

Tūranga Mahi / Position Description: *Sports & Events Advisor*

Nāu te rourou, nāku te rourou ka ora ai te iwi
With your basket of knowledge, and my basket of knowledge, all will be well

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 70,000 residents, and visitors numbering in the millions. We are determined to be among the best councils in New Zealand and are committed to continually improve the service provided to our customers, both external and internal.

Our people are central to achieving Council's Priorities and providing high quality community services that offer best value for money. And we are committed to building a high performing culture based on our **core values** of being *innovative, helpful, respectful, engaging and inspiring*. In addition to our values, there are **core competencies** required of all Council staff, being:

- **Performance Orientation:** A high performer consistently delivering performance outcomes
- **Solutions Focused:** Committed to customer-centred continuous improvement
- **Teamwork:** Contributes effectively within a team providing leadership where appropriate
- **Relationships:** Well-developed interpersonal, and relationship engagement and management skills
- **Collaboration:** Works collaboratively across teams and functions within a matrix organisation
- **Accountability:** Willingly takes accountability and engage in problem solving
- **Te Ao Maori:** Proficiency in te reo Māori me ōna tikanga appropriate to their role¹.

Rotorua is in the heart of the Te Arawa region. 40% of the population are Māori. Being a bicultural city provides a foundation for us to recognise and celebrate our increasing diversity which enriches us as individuals and as a multi-cultural community.

Our top priority is to ensure the health, safety and wellbeing of our people at work. We want you to go home healthy and safe each day. Safety is everyone's job – all of our staff have a shared responsibility to manage our work environments to prevent harm, and to actively engage with health and safety initiatives and procedures. Managers are responsible for the health, safety and wellbeing of the areas and people under their leadership.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM) within the District. This responsibility extends to all staff, who may be called upon to undertake CDEM roles in addition to their position specific responsibilities.

We are one team. To be successful, it is important that all staff are aligned to and actively support the organisation's direction, working collaboratively, and actively participating in activities and initiatives to advance the organisation e.g. activities to build bicultural capability, improve health and safety, or promote diversity.

The following pages provide the requirements of your specific position. In addition to these, you are also expected to be proactive in knowing and following Council policies and procedures.

TE ĀHUA O TE MAHI - POSITION SPECIFICATION

¹ This is informed by our Bicultural Competency Framework, and staff are actively supported in gaining competency.

MAHI - POSITION:	Sports & Events Advisor
RANGATIRA - REPORTS TO:	Stadium & Sports Delivery Manager
KĀHUI - GROUP:	Community Experience – Active & Engaged Communities
TAUNGA MAHI - LOCATION:	Rotorua Stadium / RLC Civic Centre
PŪTAKE - POSITION PURPOSE:	To increase activity and utilisation of Council owned and managed sports areas and facilities through effective support of organised clubs, codes and event organisers. To also support operational requirements for hosting and delivering events at the Rotorua International Stadium and sports facilities where required with a strong customer focus.
NGĀ WHAKARITENGA - DELEGATIONS	Direct reports: <ul style="list-style-type: none"> • Nil
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal	<ul style="list-style-type: none"> • Mayor and Elected Members • Te Tatau o te Arawa • CE’s Group • Manahauatu Te Arawa Partnership • Destination Development • Organisational Performance & Innovation • Infrastructure & Assets • Community Experience • People & Culture
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāwaho - External	<ul style="list-style-type: none"> • Council stakeholders • Contracted service providers • Technical professionals in your field • Consultants and Contractors • Auditors • Local Iwi groups • Neighbouring local authorities • Mayor and Elected Councillors • Local Government New Zealand (LGNZ) • Tairaurā • Media and professional groups • Regional Council • Chamber of Commerce • Te Arawa Entities • Rotorua Community

<p>NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:</p>	<ul style="list-style-type: none"> • Work with the Stadium and Sports Delivery Manager on Stadium and sports areas and facility activations to increase utilisation through effective relationships and partnerships with clubs, key sporting codes and event organisers. • Assist in effective operational delivery of activities at the Stadium and facilitation at sports areas and facilities for Council supported sporting events. • Ensuring Health and Safety requirements and Council policies are met for users of the Stadium and sports areas and facilities • Assist event organisers in developing events for the Stadium and sports areas and facilities with the appropriate resourcing to ensure high quality customer experiences. • Manage bookings and facilitate the usage of the Rotorua Lakes Council's sports areas and facilities. • Work with Council's Works Department, Open Spaces team and contractors to ensure the Rotorua Lakes Council's sports areas and facilities meet the needs of our users. • Assist when required the Major Events team to support major events for the city. <p><i>NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional delegated responsibilities in the course of your employment that are consistent with the purpose of your role.</i></p> <p>There will also be the annual delivery of agreed KPIs.</p>
<h2 style="text-align: center;">TE ĀHUA O TE TANGATA - PERSON SPECIFICATION</h2>	
<p>NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)</p>	<p>Required</p> <ul style="list-style-type: none"> • A relevant tertiary qualification relating to, or proven relevant experience in, sports relationships and administration and/or event organising and delivery. <p>Desirable</p> <ul style="list-style-type: none"> • Experience in activation and operation of sporting facilities and/or experience with event organisers producing excellent event delivery.

NGĀ PŪKENGA - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES	<ul style="list-style-type: none">• Results focused and a strong self-starter• Strong communication skills including inter-personal, verbal, and written communication• Sound project management skills and ability to prioritise complex workloads• Effective self-organisation skills with ability to prioritise work amidst competing priorities• Experience working in large organisations with proven ability to work in a matrix organisation, using relationship building, and collaboration skills to achieve results.• A sound knowledge of contractor/and or volunteer management which includes undertaking risk assessments, engaging, inducting and monitoring contractors/volunteers regularly to ensure that they are carrying out safe work practices.• Comfort working within Maori settings, ideally with knowledge of Te Reo and Tikanga Māori.
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**NGĀ UARATANGA -
VALUES:**

**Tatou Tatou – We Together
Kotahi Tatou – One Community – One Team**

WHY WE DO IT.....

We believe in empowering our people and providing them with the tools to create value and make a positive difference in their lives and the lives of others

HOW WE DO IT.....

We do this by working in partnership, making it simple and solutions focused

WHAT WE DO.....

We provide quality services for our community and people to prosper

OUR CORE VALUES – PEOPLE FIRST

RESPECTFUL: Integrity, Listening, Pride, Honesty, Empathy, Understanding, Considerate

HELPFUL: Approachable, Supportive, Collaborate, Go the extra mile, Proactive, Friendly, Caring, Guiding

ENGAGING: Communication, Connectivity, Partnership, Working Together, Inclusive, Supportive, Responsive

INSPIRING: Make a difference, Motivated, Take people with you, Encourage, Have pride in your work, Be proactive, Energised

INNOVATIVE: Find solutions, Progressive, Continuous improvement, Empowered

BICULTURAL: Willingness to learn and understand the Māori worldview, consideration, leading by example, sharing experiences