

Tūranga Mahi / Position Description: *Open Spaces Planning & Development Manager*

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 Māori:** 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:	Open Spaces Planning & Development Manager
RANGATIRA - REPORTS TO:	Parks & Open Spaces Manager
KĀHUI - GROUP:	Community Experience
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	To set strategies, policies, development plans and operational plans for the play, active recreation and sports network to optimise opportunities for everyone to be active in high quality open spaces and facilities.
NGĀ WHAKARITENGA - DELEGATIONS	<ul style="list-style-type: none"> • Number and nature of direct reports: 8 • Budget responsibility - to be determined
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal	<ul style="list-style-type: none"> • Mayor and Elected Members • Te Tatau o te Arawa • CE's Group • Manahautū Te Arawa Partnership • Destination Development • Organisational Performance & Innovation • Infrastructure & Assets • Chief Financial Officer • People & Culture • Community Experience
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 Counsellors • Local Government New Zealand (LGNZ) • Media and professional groups • Regional Council • Chamber of Commerce • Te Arawa Entities • Rotorua Community & Partnership • Police • Māori Wardens • Neighbourhood support

**NGĀ MAHI MATUA -
KEY
ACCOUNTABILITIES:**

- Provide leadership, support and development for the Parks & Open Spaces Planning and Development team through, setting clear and consistent standards, developing and empowering others, building commitment and trust with your people, addressing performance related issues, managing conflict and building effective teams.
- Collaborate with the Operational Maintenance and Open Space Programming Teams to ensure effective delivery of capital and operational needs and activation of recreational spaces across the district
- Ensure relationships with contractors, suppliers, consultants, central, regional, and local government agencies and stakeholders for play, recreational and sport outcomes are managed effectively.
- Ensure relationships with key open space partners and users are maintained to a high standard so that effective intelligence gathering can inform planning and collaboration with partners to provide quality play, active recreation and sport spaces.
- Programme resources to ensure the Parks & Open Spaces Planning & Development team creates and delivers capital and renewal programmes for Long Term Plans/Annual planning to deliver the agreed programmes.
- Ensure the Maintenance and Operations Team's work in open spaces and recreational areas is supported by specialist landscaping, horticultural, ecological and LOS monitoring advice.
- Responsibility and accountability for leading compliance for your Team with Safety and Wellbeing Policies and procedures documented in Council policies and manuals.

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.

There will also be the annual delivery of agreed KPIs.

TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

<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"> • Bachelor's degree in parks, sports and recreation or business development or management or other relevant discipline. • At least 2 years' experience operating successfully in a middle manager role. <p>Desirable</p> <ul style="list-style-type: none"> • Post graduate qualification in parks, sports and recreation, business development, management, or other relevant discipline. • Knowledge and understanding of Central and Local Government legislation and policy as it relates to Reserves, open spaces, and sport and recreation management.
<p>NGĀ PŪKENGA - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES</p>	<ul style="list-style-type: none"> • Proven business development capability, ideally with experience in the sport, recreation and/or environmental sectors • A commercial orientation with proven ability to achieve results • Experience in leading, developing and managing high performing teams, ensuring their alignment to vision and strategy • Experience of working in large organisations with proven ability to work in a matrix organisation, using relationship building, AND collaboration skills to achieve results. • Ability to facilitate, mediate, negotiate, resolve disputes with a wide variety of people, e.g. staff, business partners, contractors, community groups • A strong understanding of the issues relating to the use and provision of open space and recreational facilities • Strong communication skills including inter-personal, verbal and written communication • Demonstrated ability to lead and manage projects • Proven ability to work effectively within Maori settings, ideally with a level of proficiency in Te Reo and Tikanga Māori.

<p>NGĀ UARATANGA - VALUES:</p>	<p style="text-align: center;">Tatou Tatou – We Together Kotahi Tatou – One Community – One Team</p> <p>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</p> <p>HOW WE DO IT..... We do this by working in partnership, making it simple and solutions focused</p> <p>WHAT WE DO..... We provide quality services for our community and people to prosper</p> <p>OUR CORE VALUES – PEOPLE FIRST</p> <p>RESPECTFUL: Integrity, Listening, Pride, Honesty, Empathy, Understanding, Considerate</p> <p>HELPFUL: Approachable, Supportive, Collaborate, Go the extra mile, Proactive, Friendly, Caring, Guiding</p> <p>ENGAGING: Communication, Connectivity, Partnership, Working Together, Inclusive, Supportive, Responsive</p> <p>INSPIRING: Make a difference, Motivated, Take people with you, Encourage, Have pride in your work, Be proactive, Energised</p> <p>INNOVATIVE: Find solutions, Progressive, Continuous improvement, Empowered</p> <p>BICULTURAL: Willingness to learn and understand the Māori worldview, consideration, leading by example, sharing experiences</p>
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