

**ROLE DESCRIPTION**  
**October 2022**

**Title & Reporting Relationships**

**Position Title:** **Parks and Outdoor Recreation Advisor, Parks, Open Space and Environment Team, Place and Space Group.**

**Warranted role**

**Grade:** SP 15

**Reports to:** Team Leader, Parks and Outdoor Recreation.

**Direct Reports:** Nil

**Delegated Authority** **Financial:** This position holds a financial delegation of \$5,000. The position holder is authorised to enter into any contracts in relation to the duties of the position up to this specified limit in accordance with the Council's procurement policy.

**Purpose of the Group and the Position:** **The Place and Space Group** comprises 6 teams; Aquatics, Libraries and Cultural Services; Parks, Open Space and Environment, Property and Facilities Maintenance, Place and Space Marketing and Events, and Property and Parks Asset Planning.

The Group is responsible for a significant portion of the Councils' customer interactions every day as people choose to use our facilities, services and programmes at swimming pools, libraries, museums, halls, parks, sports fields, ecological reserves, community halls, housing and even our public toilets.

Within this Group, the Parks, Open Space and Environment team provides a dedicated focus and coordinated approach in regard to the planning, design, and management of the programs and projects of the District's parks, reserves and activity that supports a sustainable and attractive environment for generations of the community to enjoy.

The Parks and Outdoor Recreation Advisor will support the Team Leader to ensure that all outdoor recreation facilities, sporting grounds and parks within the district are well managed. The role will:

- ensure that parks and recreation assets, facilities and services are fit for purpose and useable.
- support management and improvement of parks, playgrounds, sporting grounds.
- ensure that the current and future needs of the community are being met.

- manage community stakeholder and volunteer interest groups that can contribute to successful project and programme outcomes as they relate to parks, playgrounds and sporting grounds.
- maintain effective and enduring relationships with identified individuals and points of contact across various sporting codes and user groups.

The role will help identify priorities from the Open Space and Active Space strategies and build strong Inter-Agency partnerships with others involved in delivering great places and spaces.

The role will provide maintenance advice and help prioritise the development of the district's active open spaces in a manner that enhances the general usage of parks, playgrounds, sporting grounds, and neighbourhood parks.

The Parks and Outdoor Recreation Advisor will support programmes and activities that help promote the Council's wider 'Play' project initiatives.

**Internal Customers:**

This role is responsible for establishing and maintaining effective, co-operative and professional working relationships with all stakeholders including:

- Team Leader, Parks and Outdoor Recreation.
- Manager: Parks, Open Space and Environment.
- Parks, Open Space and Environment team members.
- Property and Facilities Maintenance team.
- Policy and Planning team.
- Place and Space Marketing and Events team.
- Staff from across other Council teams.
- Senior Leadership team.
- Mayor, Councillors, Community Board Members, Professional and community groups.

**External Customers:**

- Clubs and Sporting groups.
- Contractors and consultants.
- Mana whenua.
- External interest groups and individuals.
- Community Leaders.
- Parks and open space users.
- Industry groups and Representatives.
- Ratepayers.
- External interest groups and individuals.

**KEY RESPONSIBILITIES AND OUTCOMES**

Staff are expected to actively contribute to achieving the Council's aspirations with respect to the relationships with Te Āti Awa ki Whakarongotai, Ngāti Toa Rangatira and Ngā Hapū o Ōtaki.

Staff will be aware of political sensitivities, and will support equal employment opportunities. In the current local government environment, the Council must be well positioned and supported to meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is

most cost-effective for businesses and households. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influence how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

We require that our leaders demonstrate behaviours that underscore our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers’ needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of the implications of the Treaty of Waitangi on the operations of a local authority.

### **Functional Key Results**

The Parks and Outdoor Recreation Advisor will be responsible for:

- Supporting the Team Leader by overseeing contracted works such as the playground renewal programme and Sports Field drainage work as required.
- Providing project management support for specified new asset and renewal/upgrades CAPEX projects as required by the Team Leader.
- Assisting the Team Leader to ensure effective service delivery while ensuring timely completion of works, within budget.
- The implementation of relevant management plans.
- Liaising with the Property and Parks Asset Planning team to maintain the electronic record databases of Parks assets portfolio, for example, Playgrounds. This will include providing data to support the implementation of the LTP and any associated reporting.
- Maintaining oversight of recreation asset maintenance requirements to ensure the appropriate follow-up action is planned and completed in a timely manner.
- Ensuring sound Contractor engagement and management practices for works on all Parks and outdoor recreation facilities.
- Assisting the Team Leader in the identification, preparation and implementation of continuous improvement initiatives associated with Parks and Outdoor Recreation assets.
- Ensuring all contractors and volunteers involved in delivering any Parks work programmes are inducted and informed enough to support environmental and cultural best practices, or at a very minimum, not to be detrimental.
- Take on tasks as collaboratively assigned to provide support to the wider Parks and Open Space and Environment team.

### **Legislative Compliance**

- Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).
- Maintain a sound working knowledge of relevant Council bylaws.

### **Project Management**

- Effectively manage assigned projects to ensure completion on time and within budget.
- Ensure ongoing project monitoring is undertaken and ensure timely report back to Team Leader and stakeholders alike.
- Ensure documentation is current, available as required and is prepared using Council standard templates/documentation.

- Ensure Council processes and procedures are complied with especially with regards procurement and contractor management.

### **Customer Service**

- Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organizational values.
- Maintain confidentiality at all times.

### **Teamwork**

- Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required.
- Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises.
- Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement.
- Collaborate and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.

### **Financial Management**

- Ensure all financial activity is conducted in accord with current policy and procedures.
- Ensure you work within your financial delegation.

### **Monitoring and Reporting**

- Review, monitor and report on activity or projects as required by the manager.
- Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.

### **Relationship Management**

- Build and maintain effective professional working relationship with all key stakeholders.
- Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style
- Contribute positively and effectively to the operation of the department and cross-Council teams.

### **Information Management**

- Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy.

### **Personal Key Results**

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of the Treaty of Waitangi and its application for the Council.

## Health and Safety

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying work place risks and hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- ensuring and encouraging a culture where all accidents, incidents and near misses are recorded in Vault.
- supporting the Health and Safety Committee through attendance and briefing as requested, and though providing general supportive narrative through business as usual.
- taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment;
- reporting any risks and/or hazards you become aware of in the workplace;
- observing all safety policies, procedures and precautions, including wearing and using the protective clothing and equipment;
- notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours;
- notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work related accident or gradual process injury, and provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and
- complying with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation programme, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

## Essential Skills, Knowledge and Experience

- Relevant qualification in Parks and Recreation (or similar) and minimum of 2 years (Advisor) or 5 years (Senior) experience working in the parks and open spaces industry with demonstrable practical knowledge and experience.
- Demonstrates a high level of accomplishment and a consistent track record in Parks and Outdoor recreational management.
- Demonstrates knowledge of the relevant legislative framework, e.g. Reserves Act, Resource Management Act, Local Government Act and ability to interpret and apply as required.
- Demonstrates innovative and 'outside the box' thinking to address challenging issues.
- Demonstrates experience in engaging with the community and key stakeholders to deliver successful outcomes. While demonstrating commitment to customer service.
- Robust knowledge and experience working with the Health & Safety at Work Act 2015, particularly how it applies to contract management and work site safety.
- Ability to effectively administer of budgets and deliver programs of works across multi sites.
- Ability to understand and effectively contribute to service level agreements and auditing systems.
- Proven experience in successful relationship management with demonstrated ability to work effectively with others through negotiation, persuasion, and building & maintaining successful professional working relationships.
- Effective time management skills and ability to work effectively without supervision and collaboratively as an effective team member.
- Holder of a current and valid NZ Drivers' license

## OTHER INFORMATION

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

**Civil Defence Duties**

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence duties in the event of an emergency. (Training will be given as appropriate.)

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

**Performance Review**

Performance in this position will be assessed in terms of an agreed performance plan.