



Public Service Profile

Employment Nelson-Tasman

Introduction

The public service industry is also called supporting industries. Most of the jobs in this area are overseen by central government. These services are integral to the operations of other industries. People wishing to work in this area need to enjoy working with the public.

Employment in the Industry

The public service sector employs approx 1400 in the Nelson/Tasman region.

- ◆ There is a very wide range of jobs in this sector and for those who want to develop a career, the public services industry provides great opportunities.
- ◆ Government agencies are major employers for the public services industry. Some examples of employers in the Nelson region are the Nelson City Council, NZ Police, Work and Income NZ, and Department of Conservation.
- ◆ There is a wide range of work available in these areas from support staff through to management.

What Employers Are Looking For

- ◆ Personal interests are important as these can develop into career opportunities in the appropriate industry.
- ◆ NZ Police prefer someone with maturity and life skills and who have been an active member of the community. The police do not employ those under 20 years of age. There are no minimum requirements for qualifications.
- ◆ A strong customer focus is necessary for many areas of public service.

Current Skill Shortages

- ◆ Skill shortages vary depending on the industry.
- ◆ Nelson City Council has a shortage of people with experience, especially in the planning (civil engineering) department.

SERVICE INDUSTRY Some Employment Categories

Job Title, Wages/Salary	No's Employ	Job Description	Training
Central & Local Government Secretary/Typist/Admin \$24-\$31,000pa Manager/Human Resources \$42-\$60,000pa Junior/Office Assistant \$14-\$20,000pa	Central 365 Nelson City Council & Tasman District Council 400	Range of skills and roles, from civil engineering to accountants	Management degrees with Planning beneficial. Full clerical training and Information Technology qualifications and skills for administration positions
NZ Police Officers \$38,000+ pa	300 Staff approx 270 Police	Keep law and order, help prevent and solve crimes, peacekeeping public education,	19 weeks training, then 2 years study on the job
NZ Police Watch house Assist /Officers \$33,000+ pa		Telephones, radio, computers, reception	Keyboard skills and customer relations
Fire Brigade trainee \$32,000+ pa wage increases by service and exam over 3 years up to	40	Fights fires and assists in emergencies	13 weeks Training Minimum age 18 years

\$37,000pa			
Libraries Shelvers \$18,700 Library Assistant \$25,800 – \$30,200pa Librarian to manager \$32,000 – \$62,400pa	80	Library Assistants To deliver quality library services Librarians Collection management, providing access to information and material	4 subjects on 6 th form cert librarians should have a Bachelor of Applied Science majoring in information and library Postgraduate degree for senior positions
Museums Management \$65,000+pa Curators \$27-\$44,000pa Technician \$18-45,000pa Custodian \$20-28,000pa	18 soon to expand in Nelson City	Management, maintenance, research Education of public exhibition development, display preparation	BA is a minimum for most positions postgraduate degree majoring in a speciality area. A Diploma Museum Studies is useful
Zoos Trainee zoo keeper \$16,600pa Supervising keeper \$22,900pa	12	Care and well being of animals, education of public	Animal care training an advantage
Conservation Ranger \$22,000-\$31,000 pa	90 fulltime 50 seasonal	Care and protection of native plants and wildlife, public education & care	On the job training or Certificate of Conservation

Some Training Pathways to Employment

Nelson Marlborough Institute Technology

- ◆ **Bachelor of Commerce NM IT** – pre entry less than 12 in four 6th form cert subjects.
- ◆ **Graduate Diploma in Professional Accounting NMIT** – pre entry completion of Bachelor of Commerce. One year full time.
- ◆ **Certificate in Business Studies NMIT** – pre entry enthusiasm, motivation and commitment to learning.
- ◆ **National Certificate in Conservation** trainee ranger course level 4. A limited number of Modern Apprenticeships are offered by Department of Conservation. This is a two year apprenticeship after completion of the National Certificate.
- ◆ The Open Polytechnic of New Zealand offers Library and Information qualifications.
- ◆ Police training happens through the Royal New Zealand Police College (ph 04 237 0139).

Major Employers

- ◆ Nelson City Council
- ◆ Tasman District Council
- ◆ Nelson District Police
- ◆ Department of Conservation