

Tūranga Mahi / Position Description: *Sports Field Specialist*

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 Field Specialist
RANGATIRA - REPORTS TO:	Sports Field and Mowing Team leader
KĀHUI - GROUP:	Community Experience
TAUNGA MAHI - LOCATION:	RLC Works Depot
PŪTAKE - POSITION PURPOSE:	The Sports Field Specialist is responsible for the maintenance and presentation of sportsfields, turf areas, and open spaces across council-managed parks and reserves. This role ensures that all recreational and green spaces are safe, well-maintained, and meet service standards. The operator also supports general grounds maintenance activities as required.
NGĀ WHAKARITENGA - DELEGATIONS	<ul style="list-style-type: none"> • Number and nature of direct reports: Nil • Budget responsibility: 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 • 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

<p>NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:</p>	<p>Sportsfield and Turf Maintenance</p> <ul style="list-style-type: none"> • Carry out mowing, line marking, fertilising, aeration, and turf repair for sportsfields and recreational areas. • Prepare fields for scheduled sporting events and community use. • Monitor turf health and report any issues to the team leader. • Carry out renovation works as and when required. • Soft and hard landscaping <p>Mowing Operations</p> <ul style="list-style-type: none"> • Operate mowing equipment including ride-on mowers, tractors, and line trimmers across parks, reserves, and roadside areas. • Maintain mowing equipment and report faults or servicing needs. • Ensure mowing is completed to agreed service levels and schedules. <p>Grounds Maintenance (As Required)</p> <ul style="list-style-type: none"> • Assist with general horticultural tasks such as pruning, weeding, mulching, and planting. • Support seasonal planting programs and garden bed maintenance. • Help maintain park furniture, signage, and public amenities. <p>Health & Safety</p> <ul style="list-style-type: none"> • Follow all council health and safety procedures and safe work practices. • Use appropriate PPE and ensure tools and equipment are operated safely. • Report incidents, hazards, and near misses promptly. <p>Customer Service</p> <ul style="list-style-type: none"> • Interact respectfully with members of the public and respond to inquiries when appropriate. • Represent the council positively in all public interactions.
<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>	<ul style="list-style-type: none"> • Certificate in Turf Management, Horticulture, or equivalent experience preferred. • Experience in sportsfield or grounds maintenance, preferably in a council or public sector environment. • Competency in operating mowing and turf care equipment. • Valid driver's license; machinery operation endorsements desirable. • Basic understanding of horticultural practices and asset care. • Ride on mower experience and knowledge. • Tractor mowing and sports renovation attachment knowledge.

<p>NGĀ PŪKENGA - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES</p>	<ul style="list-style-type: none"> • Practical skills in turf and grounds maintenance • Equipment operation and care • Health and safety awareness • Time management and reliability • Teamwork and communication • Flexibility and adaptability
<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>