

# Te Hunga Whaikaha Total Mobility Kaiarotake (Contract Opportunity)

**Greater Wellington Regional Council is seeking Expressions of Interest (EOIs) for a contract role.**

**Location:** Greater Wellington Region (Wellington, Hutt Valley, Porirua, Kāpiti)

**Hours:** Up to 30 hours per week

**Contract term:** Ending 30 June 2027

## About the Role

We are seeking a contractor to deliver arotake (assessment) services for the Te Hunga Whaikaha Total Mobility (THWTM) scheme, which provides subsidised transport for people with permanent disabilities or impairments in the Greater Wellington region.

This role requires travel across the region, and applicants must be able to independently transport themselves to assessment locations (using a private vehicle).

## Key Responsibilities

- Conduct eligibility arotake (assessments) and arotake tuarua (reassessments) in line with GW requirements
- Complete a minimum of 140 arotake per month, in person, mostly in customers' homes. Each arotake should take no longer than 30 minutes to complete.
- Ensure all interactions are culturally responsive and aligned with health and safety requirements
- Provide accurate monthly reporting on completed assessments and service delivery methods.

## What We're Looking For

- This is a fast-paced role with clear output expectations. It will suit someone who is motivated, organised, and comfortable maintaining a consistent and focused work pace.
- Strong attention to detail and ability to follow structured processes
- Excellent communication skills and cultural awareness

- Ability to work independently and manage scheduling efficiently
- A reasonable level of fitness is required as the role involves visiting a range of properties
- Experience working with people with disabilities and/or conducting assessments or in-home services is advantageous
- Full, clean drivers licence – being able to drive, and owning your own vehicle is essential to this role

### **Contract Details**

- Flexible working arrangements
- Initial training provided
- Contractor must have access to their own vehicle
- Indicative rate: \$55 + GST per hour, with the opportunity to earn additional performance-based payments. All travel-related costs incurred in the delivery of services are included in the hourly rate.

### **Expressions of Interest (EOI)**

Please submit an Expression of Interest outlining:

- Relevant experience
- Key skills and capabilities
- Examples of similar work
- Referees

Shortlisted suppliers will be invited to meet with us for a discussion to explore suitability for the role.

Please submit your EOI before 5.00pm, Friday 26 June 2026. Please note we will be shortlisting as EOIs come through and the advertisement may close earlier than the stated closing date.

### **Enquiries / Submission**

For more information or to submit your EOI, please contact:

**Hannah Geddis**

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