr Communications & Marketing	1
Team Leader Marketing	1
Principal Adviser, Media	1
Senior Communications Advisor	1
Snr Comms Adv Stakeholder Auds	1
Team Leader Communications	2
Manager,Parks & Gardens	1
Principal Adviser Strategic Pr	1
Asso Business Improvement Mgr	1
Grp Mgr Project Mgmnt Office	1
Manager - Property Management	1
Manager ASB Sports Centre	1
Manager Berhampore Nursery	1
Manager Best Practice	1
Manager Botanic Gardens	1
Manager Business Improvement	1
Manager Compliance & Advice	1
Manager Cust Serv & BusSupport	1
Manager Customer Services	1
Manager Emergency Preparedness	1
Manager Financial Transaction	1
Manager Inspections	1
Manager Kilbirnie Recreation	1
Manager Nairnville Recreation	1
Manager Otari Bush Reserve	1
Manager Public Health	1
Manager Publication & Design	1
Manager Risk Assurance	1
Manager WRAC	1
Manager, Coastal & Sports Turf	1
Manager, Financial Accounting	1
Manager, IRO	1
Manager, Parking Services	1
Manager, Toi Poneke	1
Mgr, Karori Pool & Rec Centre	1
Programme Manager	1

Title	Headcount
Recreation Mgr, City & Western	1
Recreation Mgr, Northern	1
Recreation Mgr, South& Eastern	1
Chief Financial Officer	1
Finance Manager	1
Manager Financial Planning	1
Mgr Business Analysis & Report	1
Special Projects Manager	1
Special Projects Manager (IT)	1
T/L Business Analyst	4
Treasury and CCO Manager	1
Development Services Manager	1
GM Human Resources	1
Operations Manager	1
ActingProgramme Manager Policy	1
Assets and Projects Mgr	1
Executive Strategist	1
Manager Policy and Planning	1
Mgr Develop Plan & Compliance	1
Mgr Open Space & Rec Planning	1
Mgr Res, Strat, UD & Heritage	1
Planning Manager: North & West	1
Principal Adv City Strat & Mon	1
Prog Mgr Strategy & Research	1
Programme Manager Planning	1
Maintenance Contracts Manager	1
Safe&Sustainable Transport Mgr	1
Senior Engineer	1
Production Manager	1
GM IT Strategy & Development	1
Group Manager- Information Mgt	1
Group Manager- IT Operations	1
Service Management Analyst	1
T/L Application Development	1
T/L Applications Support	1
T/L Business Engagement	1
T/L IT-IM Business Support	1
T/L Land, Cust &Property Info	1
T/L Telecomms & Infrastructure	1
Team Leader City Archives	1
Team Leader City Records	1
Team Leader Support Services	1
TL Financial & HR Systems	1
Web Mgr&Information Architect	1
Manager, City Arts	1
Auditor / Risk Advisor	3
Customer Service Team Member	3
Manager Recreation Wellington	1
Asset Manager	1
CCO Project Manager	1
Chief of Staff	1
Chief Transport Planner	1

Title	Headcount
Commercial & Contract Manager	1
Contract Manager	1
Contracts Manager	2
Design Account Manager	1
Development Advisor	1
Events Project Manager	1
Group Manager City Housing	1
International RelationsManager	1
Landfill Manager	1
Manager Approvals	1
Manager CitiOperations	1
Manager City Safety	1
Manager Clean Streets	1
Manager Compliance (Building)	1
Manager Drainage & Water	1
Manager Libraries	1
Manager Treaty Relations	1
Manager, Transport Assets	1
Manager, Transport Network	1
Mgr Capital Projects Delivery	1
Mgr City Communities& G	1
Mgr Community Engagement & Res	1
Mgr Consultation&Engagement	1
Mgr Contracts & Procurement	1
Mgr IT Delivery	1
Mgr Strategic Projects&Assets	1
Operations Team Leader	1
Operations/Contracts Mgr	1
Ops & Planning Mgr and PRFO	1
Portfolio Manager	2
Programme Manager	1
Project Manager	3
Project Manager - Capital	5
Project Manager ICT	4
Project Manager Signals	1
Project Mgr Street Lighting	1
Project Mgr Traffic Infrastruc	1
Project/Electoral Officer	1
Projects Officer	1
Recreation Projects Manager	1
Senior Energy Advisor	1
Senior Infrastructure Proj Mgr	1
Strategic Planning Manager	1
Supervisor Landfill Operations	1
Support Services Manager	1
T/L Public Drainage En	1
T/L Resurfacing/Contracts	1
T/LEarthworks,Vehicle&SubvCert	1
Team Leader Central Library	3
Team Leader East Cluster	1
Team Leader Maintenance	1
Team Leader North Cluster	1

Title	Headcount
Team Leader South Cluster	1
Team Leader West Cluster	1
Tenancy Operations Manager	1
WRAC Operations Manager	1
Retail and Functions Manager	1
T/L Aquatic Programmes KSP	1
T/L Aquatic Programmes Tawa	1
T/L Aquatic Programmes WRAC	1
T/L Fitness Centre	2
T/L Operations Freyberg Pool	1
T/L Operations Karori Pool	1
T/L Operations Keith Spry Pool	1
Manager Customer Services	1
Visitor Services Officer	1
City Events Venue Coordinator	1
Community Centre Adviser	3
Community Coord (Tawa/Linden)	1
Community Facilities Adviser C	2
Community Facilities Adviser N	1
Community Resilience Adviser	3
Correspondence Coordinator	1
Events Asset Coordinator	1
Functions Coord Mayors Office	1
Manager City Events	1
Manager Community Events	1
Fleet Asset Manager	1
Arboriculture Manager	1
Cemeteries Manager	1
Duty Manager,ASB Sports Centre	2
GM Strategic Events	1
Mgr Keith Spry/Khandallah Pool	1
Mgr Rec & Sports Facility Dev	1
Mgr Sports and Rec Engagement	1
Mgr Tawa Pool & Recreation Ctr	1
MgrFreybergPool&Fitness&Summer	1
Programmes Team Leader	1
T/L Aquatic Programmes Karori	1
Team Leader Recreation Centre	1
Team Leader Tawa Rec Centre	1
WRAC Duty Manager	3
City Photographer	1
Photographer	1
Assistant Accountant	1
Asst. Capital Asset Accountant	1
Capital Asset Accountant	1
Credit Controller	1
Financial Accountant	1
Senior Credit Controller	3
Subsidiary Accountant	1
Business Analyst	12
Princ Analyst, Funds&Fin Strat	1
Senior Financial Accountant	1

Title	Headcount
Tax Accountant	1
Mgr Democratic Services	1
Internal Auditor	1
HR Consultant	2
HR Consultant (Contractor)	2
Learning & Development Conslt	1
Performance & Reward Conslt	1
Recruitment Centre Lead	1
Team Leader Consultancy	1
Workforce Development Conslt	1
Quality Coach/Trainer	3
Training & Dev / H&S Advisor	1
Training & Development Advisor	1
Curator Nursery	1
Curator Theme Gardens	1
Archives Assistant	2
Archives Technical Assistant	1
Archivist	3
General Admin Assistant	1
Collection Curator-Tree & Grou	1
Information Advisor	2
Information Coordinator	2
Information Officer	3
Workflow & Information Officer	2
Advisor Research	1
Business Advisor	1
Committee Advisor	2
Emergency Management Advisor	1
Encroachment Advisor	3
Graduate Urban Designer	1
Grants Advisor	1
Heritage Project Advisor	2
Policy & Developmt Prog Coord	1
Policy Advisor	1
Principal Advisor Planning	1
Principal Heritage Advisor	1
Principal Policy Advisor	1
Principal Programme Adv, Plan	1
Principal Programme Adv,Policy	1
Property Advisor	5
Property Advisor - Projects	1
Safety Advisor	2
Senior Advisor	1
Senior Advisor City Safety	1
Senior Advisor Planning	4
Senior Advisor, Emergency Pr	2
Senior Business Advisor	1
Senior Policy Advisor	3
Senior Property Advisor	1
Senior Property Advisor - Proj	1
Senior Strategic Advisor	2
Senior Strategy Advisor	4

Title	Headcount
Snr Advisor Consult&Engagement	3
Snr Advisor Evaluation	1
Snr Advisor Perf Impr&Research	1
Snr Advisor Planning	2
Snr Advisor Research	1
Specialist Heritage Advisor	1
Strategic Business Advisor	1
Strategy Advisor	1
Analyst & Coach - Online Serv	1
Applications Support Analyst	1
Cataloguer	1
Cataloguer Processor	7
Cataloguer- Web,Sound & Vision	1
Coach	1
Coach Central	3
Coach East Cluster	1
Coach North Cluster	2
Coach South Cluster	1
Coach West Cluster	2
Council Librarian	1
Serials	1
Asset Management Co-ordinator	1
Committee Advisor/Dep. EO	1
Marketing Advisor	3
Senior Marketing Advisor	3
Communications Coordinator	1
Architectural Officer	1
T/L Architectural Services	1
Senior Landscape Architect	1
Graphic Designer	3
Mac Operator/Production Design	1
Senior Graphic Designer	1
Asset Management Advisor	1
Consent Planner	7
Planning Manager: South & East	1
Planning Technician	1
Principal Planner	1
Recreation Planner	2
Reserves Planning Officer	1
Senior Consent Planner	8
Senior Urban Designer	2
Strategic AdvisorAsset Planner	1
Team Leader, Planning	1
Urban Designer	3
Civil/Structures Proj Engineer	1
Pavement Engineer	1
Prog Dir EarthquakeResilience	1
Projects Engineer	1
Structures Engineer	2
Team Leader Structures	1
Area Roading Engineer	2
Area Traffic Engineer	4

Title	Headcount
Planning Engineer	1
PM:Transport Network Developmt	1
Special Projects Engineer	1
T/L Transport Asset Perf	1
Transport Asset Audit Officer	3
Transport Programme Co-ord	1
Vehicle Access / Earthworks En	2
Vehicle Access Engineer	1
Works & Design Engineer	1
Public Drainage Engineer	1
Street Activities Officer	1
Traffic Signals Engineer	1
Waste Minimisation Officer	1
Ranger Parks and Gardens	3
Senior Park Ranger	1
Sportsfield Ranger	1
Education Officer	1
Arts Tutor	1
Pre-School Music Teacher	2
Pre-School Music Tutor	1
Tutor	3
Environ Health Tech Officer	1
Environmental Health Officer	8
Advisor,Health Safety&Wellness	1
Health & Safety Advisor	1
Health & Safety Assurance Offi	1
Manager,Health Safety&Wellness	1
Advisor, Occ.Health & Wellness	1
Assets Analyst	1
Business Intelligence Analyst	2
Business Process Analyst	3
Business Systems Analyst	2
EDRMS Information Specialist	1
Enterprise Solutions Architect	1
Information Analyst	1
Information Analyst (BI)	2
Procurement Specialist	1
Snr Business Intell Analyst	1
Spatial Information Officer	1
Technical Analyst	2
Technical Lead	1
Analyst Programmer	1
Applications Support Analyst	1
Data Analyst	4
Financial Planning Analyst	1
Functional Analyst	5
HRIS Analyst	1
Parks GIS Analyst	1
Senior Strategic Analyst	2
Senior Technical Analyst	1
Senior Test Analyst	1
Snr Analyst Programmer	5

Title	Headcount
Snr Applications Supp Analyst	1
Spatial Functional Analyst	2
Spatial Technical Analyst	2
Support Specialist	4
Systems Administrator	1
T/L Data Analyst	1
Technical Analyst	1
Test Analyst	2
Web Coder	2
Web Developer	1
Web Editor	4
Asset Data Administrator	1
Assistant Data Administrator	1
Data Management Officer	1
Snr Spatial Functional Analyst	1
Senior System Administrator	2
Snr Database Administrator	2
Systems Administrator	3
Desktop Engineer	3
Security & Telecomms Engineer	2
Senior Desktop Engineer	1
Snr Security & Telecomms Engr	1
Arts Advisor	1
Arts Programme Advisor	3
Recreation Coordinator	7
Building Officer	30
Chief Building Officer	1
Manager Business Support	1
Plumbing Officer	5
Quality Mgt Reviewer	1
Senior Building Officer	2
Team Leader	4
Technical Advisor	1
Monitoring Officer	2
Planning & Policy Officer	2
Planning Technician (Cust Ser)	2
Archives Support Assistant	3
Senior Desktop Engineer	1
Snr Land & Cust Info Advisor	1
Valuation Co-ordinator	1
T/M Technology Support	2
Technical Specialist	2
Printer (MFD) Technician	1
Fitter & Turner	1
Advisor Consult & Engagement	3
Asst. Communications Advisor	1
Communications Advisor	3
Communications Manager	1
Senior Communications Advisor	1
Senior Media Advisor	1
T/L Horticulture	1
Assistant Gardener	9

Title	Headcount
Asst Gardener Otari Native	1
Gardener	12
Gardener - Begonia House	1
Gardener - Cable Car	1
Gardener/Custodian	1
Gardener/Nursery Worker	1
Apprentice Arborist	1
Arborist	6
Arborist Level 1	1
Amenity Horticulture Apprentic	9
Assistant Mower Operator	3
Coastal Ops / Litter Officer	1
Curator	2
Curator Annuals & Perennials	1
Curator Roses	1
Curator Shrubs	1
Grounds Person	1
Head Greenkeeper - Golf Course	1
Horticultural Technician	1
Mower Operator	5
Sportsfield Staff	9
Tracks Maintenance	2
Tractor Operator	1
Vegetation Team	8
Weed Control Team Member	6
City Housing Cover Worker	2
Community Coord (Wadestown)	1
Community Hall Coordinator	1
Community Rec Programmer	2
Community Recreation Programme	1
Cultural Advisor	1
Senior Community Rec Advisor	1
Settlement Coordinator	1
Settlement Information Coord	1
Creche Teacher	3
Team Leader Creche	1
Field Staff Drainage CCTV	4
Supervisor CCTV	1
Security Manager,Risk Assuranc	1
Security Operations Officer	1
Security Support Officer	1
Fitness Consultant	16
Fitness Instructor	14
Aquafit Instructor	5
Aquatic Education Instructor	94
Senior Aquatic Education Instr	1
Aquatic Education Instructor	4
Yoga Instructor	6
Basketball Referee	7
Netball Umpire	11
Lifeguard/Facility Operations	91
Contracts Admin Officer	1

Title	Headcount
Contracts Auditor & Co-ord	1
Property Contracts Analyst	1
Senior Contract Administrator	1
T/L Contracts Management	1
Assets & Projects Officer	1
Assistant Project Manager	1
Business Support Analyst	1
Exec Business & Proj Support	2
Maintenance Service Co-ord	1
Programme Administrator	1
Programmes Coordinator	2
Project Administrator	1
Project Coordinator	2
Street Activities Coordinator	1
Acting Admin & Logistics T/L	1
Administration Mgr -Cemeteries	1
Business Development Manager	1
Mgr,Business Support & Develop	2
Supervisor Front of House	1
T/L Bookings & Membership	1
EA Relief	1
EA to CFO	1
EA to Dir City Services&Events	1
EA to Dir-Citizen Engagement	1
EA to Director Infrastructure	1
EA to Director, Org Services	1
EA to General Counsel	1
EA to HR Manager	1
EA to Property & Housing Dir	1
Executive Administrator	1
Executive Assistant	2
Executive Business Coordinator	1
Executive Support Officer	6
Office Coordinator	1
Office Manager/PA to the Mayor	1
PA to Building Group Manager	1
PA to GrpMgr Bldg Consents&Lic	1
PA to Mgr Compliance/Claims	1
Project Co-ord (Feasibility)	1
Admin Assistant Compliance	1
Admin Officer Animal Control	1
Admin Officer BWOF	3
Admin Officer Compliance	1
Admin Officer Environ Health	1
Admin Officer Public Health	1
Admin, Audit & Enforcement Off	1
Administration Assistant	1
Administration Coordinator	1
Administration Support	1
Administration Support Officer	2
Application Processing Officer	1
Arts Centre Administrator	2

Title	Headcount
Assistant Planning & Reporting	1
Bookings & Membership Co-ord	1
Bus Support & Project Coord	1
Business Services Administrator	1
Business Support Administrator	3
Business Support Assistant	1
Business Support Officer	3
Cust Srvc Admin - Cemeteries	1
Customer Services Coordinator	1
Democratic Services Administra	1
Executive Support Officer	1
Finance & Admin Support Officr	1
Litter Administration Officer	1
Office Administrator	1
Operations & Contract Support	1
Pavillions & Public Conv Mgr	1
Reception / Admin Support	1
Reporting & Planning Officer	1
Support Administrator	1
Team Leader, Administration	1
Tenancy Administrator	1
Customer Liaison Officer	2
Customer Services Officer	13
Land & Customer Info Advisor	7
LIM Officer	4
LIM Support Officer	2
Senior Customer Service Officer	1
Sports & Recreation Officer	1
Comms Mgr / Area Roading Engr	1
Customer Liaison Trees	1
LIMs Team Leader	1
T/L Customer Service	1
Booking Coordinator	1
Customer Contact Centre Rep	1
Customer Service Rep	19
Intranet Factfile Editor	1
New Business Info Consultant	1
Customer Service Rep	1
Reception/Admin Support	2
Receptionist	2
Receptionist / PA	1
Receptionist Admin Officer	1
Receptionist/Administrator	3
Accounts Receivable Admin	1
Budget Coordinator	1
Encroachment Administrator	1
Finance Intern	1
Junior Account Manager	1
Payment Services Administrator	5
Rates & Billing Administrator	5
Rates Specialist	1
Senior Accounts Receivable	1

Title	Headcount
T/L Accounts Receivabl	1
T/L Payment Services	1
T/L Rates & Billing	1
Trade Billing&AR Administrator	1
Payroll Consultant	3
Payroll Support Analyst	1
Payroll Team Leader	1
Senior Payroll Consultant	1
Mailroom Supervisor	1
Mailroom Assistant	2
Procurement Business Support	1
General Counsel	1
Admin, Health Safety&Wellness	1
HR & Recruitment Consultant	1
Learning & Development Admin	1
Team Administrator, Operations	1
Animal Control Team Leader	1
Assessment Officer (Dev Cont)	1
Compliance Coordinator	1
Compliance Officer	10
Councillors Liaison Officer	1
Environmental Noise Officer	1
Hazardous Substances Officer	1
Issues Resolution Officer	2
Liquor Licensing Inspector	3
Play Area Safety Officer	1
Project Manager Claims	1
Senior Drainage Inspector	1
Street Quality Auditor	2
Strt/Rubbish&Recycling Auditor	1
Subdivision Compliance Officer	2
T/L Compliance	1
T/L Compliance & Monitoring	1
T/L Compliance (BWOs)	1
T/L Liquor Licencing	1
T/L Public Health	1
Team Leader	1
Trade Waste & HSNO Officer	1
Trade Waste Officer	1
Advanced Cataloguer	1
Business Unit Administrator	2
Collection Development	4
Customer Account Administrator	2
Customer Service Rep	1
Information Coordinator	1
Library Assistant	1
Selector	3
T/M Bus Dev Cust Specialist	4
T/M Collection Maintenance	19
T/M Cust Specialist Fiction	1
T/M Cust Specialist Music	1
T/M Customer Service	126

Title	Headcount
T/M Customer Specialist	4
T/MBusiness Unit Administrator	1
Community Action Advisor	2
Facilities Maintenance Special	1
Property Mgmt Administrator	1
Recreation Assistant	27
Senior Advisor CommunityAction	1
Snr Community Advisor Projects	1
T/L Community Facilities Ops	1
T/L Community Resilience	1
T/L Grants	1
Tenant Support Coordinator	1
Apprentice Coordinator	1
Biodiversity Coordinator	1
EA to IT-IM Group Managers	1
Grants Coordinator	1
Health & Safety Training Coord	1
Revenue&Technical Coordinator	1
Senior Cashier	1
Support Officer - P&G	1
Allocations Advisor	1
Community Action & Eng Manager	1
Principal Property Advisor	1
Senior Tenancy Liaison Co-ord	1
Tenancy & Relocation Team Lead	1
Tenancy Liaison Co-ordinator	2
Tenancy Manager	7
Tenancy Team Leader	1
Civic Estate Manager	1
Mgr Encroach&Property Projects	1
T/L Property Management	1
T/L Property Projects	1
Digital Imaging Specialist	1
Reprographics Technician	1
Senior Reprographics Technicia	1
Field Staff Pumpstations	3
Kai to Compost Operator	1
Kiosk Operator	3
Pump Stations Staff	1
Supervisor Pump Stations	1
Compost Machine Operator	1
Landfill Operator	5
Supervisor Hazard Waste /Trans	1
Waste Mgt & Education Manager	1
Field Staff Clean Streets	25
Supervisor Street Cleaning	1
Field Staff Drainage	20
Field Staff Landfills	1
General Labour	1
Recycle Centre Service Staff	3
Supervisor Drainage Maintenanc	3
Recycling Centre Supervisor	1

Title	Headcount
Pest Management Officer	1
Cemetery Technician	3
Coastal Operations Officer	1
Litter Control Officer	1
Marina Supervisor	1
Mgr, Sportsfields Operations	1
Parks and Gardens GIS Officer	1
Plant & Records Officer	1
Playgrounds Officer	1
Senior Technician	3
Team Leader	1
Team Leader - Northern	1
Team Leader - Southern	1
Team Manager Horticulture	1
Team Manager Mowing	1
Team Manager Operations & Asse	1
Team Manager Vegetation	1
Team Manager Weed& Coastal Ops	1
Team Mgr Plant Collection	1
Walkways and Reserves Officer	1
Car Park Attendant	2
Car Park Team Leader	1
Senior Car Park Attendant	1
Vehicle&Facilities Coordinator	1
Sustainable Transport Co-ord	1
Team Leader Traffic	1
Traffic Assistant	1
Transport Safety Education Co	1
Grand Total	1563