



Position Description

Position Title: Parks and Open Spaces Officer

Tenure/Hours: Permanent Full Time
8 hours per day, Monday to Friday
On call for emergency operations

Position Summary: This role supports the operational delivery of Council's Parks and Open Spaces portfolio by coordinating day-to-day service delivery, contractor performance, asset inspections, cemeteries and campground services, stakeholder engagements, reserve lease administration and compliance. The position contributes to the effective management, maintenance, and improvement of assets within the portfolio, ensuring services are safe, sustainable, legislatively compliant, and aligned with Council strategies, reserve management plans, and community outcomes.



DISTRICT VISION

Mā te whenua, mā te waiora tātou e ora ai hei hapori
ngangahau hei hapori honohono hoki.

We thrive together.
Vibrant, connected communities where our land and
waters are nurtured and our people flourish.

What you will do

- Contribute to Parks and Open Spaces portfolio to ensure sustainable, high-quality services aligned with Council strategies and community outcomes.
- Manage the end-to-end administration of cemeteries and reserve land lease activities, ensuring legislative compliance, accurate records, and delivery of long term strategic objectives.
- Oversee contractor and supplier performance to ensure procurement compliance, service quality, and continuous improvement through active monitoring and issue resolution.
- Contribute to the health, safety, risk, and compliance management across Parks and Open Spaces operations, ensuring statutory obligations are met and risks are proactively controlled.
- Ensure effective inspection, maintenance, and asset management practices that maintain agreed levels of service and support sound renewals and capital planning decisions.
- Deliver responsive customer service and assist with effective engagement with stakeholders, Domain Boards, and internal teams to support informed decisions and positive community outcomes.
- Support financial and organisational planning by contributing to budgets, monitoring expenditure within delegation, and informing Long Term and Annual Plans through performance reporting.
- Oversee the operation of Council-owned campgrounds, including contractor performance, health and safety compliance, asset condition, fee and revenue monitoring, and responding to customer and stakeholder issues to ensure campgrounds operate safely,

sustainably, and in line with Council policies and community expectations.

What you will bring

Required

This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- Strategic thinker with the ability to plan and drive continuous improvement
- Strong financial and budget management capability
- Excellent customer service skills, including handling sensitive matters with professionalism
- Possess sound judgement and political awareness
- Proficient in office systems and property management software
- Able to work both independently and collaboratively
- Highly organised with strong attention to detail and robust record keeping practices
- Capable of managing competing priorities and working effectively under pressure
- Possess leadership qualities, including professionalism and self-awareness
- A valid Full NZ Driver's License.
- Working knowledge of relevant legislation and property management practices, including the Local Government Act, Property Law, Public Works Act, and Reserves Act
- Experience preparing and presenting reports to support decision making
- Strong risk assessment capability with a focus on sustainable outcomes
- Sound knowledge of facilities management principles, regulations, and best practice

Desired

In addition to the required fields, there is also a number of competencies where an expert level of knowledge/experience is desired.

- Local authority experience or understanding of local government context and environment.
- Experience or knowledge in open space, sport and or recreation activities.
- Understanding of asset management, at operational level.
- Understanding of project management principles and processes.

Our Values

PONO

Integrity through transparency, trust and accountability

Integrity through standing up for what's right

Integrity through respect for our communities, environment and cultures



WHANAUNGATANGA

One team who unites behind a shared vision

One team who is respectful and considerate to all

One team who encourages each other to succeed and excel



WHANAKE

We will continue to evolve, adapting to our ever-changing environment

We will continue to evolve, steering our waka in the right direction

We will continue to evolve, leading our communities into a better future



What we all do

- Adhere to Council policies and procedures
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015.
- Uphold council partnerships with Rangitāne o Tamaki Nui-ā-Rua and Ngāti Kahungunu ki Tāmaki-nui-a-Rua, giving effect to the settlement acts and our memoranda of partnership, while actively growing understanding of te ao Māori, te reo Māori and tikanga Māori
- Act as an ambassador for our Council, living the council values
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position
- Undertake Performance Development tasks/responsibilities as identified in your Performance Development Plan.
- Participate in and undertake emergency management duties as required, including training
- Ensure all Council documents are filed in Council's Records Management System
- Participate and contribute to continuous improvement initiatives

Your reporting lines



Additional Information

Delegations

Number of people reporting to the role	Nil
Financial delegation	\$5,000
Contract delegation	Nil
Statutory delegation	As per Council's statutory delegation policy

Role Acceptance

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

Approved:

(Manager/Supervisor)

Date:

Agreed:

(Staff Member)

Date: