

CENTRAL OTAGO DISTRICT COUNCIL

JOB DESCRIPTION

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

PRIMARY OBJECTIVE

To assist with the operational management, administration and undertake projects associated with the Council's parks, reserves, cemeteries and general recreational areas.

KEY ACCOUNTABILITIES

1. To assist with the effective development of the Council's parks and greenspace areas.
2. As the Principals representative, manage the project contractors involved in the projects associated with the Council's parks, reserves and other outdoor recreational assets.
3. To assist with the ongoing maintenance and improvement of the Asset Management Plan (AMP) of Council for parks, reserves and other outdoor recreational assets.
4. To manage assigned capital and renewal works and new projects associated with parks, reserves and other outdoor recreational assets as determined by the AMP and Councils Long Term Plan
5. To plan, budget and report effectively on parks and recreational projects delegated to the position.
6. Develop and review Reserve Management Plans in accordance with the Reserves Act 1977
7. Undertake effective consultation with affected parties when undertaking reserve management planning, project development and implementation
8. To advise and report to Council and Community Boards on key result areas and any other issues where the governance body should be aware.
9. Undertaking such other duties as may be directed from time-to-time by the Parks and Recreation Manager.

PERFORMANCE OBJECTIVES

1. Asset lifecycles are clearly understood and planned for with effective maintenance, repair and replacement programmes.
2. Budgets and forecasts to be detailed, accurate, and directly linked to the relevant project.
3. Significant deviations from budget / forecast to be reported and action plans to correct developed.
4. That capital projects are well planned, managed and delivered in a timely manner
5. Contractors have clear accountabilities, objectives, and are supervised / coached effectively.
6. Develop a good working relationship and communication with the camping working group, recreation reserve committees and other groups
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 2015

DELEGATIONS

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

RELATIONSHIPS

External

Consultants
Public
Contractors
Suppliers
Recreation Reserve
Sporting and Recreational Groups

Internal

Chief Executive Officer
Executive Manager – Planning and Environment
Parks and Recreation Manager
Parks Officer - Contracts
Planning and Environment Team
Parks and Recreation Administrator
Staff

PERSONAL QUALITIES AND QUALIFICATIONS

Experience/Knowledge

- Parks, recreation and community facilities asset and contract management experience.
- Hold a suitable qualification in parks and recreation management or a similar discipline.
- Budget preparation and management.
- A background in, or knowledge of, local authority parks and recreation issues.
- Experience in project management.

Specific Skills

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

Personal Qualities

- Confident
- Able to use initiative
- Able to express ideas clearly
- Able to report effectively
- Ability to work with minimum supervision
- Supportive
- Adaptability
- Able to cope with a variety of situations
- Ability to promote the desired interest of the Central Otago District Council

CORPORATE VALUES PROPOSITION



OUR WAY

COURAGE TO BE THE BEST IN EVERY WAY EVERY DAY

What we mean

COURAGE is demonstrated strength, commitment and desire by you and the team

BEST is better than good, the best you and we can be; effective, efficient and responsible

EVERY WAY is everything you and we do, say and deliver

EVERY DAY is all of the time, on the good days and through the tougher times



OUR WAY IS
Epic Customer Experience
Clear Expectations of the Individual
Amazing Organisational Performance
Clear Sense of One Team and a Shared Purpose