

Position Description

Position:	Open Spaces and Facilities Manager
Group:	Community Services
Business Unit:	Open Spaces and Facilities
Responsible to:	Group Manager Community Services
Direct reports:	Parks and Reserves Officer, Parks Officer- Community Assets, Sextons, Horticulture Officer, Parks Officer and Facilities Officer
Relationships:	Other Upper Hutt City Council teams, Greater Wellington Regional Council, other Councils, regional sports bodies, local sports clubs, community groups and wider community.

OUR PURPOSE:

WE'RE ONE TEAM // We work together to enhance the quality of life in Upper Hutt by providing leadership, support, and services to our community.

OUR VALUES:

WE'RE APPROACHABLE // We are respectful, honest and open with each other and our community.

PEOPLE MATTER // We operate with integrity, respecting diversity and each other's needs.

WE'RE COURAGEOUS // We're ambitious, speak up, and are accountable.

WE'RE ONE TEAM // We cooperate and engage with each other, share the workload, and recognise a job well done.

WE HAVE FUN // We embrace each day and take on each challenge with positivity and enthusiasm.

OUR GUIDING PRINCIPLES:

WE KEEP IT REAL // We are transparent, honest, and fair, and do what we say.

WE 'CAN DO' // We are proactive, creative, resourceful, and responsive.

WE WORK TOGETHER // We collaborate, communicate, and take pride in who we are and what we do.

WE ARE PEOPLE MINDED // We serve our community, customers, and each other, respecting diversity and culture.

POSITION SUMMARY:

Lead the Open Spaces and Facilities Team to provide services to the Council to ensure Parks and Reserves strategies and operations are effectively and efficiently managed. The position will also be responsible for the management of the efficient and effective operation and maintenance of Council owned buildings which include, Community buildings and Civic facilities along with Council fleet of vehicles and CCTV systems. The operation of Akatarawa Cemetery and cemetery staff also sit under the management of this role.

CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES:

1. Policies and Procedures.

- Comply with Council's Code of Conduct and Staff Manual including its policies and procedures at all times
- Ensure the implementation and compliance with Council's Code of Conduct and Policies and Procedures, within all areas of responsibility.

2. Customer and Community Relations:

- Present a positive image of Council at all times
- Ensure an efficient, courteous and professional service to customers at all times
- Promote a culture of understanding and exceeding customer expectations
- Positive relationships with internal and external stakeholders and suppliers are developed and maintained
- Ensure effective community consultation and communication strategies are implemented for service delivery and projects where appropriate

3. Information Management

- Champion high quality information management within your team and ensure that business documents and information managed by your team are made accessible for staff to use.
- Support and foster a culture that promotes good information management practices and ensure this is considered when designing systems and services.
- Ensure information management is integrated into your team's work processes, systems and services in line with our Information Management strategy, relevant policies and best practice.
- Champion and lead by example the use of our approved Electronic Document and Records Management System (SHED) within your team.

4. Continuous improvement and innovation

- Ensure the on-going evaluation and review of work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate
- Promote a culture of change and innovation by encouraging new ideas
- Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

5. Health and safety

- Monitor work practices to ensure all work is performed in accordance with requirements of Health and Safety policies, procedures and legislation and respond to identified risks in a timely manner
- Ensure that the system for the reporting and dealing with all incidents, hazards and risks within the facility is followed by all staff
- Ensure that all staff are properly trained in all relevant aspects of health and safety applicable to their role
- Ensure that contractors meet all requirements for Health and Safety and monitor for on-going compliance.

6. Teamwork

- Promote and maintain harmonious relationships in the workplace
- Ensure that all conflicts are managed properly and in a timely manner, with minimal disruption to Council activities
- Promote a culture that encourages and values the contribution of all staff to the achievement of Council's objectives.

7. Training and development

- Undertake both internal and external training identified as relevant to the role

- Ensure the delivery of relevant training for staff within all areas of responsibility is identified and delivered within budget.
- A staff training plan being in place by 30th September each year
- All training requests meeting the criteria as specified in the annual training plan are approved prior.

8. Leadership and Management.

- Direct reports are coached or developed to ensure expected performance targets are achieved
- Ensure adequate staff communication and performance monitoring practices are in place
- Formal and informal staff performance feedback processes being in place and followed
- Annual performance reviews of all staff are completed as per set out procedures
- Ensure Council Code of Conduct policies and processes are applied consistently and fairly with all employees and inappropriate behaviour is dealt with professionally and effectively.

9. Participate in Council's civil defence emergency response

- Participation in relevant emergency response training and duties as requested by the Chief Executive

10. Perform other duties as may be directed from time to time

- All duties must be carried out to the prescribed timeframes, systems, quality and standards and to the satisfaction of the Group Manager/Chief Executive.

SPECIFIC RESPONSIBILITIES AND PERFORMANCE MEASURES:

Bold text = responsibility

Bullet Point = associated performance measure(s)

1. Parks Maintenance

- To manage the development and maintenance of all parks and reserve land in Upper Hutt City in a planned, responsive manner.

2. Planting

- To plan for and maintain street trees, bush areas and amenity planting in Upper Hutt in accordance with Council policy.

3. Playgrounds

- To ensure public playgrounds, equipment and amenities on reserve land are maintained to a safe and publicly acceptable standard at all times

4. Parks and Property Asset Management Plans

- To manage the preparation of Council Asset Management Plans
- To implement the programmed asset works detailed in the Asset Management Plans and to provide support to the Assets team with the collection of data.

5. Cemetery

- To manage the operation and development of the Akatarawa Cemetery.

6. Statutory Obligations

- To ensure all statutory obligations relating to the management of Reserves and Property are complied with.

7. Lease Administration

- To administer all leases which relate to Council land and buildings.

8. Leadership

- To provide positive leadership to all staff and to foster constructive communication both within the department and other departments of Council and with the community.

9. Advisory Services

- To provide professional advice to the Council, Chief Executive and other senior officers as requested.
- Manage the provision of horticultural advice in relation to protected trees and tree maintenance.

10. Budgeting

- To prepare and monitor the Open Spaces and Facilities operating budgets.

11. Facilities Operation and Maintenance

- To be responsible for the efficient and effective operation and maintenance of all Council owned buildings which includes commercial leased buildings, Community buildings and Civic facilities, along with the council fleet vehicles and the CCTV systems.

12. Asset Management Projects

- To manage asset management projects for parks, civic buildings, community houses, and any other buildings which Council owns, operates from or has responsibilities for.

13. Environmental

- To manage, in consultation with the Sustainability Team Leader, the Council's corporate energy needs.

14. Council land holdings

- To manage Council's land holdings.

15. To participate in the Council's Emergency Management structure as required.

PERSON SPECIFICATION:

Personal Attributes:

- A proven record in the management of staff, preferably with experience in the management of multi-disciplinary groups
- Excellent communication skills, can present a compelling verbal argument and has outstanding writing skills.
- Operates with integrity, respecting diversity and others needs
- Ambitious, takes on challenges with positivity and enthusiasm

- Takes accountability for own actions and is an effective team player

Technical Knowledge and Skills

- Computer skills – Microsoft Office. AI literate and able to navigate new operating systems.
- Previous local government experience, although not a prerequisite, would be advantageous.
- An understanding of the Reserves Act 1977 and Local Government Act 2022.

Education/ Qualifications

- Hold a relevant tertiary qualification or similar e.g. a degree in Horticultural Science, Diploma in Parks and Recreation Administration or equivalent.

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirement or statutory changes. Such change may be initiated as necessary by the manager of this position. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

Signed:

Group Manager / Manager

Date

Employee

Date