

POSITION DESCRIPTION

Position: PUBLIC SPACES RANGER

Team: Security

Group: Community Wellbeing & Services

Responsible To: Security Manager

Responsible For: N/A

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.

Purpose of Position

This role is part of the Community Wellbeing & Services Group. The Group includes Aquatics and Splash Planet, Hastings Sports Centre, Camberley Community Centre, Flaxmere Community Centre, Hastings District Libraries, Te Whare Waiaroha, Security, Senior Housing, Community Development, Youth Development, Community Safety, Community Grants, Hastings City Art Gallery and Toitoti.

The purpose of this position is to ensure Hastings District Council's parks, reserves and public spaces are safe, welcoming and well-managed, with an emphasis on:

- Visible presence, positive engagement and education.
- Freedom camping management aligned to HDC Bylaw/Policy.
- Compliance monitoring and enforcement (education-first, escalating proportionately where required).
- Rapid hazard identification, reporting and close-out.
- High-quality data capture to inform service levels, contracts and investment.

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 Responsibilities

Operations and Monitoring

- Conduct scheduled and intelligence-led patrols of parks, reserves and other public spaces, with heightened coverage for self-contained vehicle camping hotspots and seasonal peaks.
- Monitor facility condition (toilets, bins, signage, gates), log requests, and follow through to close-out.
- Perform minor make-safe tasks within competency; escalate promptly for contractor action.
- Maintain asset and issue registers (hazards, repeat-offender locations, damage, environmental risks).

Community Engagement and Education

- Be a visible, approachable presence; build relationships with visitors, residents, volunteers, schools, clubs, and mana whenua.
- Deliver targeted education on responsible camping, waste and wastewater disposal, fire risk, dog control in reserves, and environmental protection.
- Support and coordinate volunteer programmes and community activation days.
- In partnership with mana whenua, Rangers uphold kaitiakitanga, recognise tikanga in daily work, and understand the practical implications of rāhui, wāhi tapu, and mātauranga Māori in public-space stewardship.
- Collaborate with City Assist staff to support their work around the urban areas of the Hastings district.

Compliance and Enforcement

- Monitor behaviour and ensure compliance with HDC bylaws and reserve management policies (freedom camping, littering, alcohol bans where applicable, dog control in parks, vehicle access).
- Apply education first; escalate to formal warnings/infringements where offences persist or are serious, following Council SOPs and evidential standards.
- Prepare accurate reports, statements, and infringement files; liaise with HDC Compliance, Parking, and NZ Police as required.
- Plan and participate in joint operations (e.g., peak-season twilights) with partner teams.

Delegations & Warranting

- May issue warnings, directions, and infringement notices in line with Council policy and evidential standards.
- Maintains contemporaneous notes, photographs/body-worn comms where approved, and secure evidence handling.

Health, Safety and Risk Management

- Identify hazards (e.g., unsafe trees, shorelines, damaged play assets), initiate corrective actions, and track to resolution.
- Complete incident reports, near-miss logs and contribute to after-action review
- Complies with lone-worker procedures (check-in, GPS/duress, radio discipline) and conducts dynamic risk assessments before interventions.
- Completes conflict-management/de-escalation training and applies tactical communication protocols.

Data, Insights and Reporting

- Record patrols, contacts, warnings, infringements, hazards, and response/close-out times in Council systems.
- Provide monthly reports: patrol coverage vs plan, number of educational engagements, complaint reduction at hotspots, time-to-close hazards, repeat-offender trend lines.
- Feed insights to contract managers to target contractor effort and inform budget bids.

Important Functional Relationships

External

General Public
Government Departments
HB Regional Council
Other TLAs
Police
FENZ
Department of Conservation
Contractors Consultants
Council's Legal Advisors
Ratepayers
Schools
Volunteer/Community
Groups
Iwi Authorities
Maintenance contractors

Internal

Mayor and Councillors
Chief Executive
Group Managers
City Assist Team
Parks and Public Spaces
Team
Animal Control team
Other relevant Council staff

Committees/Groups

Council Committees and
Subcommittees
Rural Community Board
Council Workshops
Emergency Management

Person Specification

Qualifications/Requirements

- Willingness to undertake training to obtain appropriate warrants/delegations as an Authorised Officer for relevant HDC bylaws and legislation (e.g., Freedom Camping Act 2011, Litter Act 1979, Reserves Act 1977, Local Government Act 2002, and any HDC Freedom Camping and Public Places bylaws).
- Full, clean NZ driver's licence
- Able to work variable rosters including weekends/public holidays during peak seasons; occasional twilight coverage by plan.
- Willingness to undertake training for de-escalation, evidence handling, radio operations, and Comprehensive First Aid.

Knowledge/Experience

- Prior experience in ranger, compliance, security, or community-facing fieldwork.
- Understanding of local government functions and relevant legislation/bylaws (Freedom Camping Act, Litter Act, Reserves Act, LGA).
- Demonstrated customer-service skills in resolving public queries and maintenance requests.
- Experience applying H&S in field environments and lone-worker contexts.
- Basic familiarity with Te ao Māori engagement in public-space contexts.

Key Personal Competencies

- Confident, respectful communicator; skilled at de-escalation and problem solving.
- Sound judgement under pressure; accurate contemporaneous notetaking.
- Physically fit for patrols in varied terrain/weather.
- Data-literate; comfortable with mobile apps for reporting and evidence capture.
- Commitment to health, safety, and environmental best practice.