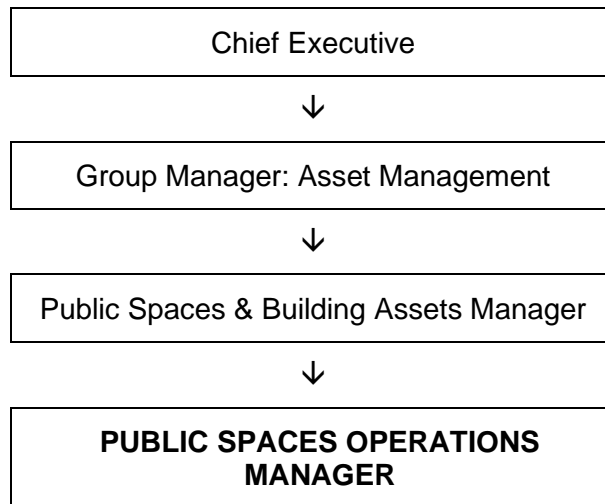


## POSITION DESCRIPTION

<b>Position:</b>	<b>PUBLIC SPACES OPERATIONS MANAGER</b>
<b>Team:</b>	Public Spaces & Building Assets
<b>Group:</b>	Asset Management
<b>Responsible To:</b>	Public Spaces & Building Assets Manager
<b>Responsible For:</b>	Parks, Grounds and Events Liaison Officer, Public Spaces Contract Officer, Public Spaces Officer, Landscape Officer, Public Spaces Officer – Key Urban, Environmental Enhancement Officer and Public Spaces Operations Assistant

### Organisational Context:



# **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.

Excellence in performance from the organisation as a whole and from individuals is needed.

## **Purpose of Position**

**This role is part of the Asset Management Group. The Group includes the Public Spaces & Buildings, 3 Waters, Transportation and Waste & Data Services.**

**The purpose of this position is to coordinate and manage all operations and maintenance activities provided for the Public Spaces section through:**

- **Parks and Properties Operations and Maintenance Management**
- **Contract Management**
- **Reporting**
- **Technical Support and Policy Advice**
- **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:**

**Public Spaces and Buildings Operations and Maintenance Management**

- Implementing the Parks maintenance activities identified in the LTP and the Activity Management Plan.
- Preparing and managing Parks maintenance budgets.
- Liaising with the Public Spaces and Building Asset Manager regarding funding, timeframes, and programmes.
- Assisting the Public Spaces and Building Asset Manager Parks with preparing the LTP and Annual Plans.
- Liaising with the Parks and Property Planning, Development, and Asset Managers regarding development and implementation of Parks and Property strategies, policies and practices.
- Ensuring compliance with legislative requirements.
- Liaising with the Capital Programme Manager, Public Spaces Planning Manager and other Operations Managers from across the Council and the utilities sector to optimise coordination of works as opportunities arise.
- Ensuring Parks assets are professionally maintained and delivered to meet present and future demands.
- Ensuring maintenance activities are coordinated to maximise opportunity for effective use of sports fields, parks and facilities.
- Coordinating Maintenance response to issues and concerns raised by the public.
- Overseeing the delivery of sports code liaison and bookings management

**Contract Management:**

- Managing the Parks Service Contract with Green by Nature to deliver appropriate levels of services at the agreed price.
- Commissioning and managing other service providers when required to provide, services that are delivered on time, on budget and with right quality.
- Preparing and managing of the maintenance and refurbishment contracts to embrace Council technical standards, policies and values.
- Managing consultants and service providers to ensure delivery of an appropriate and quality service to Council.
- Monitoring and improving the level of service provided by the consultants and service

providers.

- Developing and maintaining effective relationships with all service providers (consultants & providers of physical works) that build upon and add value to contractual agreements.
- Preparing budgets and providing details to consultants and contractors on parks maintenance issues.
- Ensuring programmes are delivered on time, Conditions of Contract and relevant standards are being delivered.
- Ensuring technical and financial performance is achieved.
- Ensuring appropriate quality systems are operating (and assisting with the development of these where absent) and monitoring these.

**Reporting:**

- Preparing management reports to Public Spaces & Building Assets Manager and quarterly performance reports to Council.
- Preparing reports to Council/Committees as required.
- Ensuring any documentation required for the commissioning and delivery of services is professional in approach and to an appropriate contractual standard.

**Staff Management:**

- Providing supportive leadership to staff.
- Undertaking performance appraisals of reporting staff.
- Developing, monitoring and reviewing work performance.

**Technical Support and Policy Advice:**

- Providing professional and technical advice to officers, working groups, committees of Council, external organisations, professional individuals, Sports Code administrators and representatives, NZTA, Police, schools, developers and the community.
- Liaising with other sections of Council and providing advice on the ongoing operational requirements for delivering Public Spaces & Building services relating to sub-divisional proposals and public space enhancements.
- Providing advice on practical “ability to construct” issues relating to the integrated construction of projects involving other assets as well as parks and buildings.
- Providing technical advice in development of solutions to problems and procurement of specialist advice when required.
- Contributing to the development of Parks and Property Activity Management Plan Programmes.

- Participating as required in the monthly Hastings District Works Co-ordination meeting which comprises all utility owners including Council's Transportation, Water Services and Alliance Teams.

### **Relationship Management:**

- Ensuring Facilities Managers are apprised of works that will be carried out on the facilities they manage and ensure these works are programmed in a manner that minimises disruption.
- Coordination of Community Groups/Volunteers/mana whenua/community stakeholders and Periodic Detention workers involved in Public Space activities.

### **Important Functional Relationships**

#### External

General Public  
NZ Transport Agency  
Government Departments  
Regional Councils  
Other TLAs  
Service Providers  
Police  
Contractors Consultants  
Council's Legal Advisors  
Cycling Advocates  
Ratepayers  
Schools  
Auditors (Audit NZ)  
Community Groups  
Maintenance contractors

#### Internal

Mayor and Councillors Chief  
Executive  
Group Managers  
Section Managers of other groups  
Other relevant Council staff  
Project Teams and working parties

#### Committees/Groups

Council Committees and Subcommittees  
Rural Community Board  
Council Workshops  
Emergency Management

# Person Specification

## Qualifications

- Parks Management, NZCE or similar qualification with appropriate experience and skills

## Knowledge/Experience

- Experience in the management of staff.
- Management of technically qualified staff.
- Experience in building and maintain relationships with suppliers and contract stakeholders
- Customer service experience and skills in responding to public queries and requests around open space maintenance issues
- Experience in the management of Civil Engineering, Parks and Building Contracts.
- Familiarity with the nature of the work provided through the Parks and Property Section.
- An understanding of statutes and standards for activities in public places.
- Financial management including monitoring delivery of contract services against budgets.
- Awareness of Local Authority governance administration.
- Experience of Health and Safety requirements for physical works activities.
- Experience in the application of Quality Management Systems including contract monitoring and performance management.
- Working knowledge in RAMM

## Key Personal Competencies

- Leadership skills.
- Management team/delegation.
- Financial management.
- Presentation skills.
- Communication skills.
- Innovative
- Public meeting skills.
- Project management skills.
- Contract Management skills
- Computer literate.
- Experience in the delivery of work of the nature that will be supplied to this position.

## **Personal Attributes**

- Good communicator.
- Innovative.
- Good listener.
- Self - motivated.
- Being accountable.
- Willing to adhere to Council's values