



## Position Description

**Position Title:** Parks & Open Spaces Supervisor

**Tenure/Hours:** Permanent Full Time  
40 hours per week, Monday to Friday  
On call for emergency and after-hours operations

**Position Summary:** The Parks and Open Spaces Supervisor provides day-to-day leadership and operational oversight to the Parks and Open Spaces team. The role is accountable for safe, compliant, financially sustainable and community valued public spaces through effective contractor performance management, asset stewardship, operational budget oversight, customer and stakeholder engagement and continuous improvement. Working with a high degree of autonomy and professional judgement, the role manages operational risks, supports evidence-based decision making, and escalates matters beyond delegated authority with clear advice and recommended options.



### 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

- Lead the management, monitoring, review and improvement of contractor performances across the Parks and Open Spaces, Cemeteries and Aerodrome portfolio ensuring service issues, non-compliance, cost pressures, and delivery risks are identified early, documented, and resolved or escalated appropriately.
- Maintain oversight of legislative, bylaw, lease, licence, cemetery, campgrounds, playground, aerodrome, and reserve-related requirements, ensuring operational risks are actively managed and significant matters are escalated with clear advice and recommended options.
- Provide visible leadership in health and safety to ensure contractors and activities on Council land operate safely and in accordance with Council and legislative requirements.
- Oversee the operational performance and improvement of parks, reserves, playgrounds, cemeteries, campgrounds, and aerodrome assets, ensuring maintenance, inspections, and asset data support long-term serviceability.
- Contribute to the development, monitoring, and management of operational and capital budgets for the Parks and Open Spaces portfolio, including identifying budget pressures, renewal priorities, service risks, and value-for-money opportunities.
- Build effective working relationships with Domain Boards, mana whenua, community groups, contractors, and internal teams to support collaborative decision-making and positive community outcomes.  
Exercise sound judgement and decision making to contribute to asset management plans, Long Term and Annual Plans, and service performance reporting while proactively identifying and implementing improvements to systems and processes.
- Lead the operational oversight, compliance, and future development planning for the Dannevirke Aerodrome, balancing safety, regulatory requirements, and long-term strategic outcomes.
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- This role demonstrates leadership through influence, professional credibility, contractor management, cross-team collaboration, and stewardship of Council assets and community trust
- Lead, coach and develop the Parks and Open Spaces team by providing day-to-day direction, workload management, performance development and wellbeing support for the Parks and Open Spaces Officer, Campground and Operations Officer, and Deer Handler, while escalating formal employment matters to the Facilities Manager.

## What you will bring

### Required

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

- Demonstrated leadership and people management skills.
- Experience managing parks, reserves, recreation, cemeteries, campgrounds or similar operational services.
- Strong contract and supplier management experience.
- Sound understanding of relevant legislation, compliance and health and safety requirements.
- Financial and budget management skills.
- High level of communication, relationship management and stakeholder engagement skills.
- Strong problem-solving and decision-making skills.
- Ability to manage competing priorities and work effectively in a changing operational environment.
- Commitment to continuous improvement and strong customer and community outcomes.
- Competent using Microsoft Office and relevant business systems.
- A current New Zealand Driver Licence.

### Desired

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

- Local government or public sector experience.
- Experience contributing to Long Term Plans, Annual Plans or Asset Management Plans.
- Knowledge of parks, recreation, open space or environmental management.
- Understanding of project management principles.

## 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 the principles of Te Tiriti o Waitangi, commit to our partnerships with mana whenua and increase our knowledge 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.
- Maintain a high level of understanding of Council's role and functions, and keep up to date with current Council events, priorities and community projects.

## Your reporting lines



## Additional Information

### Delegations

|                                        |                                                                                                       |
|----------------------------------------|-------------------------------------------------------------------------------------------------------|
| Number of people reporting to the role | 3                                                                                                     |
| Financial delegation                   | \$40,000                                                                                              |
| Contract delegation                    | \$10,000                                                                                              |
| Statutory delegation                   | Reserve Act, Burial & Cremation Act, Public Bodies Leases Act, Cemeteries Bylaw, Public Places Bylaw. |

### 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.)

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Approved: (Manager/Supervisor)

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Date:

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Agreed: (Staff Member)

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Date: