

Parks & Open Spaces Officer (Parks Officer)



Department	Property, Roading & Community Facilities
Location	Seymour Street, Blenheim
Direct Reports	Nil
Reporting to	Parks and Open Spaces Manager
Grade	16
Financial Delegation	Budget allocated

Department Overview

This position is within the Property, Roading & Community Facilities Department. This department is responsible for delivering key services relating to Marlborough's central business district; cemeteries; civic projects and commercial development; halls and memorials; libraries; parking; parks and open spaces; public conveniences; property; public transport; ride-on education; roading; senior housing and residential subdivision development; small townships; sports parks; swimming pools; land-fill and waste management.

Purpose of the Role

The purpose of the Parks and Open Spaces Section is to manage the region's parks and open spaces, sports parks and recreational facilities, playgrounds, reserves, cemeteries, public conveniences, halls and pavilions, street trees and garden plots, tracks and trails, swimming pools, memorials and community amenities to a standard in line with community needs and expectations.

The Parks and Open Spaces Officer role is responsible for the management of open space maintenance contracts; project works and the provision of quality and timely services.

This role is responsible for providing technical advice to Council and the public, as appropriate.

Key Responsibilities

Financial management	Apply commercial acumen and rigour to spend, ensuring that required results are delivered within the allocated budget and if required corrective action is taken to ensure budget objectives are maintained and met.
Financial planning and monitoring	Prepare and work to detailed work programmes and budgets relating to all aspects of the Parks and Open Spaces functional responsibilities as assigned, in accordance with policies and objectives. Monitor contract and capital budgets including performance on a monthly basis.
Contracts – outside agencies	Ensure the effective and efficient supervision and management of assigned activity area parks, open spaces and community facilities maintenance services contracts. Review of all assigned activity area contracts to ensure that work is being carried out in the most cost effective manner and in accordance with the contracted services and any opportunity for improvement or cost saving are identified. Rewrite contracts as they expire and arrange the re-tender of maintenance or other services contracts in accordance with Council's Procurement Policy.
Contracts – internal relationships	Ensure you monitor and provide for internal service processes between Parks and Opens Spaces and other sections of Council. Provide input into the improvement and development of service delivery to achieve optimum performance.
Asset management information	Ensure that the appropriate asset management information is regularly made available to the Parks and Open Spaces Manager and asset management staff. Responsibility for providing updated or new asset data to the asset management team. Review asset data in collaboration with the Asset Management Officer to ensure accuracy of data.
Resource consents	In consultation with the Parks and Open Spaces planning team, assess all resource consent applications that may involve acquisition or impact on open space areas and community facilities consistent with the Resource Management Act, Local Government Act and Reserves Act. Apply for resource consents required for development of parks, open spaces areas or other community facility areas.
Building consents	Apply for and monitor building consents as appropriate.
Public relations and community liaison	Maintain good public relations and community liaison while encouraging community participation and support for the development and maintenance of all parks, open spaces and community facilities.
Public education and awareness programmes	At times, undertake school and community talks and displays. Increase the understanding of the natural, cultural, social and historic values of parks and open space areas.
Legislative and bylaw compliance	Ensure customers receive accurate information about and comply with appropriate legislative and bylaw requirements.

Assist in the provision of parks and open space and community facilities	Ensure parks, open spaces and community facilities are delivered to agreed standards that reflect community and environmental needs, priorities, objectives and policies. Develop, manage and promote Council's parks, open spaces, and community facilities and encourage optimal use and enjoyment by both residents and visitors. Ensure all aspects within these parks, open spaces and community facilities activity areas are maintained to a standard that meets the needs of individuals, visitors and user groups.
User groups	Liaise with user groups and organisations on programming of activities to enable the best use of community facilities by such groups and the general public.
Project management	Develop project plans and tender documentation for capital improvement projects. Lead and manage capital projects and budgets within assigned parks, open spaces and community facilities activity areas. Manage risks associated with capital projects and open space contracts.
Reserve management plans and policy	Provide technical assistance to the Parks and Open Space Planner in reviewing or writing of policies and statutory Reserve Management Plans, which fall within assigned parks and open space areas.
Law enforcement	Undertake enforcement duties as required to ensure compliance with the Reserves Act 1977, Litter Act 1979 and any Council policies and bylaws and other legislation relevant to the functional responsibilities of the Parks and Open Spaces Section. Assist the Parks Rangers and Freedom Camping Rangers in their role of law enforcement and education within Council's parks, open space, community facilities and other miscellaneous Council areas. At times provide back-up duty coverage for parks, open spaces and community facility functions, as may be required to meet 24/7 requirements.
Committee reports	Prepare and present written reports to Council Committees for information, decision-making, technical advice or matters outside this position's delegated authority.
Media	Actively identify and promote opportunities for positive media coverage of Council events and activities within the Parks and Open Spaces Section.

Organisational Responsibilities

Continuous improvement

Challenge the status quo and continuously seek opportunities to improve services and processes.

Customer service

Relate with the public in a courteous and positive manner. Actively listen to understand and meet customer's needs.

Digital mindset

Have a "digital mindset" which allows you to approach situations with a digital focus, taking full advantage of the technology, information, and data available to us whilst ensuring operational outcomes, efficiency, and security aren't compromised.

Be aware that transformation comes not from a change of system or infrastructure but a change in mindset. Opening your mind to the idea of doing things differently can unlock the true range of possibilities.

Health, safety and wellbeing

Take ownership and responsibility for your own decisions and actions by proactively engaging in safe work practices that prevent injury; and look out for your colleagues, contractors, customers, and visitors.

Report hazards, injuries, illnesses, near-misses, unsafe practices, rules that don't work and other opportunities for improvement without fear or delay, so that we can all learn and share in the learning.

Co-operate with reasonable instructions and procedures.

Contribute to Council's ongoing safety improvement journey.

Make safety a priority and help lead the way!

Inclusion and diversity

Support an inclusive workplace - an environment where our employees feel safe, valued and respected; and have opportunities to contribute their perspectives, experience and talents to our organisation.

Support a diverse workforce (the visible and invisible factors that define us as individuals) by displaying an open-minded, non-judgmental attitude towards others.

Record management

Create and maintain all records of Council business (regardless of format) in approved corporate information systems, as per Council's information and data management policies and procedures.

Response in emergencies

Be available to assist during emergencies as and when they occur, working within your level of competence and training.

Risk management

Understand, report and manage operational and compliance risk. Familiarise yourself, comply with and give advice in accordance with Council's risk management policies and procedures.

Te ao Māori

Willingness to develop cultural competency; for example by developing an understanding of te reo Māori, tikanga Māori (Māori customs and practices), mātauranga Māori (Māori wisdom, knowledge and understanding) and Te Tiriti of Waitangi; and by engaging with Māori communities as required within your role.

Other duties

Take on any additional duties or special projects that may be assigned from time to time and ensure that these are performed effectively and efficiently.

Person Specification

Qualifications	Horticultural or Parks qualification: Diploma in Parks and Recreation Management, Diploma in Horticulture, a Parks/Horticultural/Amenity Trade Certificate or a degree in Horticulture, Parks and Recreation or similar.
Experience and knowledge	Experience and good working knowledge of managing open space, parks, and amenity horticultural contracts. Experience in capital project management. Experience in asset management systems, planning and budgeting. Experience in managing capital and operational budgets. Experience in public engagement and consultation with community groups and Tangata Whenua with a commitment and understanding of the Te Tiriti o Waitangi. Experience in writing Council reports, in collating and analysing data and reports. Experience and confidence in public speaking. Strong decision-making and problem-solving skills with good judgement and accountability. Innovative and versed in continuous improvement and identifying areas for improvement. A strategic awareness in decision-making and the need for establishing key relationships with communities and people. A solution-focussed mindset with an ability to grasp a situation and provide an understanding and commitment to an improved outcome. A working knowledge and understanding of local government and relevant legislation relating to territorial local authority parks and open space management eg; Reserves Act 1977, Resource Management Act 1991 and Local Government Act 2002, Health and Safety at Work Act 2015.

Core Competencies

Adaptability	Ability to maintain a calm, professional manner in challenging situations. Ability to operate effectively in a complex and changing environment.
Commitment to improvement	Enthusiasm for continually increasing knowledge and technical abilities. Enthusiasm for continuous improvement and efficiency in processes.
Communication	Excellent oral and written communication skills which are appropriate and relevant to the audience.
Customer focus	Excellent customer services skills. Ability to understand customers' needs via active listening.
Digital literacy	Ability to learn new technological skills essential for digital transformation and to think innovatively and embrace a perpetual learning culture. Motivation to use digital skills to create new opportunities.

Integrity	Ability to handle confidential or controversial information with discretion and professionalism. Takes accountability for own actions.
Interpersonal skills	Proven ability to work effectively in a team environment. Proven ability to develop relationships and work collaboratively with others.
Organisational skills	Strong personal prioritisation and time management skills. Ability to multi-task, prioritise, pay attention to detail and use initiative.
Problem solving and decision making	Considers risk factors in decision-making. Uses own judgement and experience to solve problems.

Strategic Framework

Vision	Marlborough is a globally connected district of smart, progressive, high-value enterprises, known for our economic efficiency, quality lifestyle and wellbeing, caring community, desirable location and healthy natural environment.
Mission	We invest in Marlborough's future, our people, quality lifestyle and outstanding natural environment.
Values	Council's values and behaviours are based on Respect, Professionalism and Integrity. Council is committed to an environment that supports professional development, an equal opportunities workplace and a positive culture. All staff are expected to endorse and support Council's Vision and Values and actively work to achieve them, behaving with the highest level of professionalism and integrity and exhibiting courtesy and impartiality towards colleagues and the community. Our values are: • We are open, transparent and collaborative. • We partner with tangata whenua iwi. • We involve and respect our many cultures. • We are innovative and strive for excellence. • We are adaptive and responsive to community needs. • We work in an environmentally sustainable manner.