

Tūranga Mahi / Position Description: *Lease & Open Space Advisor*

At Rotorua Lakes Council, we are driven by the **purpose** for our existence, - by our 'why'. Our 'why' is our customers. We come to work each day to deliver services for our customers, and we keep them at the centre of our organisation's culture. We are committed to building a high performing culture based on our **purpose**.

'How' we work together is defined by our organisational culture and values. What each person does differs from role to role and will change based on the work programme approved by our Elected Council. The tasks that we do in each role are not a purpose in themselves, their purpose is to serve our customers.

To be successful in the role, and to enjoy your employment at RLC by achieving significant results for the community, you will need to take to heart and live the sentiment "The organisation's success is my success – my job is only done when everyone's job is done".

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 78,000 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.

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. Employment at RLC is a unique opportunity to develop your understanding and appreciation of Te Ao Maori, in order to better serve our whole community. As a senior leader in the organisation, you have a key responsibility to lead our people in adhering to our legislative responsibilities to mana whenua.

A top priority is to ensure the health and safety 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 and safety 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.

The position description below describes the specific requirements of this position. The description within this position description is not an exhaustive list of responsibilities or tasks and staff are expected to contribute to the organisation through other tasks and activities assigned by their manager. In addition, you are also expected to be proactive in knowing and following Council policies and procedures.

TE ĀHUA O TE MAHI - POSITION SPECIFICATION

MAHI - POSITION:	Lease & Open Space Advisor
RANGATIRA - REPORTS TO:	Planning & Development Manager: Parks and Open Spaces
KĀHUI - GROUP:	Customer Experience
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	<p>The Lease & Open Spaces Advisor provides strategic leadership and specialist oversight of Council’s open space leasing and policy frameworks, ensuring they are robust, current, compliant and aligned with Council’s strategic direction and statutory obligations. The role provides establishes clear accountability for lease and open spaces policy stewardship, reducing organisational risk and driving consistent, fit-for-purpose outcomes across the open spaces network.</p> <p>The position delivers high-level research, analysis and expert advice on lease and policy matters that influence the use and management of open spaces, supporting informed and consistent decision making across the organisation, and provides support and input into Reserve Management Plans (RMP) reviews and related planning enquiries in collaboration with the Recreation Planner. The role works in conjunction with the Corporate Strategy & Planning team on policy development and alignment and leads policies relating to Parks & Open Spaces.</p> <p>Through effective lease oversight, the role supports Council’s revenue objectives by ensuring accurate application of fees, proactive management of lessee obligations, and timely financial compliance, while maintaining strong governance and regulatory assurance.</p>
NGĀ WHAKARITENGA - DELEGATIONS	<ul style="list-style-type: none"> • No direct reports • No budget responsibility
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**

- Council stakeholders
- Rotorua NZ
- Contracted service providers
- Technical professionals in your field
- Consultants and Contractors
- Lessees of Council Reserves
- Mana whenua
- Neighbouring local authorities
- Local Government New Zealand (LGNZ)
- Te Arawa Entities
- Rotorua Community & Partnership
- Police

**NGĀ MAHI MATUA -
KEY
ACCOUNTABILITIES:**

- Lead the development and review of policies which impact on the use and management of the open space network ensuring alignment with Council's strategic direction, supporting both compliance and revenue assurance.
- Monitor and evaluate legislative and regulatory changes at local and national levels, identifying strategic and operational implications for Council policies and leasing activity.
- Ensure all leasing activities, policy development, RMP input/responses, decision-making processes, and documentation comply with applicable statutory requirements, including but not limited to the Reserves Act, Local Government Act, Health & Safety legislation, local bylaws, and any other relevant regulatory frameworks.
- Undertake research and analysis on open spaces policy issues relevant to the organisation, including consideration of data, trends and legislative developments to inform high-quality advice and recommendations.
- Lead the effective coordination and oversight of leases across the parks and open space network, ensuring high standards of uniformity and compliance, and accurate revenue management.
- Provide support on reserve and resource management planning enquiries as they arise, ensuring timely and consistent responses in collaboration with the Recreation Planner.
- Lead the management and assurance of lease related enquiries, maintain accurate records, monitor key dates, and ensure obligations and responsibilities are clearly communicated.
- Build and maintain effective and strategic relationships with lessees, mana whenua, community groups, businesses, internal teams, contractors and stakeholders.
- Support active Council, iwi, community and stakeholder engagement processes, in the context of policy development and review.
- Prepare and contribute to open spaces policy briefs, reports and presentations to communicate findings and recommendations.
- Work collaboratively with cross-functional teams, particularly the Corporate Strategy & Planning team, to support alignment of open spaces policy work with organisational strategies and objectives, and to assist in coordinating inputs across departments.
- Contribute to improvements in leasing processes, open spaces policy and RMP development support, workflows and customer experience, providing insights into risks and opportunities to support effective decision-making.
- Undertake at least twice-yearly lessee engagement, including site inspections, to monitor compliance, ensure leased areas are maintained and issues addressed appropriately.
- Provide guidance and knowledge-sharing support to colleagues contributing to leasing, policy or bylaw work.
- Support the Open Spaces Planning & Development Manager with analysis, research, reporting, and preparation of documentation as required.

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

NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā- wheako rānei - Or experience recognised as equivalent)

Required

- A relevant degree in public policy, planning (urban, regional, or environmental), parks or recreation management, property, legal studies, or other relevant discipline
- A minimum of two years' experience applying policy, regulatory or analytical skills in a professional role, preferably within local governance or a related public-sector environment.

Desirable

Post-graduate level study in a relevant discipline.

NGĀ PŪKENGĀ - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES

- Research and analysis skills with experience in policy development and the ability to interpret information.
- Ability to apply analytical thinking and sound judgement when contributing to policy advice.
- Working knowledge of statutory and regulatory requirements relevant to leases, open space management, and policy development, with the ability to ensure ongoing compliance across all work areas.
- Strong communication skills, including inter-personal, written, and verbal communication.
- Well-developed relationship and partnership-building skills.
- Results-focused, self-motivated, and able to balance competing priorities.
- Ability to analyse information and present findings in clear reports, advice notes, and documentation.
- Experience presenting or reporting on financial or revenue-related information is advantageous.
- Effective self-organisation with strong attention to detail.
- Experience working in large or matrix organisations, demonstrating collaboration and initiative.
- A solid understanding of the Health & Safety At Work Act 2015 and to comply with associated codes of practice, regulations, policies and procedures.
- Comfortable working within Māori settings, ideally with knowledge of te reo Māori and tikanga Māori.