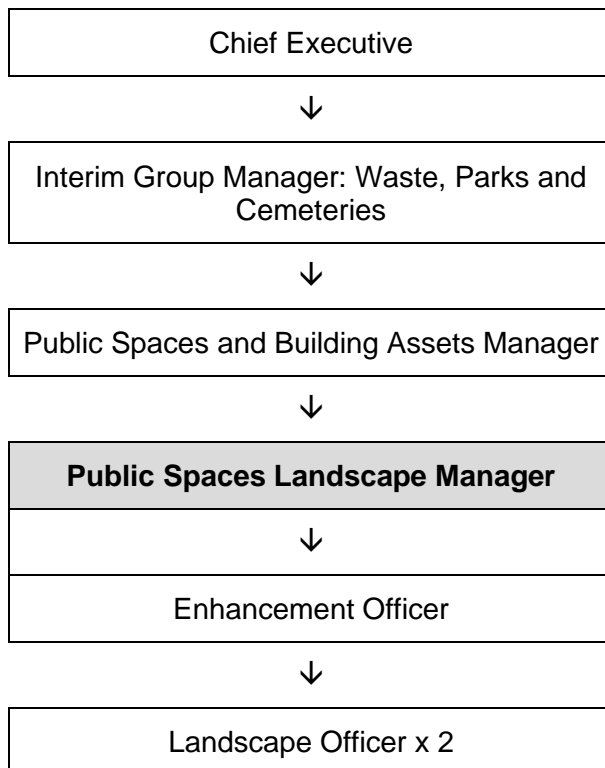


## POSITION DESCRIPTION

<b>Position:</b>	<b>Public Spaces Landscape Manager</b>
<b>Team:</b>	Public Spaces and Building Assets
<b>Group:</b>	Waste, Parks and Cemeteries
<b>Responsible To:</b>	Public Spaces and Building Assets Manager
<b>Responsible For:</b>	Enhancement Officer, Landscaper Officer (2)
<b>Organisational Context:</b>	



# **Tirohanga Whānui - Council's Vision for the Community**

Heretaunga Whenua Houkura, Heretaunga Hapori Ora

Fertile Land, Prosperous People

## **Kaupapa Mātāmua - Our Organisational Mission**

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki

Working for our people and our place, today and tomorrow

## **Ngā Uara – Our Values**

### **Te Mahi Tahi - Working Together**

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

### **Mana Tangata - Respecting Others**

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

### **Te Whakaaweawe - Making a Difference**

- We strive for excellence
- We are all accountable
- We serve our community with pride

### **Oranga Tangata - Supporting Wellbeing**

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

## **Working effectively with Māori**

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

## **Context**

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities.

## **Purpose of Position**

**This role is part of the Waste, Parks and Cemeteries Group. The Group includes Public Spaces and Building Assets, Waste Minimisation, Landfill, Hastings District Cemeteries & Crematorium.**

**The purpose of this position is to manage the design and delivery of the public open spaces renewal and capital upgrade programme. The Public Spaces Landscape Manager is responsible for:**

- Landscape Design of Public Open Spaces
- Management and renewal of the tree and shrub assets of the District
- Management of revegetation programme
- Project and Budget Management
- Contract Management
- Technical Support and Policy Advice
- Business and Relationship Management

### **Other**

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
  - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
  - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
  - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

### **Key work areas for which this position will have a responsibility are:**

#### **Landscape Architecture and Management**

- Develop and implement landscape plans for parks, open spaces, and streetscapes, including site analysis, concept design, detail design, documentation, and contract management.
- Manage the tree and shrub assets of the District, within both parks and streetscapes
- Manage the revegetation programme

- Estimate project costs and prepare specifications
- Programme upcoming design projects and allocate appropriate tasks to staff or consultants.
- Assist in the design and delivery of the City Centre Street Upgrade Programme and City Centre Revitalisation Plan projects, including greenspaces, outdoor dining areas, and laneway developments.
- Manage the design and implementation of new playgrounds, park layouts, and public space enhancements.
- Support the Public Spaces Operations Manager to ensure parks, gardens and open spaces across the District are well designed and maintained
- Analyse feedback on public space enhancements and reserve management proposals.
- Provide timely and accurate feedback on resource consent applications.

### **Project Management**

- Project manage the implementation of landscape development plans in public spaces
- Manage project budgets, timelines, and contractors
- Manage and deliver the annual tree and shrub renewal programmes.

### **Policy Development**

- Manage the preparation of a Streetscape Strategy for the District
- Develop operational Design Guides, Design Briefs, and Public Spaces Activity/Asset Management Plans.
- Provide input into Reserve Management Plans

### **Business Management**

- Develop and oversee the forward planning programme for shrub and tree asset renewal in parks, open spaces, and street networks.
- Manage the budget for the annual shrub and tree renewal programme, reserve management plan implementation, pest control and revegetation programme.
- Assist the Open Spaces Operations Manager with budget estimates for the LTP and Annual Plans related to tree and shrub asset maintenance.

### **Relationship Management**

- Consult with users, care groups, community organisations, and agencies to ensure plans and services meet community needs.
- Manage relationships with community groups and agencies contributing to urban amenity and public area management.

### **Staff Management:**

- Provide supportive leadership to staff.
- Undertake performance appraisals of reporting staff.
- Develop, monitor and review work performance.

### **Important Functional Relationships**

#### External

General public  
Contractors  
Green by Nature  
Maintenance Contractor

#### Internal

Councillors  
Public Spaces and Building  
Asset Manager

#### Committees/Groups

Council and Sub Committees

Developers  
Community Groups  
Property owners

Parks Asset Management  
Team  
Planners – Strategic, Policy  
and Consents  
Asset Management Group

## **Person Specification**

### **Qualifications**

- A degree in Landscape Architecture and ideally a Registered member of NZILA

### **Knowledge/Experience**

- 10+ years' experience, including leadership of complex landscape architecture projects.
- Technical skills across construction techniques & documentation software.
- Must be a skilled user of Revit, AutoCAD and Adobe Creative-Suite
- 3D modelling and rendering skills is desirable
- Experience in community engagement and consultation processes.
- Knowledge of land and building development processes.
- Knowledge or understanding of the principles of good urban design
- The ability and confidence to make timely decisions.
- Strong relationship building skills, fostering positive working relationships with the community and colleagues
- Strong graphic and written communication skills

### **Key Job Competencies**

- Able to work in cross functional teams and relate well to others at all levels.
- Strategic thinking and direction.
- Time management skills
- Interpersonal skills

### **Personal Attributes**

- Well organised professional approach
- Good communication and implementation skills
- Enthusiastic and self-motivated with a desire for obtaining the quality outcomes.
- Team player with desire to create value for customers, the organisation and staff.
- Committed to quality outcomes for the district and the community's involvement in achieving them.
- Sound social/technical judgement
- Reliable and flexible.
- Committed to the organisation.
- Demonstrate initiative and willingness to be creative and innovative
- Thorough, accurate and timely.
- Proven customer service ethic and demonstrate a commitment to providing quality services both internally and externally.