

Parks and Open Spaces Planner

Department	Property & Community Facilities
Location	Seymour Street, Blenheim
Direct reports	Nil
Reporting to	Parks and Open Spaces Manager
Grade	18
Financial delegation	Budget responsibility for consultant engagement for plan preparation

Department Overview

This position is within the Property & 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; small townships; senior housing and residential subdivision development; sports parks; libraries; and swimming pools.

Purpose of the Role

This role is responsible for the development of strategies, policies and plans that guide the management and use of the parks and open spaces network. This includes providing relevant strategic and policy advice internally and externally and assisting the Council to make informed decisions on parks and open space activities.

This role is an integral part of the Parks and Open Spaces team who are passionate about their contribution to protecting and enhancing Marlborough's spaces and places and providing opportunities for our communities to thrive.

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.
Parks and Open Spaces Planning Framework	Lead the development and review of key strategies for parks and open spaces and input to other relevant Council strategies and plans (eg, Marlborough Environment Plan). Lead the development and review of reserve management plans, policies and bylaws for parks and open spaces. Encourage and facilitate community involvement in the development and review of planning documents, ensuring representation from different communities, demographics and areas of interest. Document key planning processes to ensure consistency of approach.

	Ensure planning documents comply with relevant legislation including the Reserves Act 1977, Resource Management Act 1991 and Local Government Act 2002. Provide reports for consideration by Council committees, both for information and for decisions on planning matters.
Strategic and Planning Advice	Provide strategic and planning advice and information on Parks and Open Spaces planning matters (internally and externally). Support the Parks and Open Spaces team in implementation of relevant planning documents and in responding to customer enquiries. Support the Parks and Open Spaces input to the relevant sections of the Development Contributions Policy and growth planning and development processes. Support the assessment of Parks and Open Spaces input to resource consent applications as required. Respond to community enquiries regarding Parks and Open Spaces planning documents and their implementation. Ensure high levels of support for and satisfaction in the Parks and Open Spaces plans and associated advice from an internal and external customer perspective.
Corporate planning	Ensure the Parks and Open Spaces plans and activities are integrated into corporate planning processes. Co-ordinate the Parks and Open Spaces team input to corporate planning processes including the Long Term Plan, Annual Plan and Annual Report. Ensure a robust evidence-base is in place to support investment in the parks and open spaces network. Establish appropriate monitoring processes for the parks and open spaces activities to ensure a positive culture of planning and continuous improvement.
Industry standards, information and trends	Keep up to date with industry and local information and trends on parks and open spaces. Maintain an understanding of industry standards, trends and best practice for parks and open spaces provision, development, management and use. Develop a comprehensive understanding of community needs to identify future parks and open space requirements. Monitor legislation and policy that may impact on the parks and open spaces activities and operations and prepare submissions where appropriate.
Relationships	Develop relationships with iwi/hapu and ensure representation and engagement in relevant planning processes. Develop relationships with key agencies such as Marlborough Roads and Department of Conservation. Liaise with relevant user groups and organisations. Contribute to the development of effective consultation and engagement processes in relation to parks and open spaces planning processes. Actively identify and promote opportunities for positive media coverage of Council events and activities for parks and open spaces.

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	A degree in Parks, Recreation Management or Resource Management Planning or other appropriate qualification.
Experience and knowledge	Experience in developing management plans and policy. Experience and knowledge of consultation processes. Previous experience in working at a local authority is preferred. Proven ability in presenting to committees and working groups. Strong research and effective writing skills to ensure clarity and comprehensive coverage of all aspects of reporting and plan writing. A high level of understanding and a working knowledge of relevant legislation relating to local authority parks and open spaces management eg, Reserves Act 1977, Local Government Act 2002 and Resource Management Act 1991. GIS skills and experience. Encourages strategic thinking, innovation and action.

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.
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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.