

Position Description

POSITION	: Parks Officer - Projects
REPORTS TO	: Parks and Recreation Manager
LOCATION	: Alexandra

Purpose

To coordinate and manage development projects associated with the Council's parks, reserves, cemeteries and general recreational areas. This includes preparing budgets and reporting for Annual and Long Term Plans.

Our Values

Our values embody the culture of the Central Otago District Council, how we behave and how decisions are made. They are built by staff, for staff, ensuring that all employees are on the same page so we can achieve and deliver our vision.



**Me manaaki tētahi ki tētahi, me
pakihiwitahi te tū – kia haere tahi ai tātou**

Respect each other, stand shoulder to shoulder – so that we may travel on this journey together

Key Accountabilities

1. To plan and execute Councils approved programme of projects planned for the development of Council's parks, cemeteries, trails, and greenspace areas in accordance with Council's procurement and project management framework. This includes renewals and new capital developments of playgrounds, trails, trees and gardens, heritage items, and park structures.
2. To assist with the ongoing maintenance and improvement of the Asset Management Plan (AMP) of Council for parks, reserves, and other outdoor recreational assets.
3. To plan, budget and report effectively on parks and recreational projects delegated to the position.

4. Undertake effective consultation with affected parties when undertaking reserve project development and implementation.
5. To assist in the management of the operational maintenance contract as required to support the team.
6. To advise and report to Council and Community Boards on key result areas and any other issues where the governance body should be aware.
7. Undertaking such other duties as may be directed from time-to-time by the Parks and Recreation Manager or the Group Manager – Community Experience.

Performance Objectives

1. That capital projects are well planned, managed and delivered in a timely manner, and in accordance with Council's procurement project management framework.
2. Contractors have clear accountabilities, objectives, and are supervised / coached effectively.
3. Develop a good working relationship and communication with recreation reserve committees and other relevant community groups.
4. Asset lifecycles are clearly understood and planned for with effective maintenance, repair and replacement programmes.
5. Budgets and forecasts to be detailed, accurate, and directly linked to the relevant project.
6. Significant deviations from budget / forecast to be reported and action plans to correct are developed.
7. That the Parks and Recreation Manager is advised of any significant issues that could cause reputational damage to Council.
8. That complaints and enquiries from the public are dealt with in a timely and effective manner.
9. Commit to organisational Health and Safety policies and guidelines as defined by the Health and Safety Act at Work 2015.
10. Implement and manage asset lifecycle register.
11. Forecasting and budget renewals.

Delegations

Makes decisions within the authority delegated by the Parks and Recreation Manager.

Position Requirements

Experience/Knowledge

- Experience in project management, preferably in the parks and recreation sector, and holding a relevant qualification
- Hold a suitable qualification in parks and recreation management or a similar discipline
- Parks, recreation and community facilities asset and contract management experience
- Plant identification and husbandry knowledge
- Budget preparation and management
- A background in, or knowledge of, local authority parks and recreation issues
- Exceptional communications skills
- Project disciplines including being agile would be an advantage

Specific Skills

- Project management
- Communication
- Contractor management
- Amenity horticulture
- Interpersonal
- Time management/Organisational
- Analytical
- Confidentiality
- Strategic ability

Personal Qualities

- Confident and able to use initiative
- Able to express ideas clearly
- Able to report effectively
- Ability to work with minimum supervision
- Supportive
- Adaptable and able to cope with a variety of situations
- Ability to promote the desired interest of the Central Otago District Council
- Takes Ownership
- Community Focused
- Team Player
- Growth Mindset
- Transparent and Inclusive
- Respectful, Open Minded and Optimistic

Relationships

External
Consultants

Internal
Chief Executive Officer



Public
Contractors
Suppliers
Community Groups
Sporting and Recreational Groups

Group Manager – Community Experience
Parks and Recreation Manager
Parks Officer – Contracts
Parks Officer - Planning
Community Engagement Team
Planning and Infrastructure Team
Parks and Recreation Administrator