

# JOB DESCRIPTION

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**Name of Job Holder:** Vacant  
**Title:** Parks and Property Project Lead

**Core Purpose:** To co-ordinate and manage Parks and Property projects in conjunction with area leads to meet the strategic objectives of Council's LTP and Annual Plan. To facilitate the objectives of the Customer and Community Division's and Parks and Property Business Plans.

**Department:** Community Services

**Reports to:** Parks and Property Manager

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## What Drives What we Do

We are here to serve the community and to build long-term customer confidence based on our vision, our mission and our values.

## Our Vision

Working together to take Horowhenua from good to great.

## Our Mission

In achieving our vision we will ensure that we are working towards:

- Customer Excellence
- Operations Excellence
- Product Excellence
- People Excellence

## Our Values

**Greatness** - *We never settle until our good is better and our better is great!*

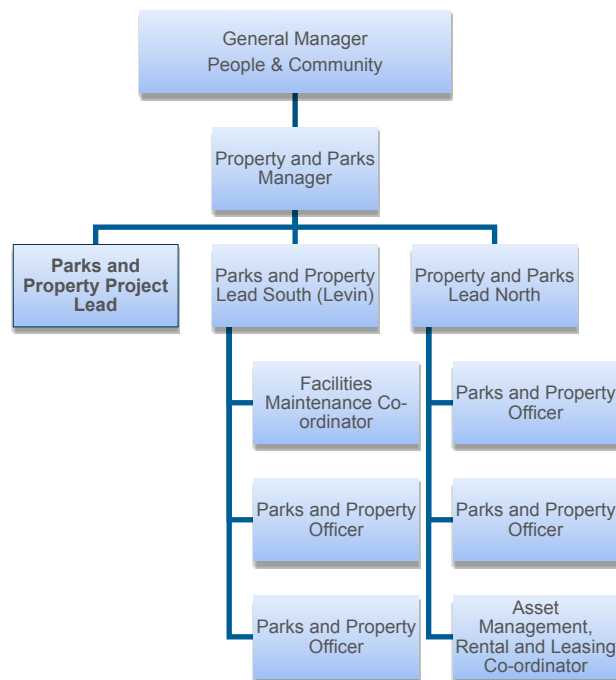
**Real unity** - *We make it happen, together!*

**Energy** - *We use our energy to perform and succeed!*

**Achievement** - *We deliver exceptional results!*

**Trust** - *We create trust by living with integrity!*

## Organisation Context



## Key Performance Outcomes of this Role

### 1. Work in consultation with area Leads to deliver Parks and Property project physical works.

#### What will I be doing?

- Work with area teams to deliver project based work arising from the Long Term and Annual plans
- Project estimates will vary with the majority being less than \$500,000 per project
- Identify most appropriate delivery mechanism for achievement of projects using HDC procurement guidelines and plans; engage with area teams and stakeholders by way of identifying relevant project activities
- Manage capital budgets in consultation with area leads
- Coordinate the annual budgeting process for projects in conjunction with the Parks and Property Team Leads
- Evaluate potential risks associated with projects
- Understand general expectations of customers, funding institutions, long term plans and other relevant stakeholders in relation to the project briefs
- Assess feasibility of projects and estimate costs
- Develop a workable schedule and budget for assigning resources to the activities required to complete projects in consultation with area teams
- Execute projects in accordance with project plans, schedules, and budgets
- Monitor project progress
- Process variations to projects in consultation with Parks and Property Leads and Manager
- Check project compliance with Council strategy, and highlight any issues to the Parks and Property Manager
- Monitor and check quality of project delivery to ensure agreed standards are met
- Provide timely compilation of project data and monthly reports as required
- Provide regular progress updates as required

#### How will I know I am doing it well?

- Completion of projects to agreed levels and costs
- Accurate project documentation in place and project reporting provided in a timely manner

- Appropriate and timely escalation of issues and risks, presented in an appropriate report format
- Invoices and accruals processed promptly with appropriate sign offs
- Budget vs. actual expenditure cash flow are reported on in a timely manner with any variances identified and escalated as necessary
- Effective solutions for project variations are recommended to the appropriate stakeholders
- Project reporting deadlines consistently met, and any issues resolved or escalated as appropriate
- Project plans are well aligned with strategic Council plans
- Meaningful project reports and information is offered to key stakeholders

**2. Work with Parks and Property Manager and Leads to develop policies and processes that apply to the service portfolio.**

**What will I be doing?**

- Assist the parks and Property Manager and area Leads with the development, delivery and implementation of policies, projects, strategic plans relevant to the service
- Assist with the assessment, review and preparation of existing policies, protocols and plans relevant to the service
- Support the area leads with asset data information gathering for services related to the Parks and Property asset

**How will I know I am doing it well?**

- Effective policies, procedures, and plans relevant to the service area are effective and provide a justifiable rationale
- Documents are prepared to the level agreed and within the timeframe agreed
- Policies, procedures and plans support and promote high quality sustainable environment for leisure and recreation within the District
- Overall planning and execution is in line with the Parks and Property and Divisional business plans and objectives
- Parks and Property policies, procedures, and plans are updated as agreed

**3. Coach staff within the Parks and Property Team to deliver project based work.**

**What will I be doing?**

- Assisting the Parks and Property team to develop broad project management skills

**How will I know I am doing it well?**

- Area based teams develop project management skills to assist in the delivery of area-based solutions

**4. Provide cover for Property and Parks Manager and/or Property and Parks Leads.**

**What will I be doing?**

- Provide cover for the Property and Parks Manager and/or Property and Parks Lead North during holidays and/or training or other periods of absence as required

**How will I know I am doing it well?**

- Property and Parks function continues to be delivered effectively during leave periods, training, or other absence of Property and Parks Leadership team

**5. Deliver on overall Council contribution if and when required to ensure Council's overall business goals are achieved as well as developing own professional abilities on a continuous basis.**

**What will I be doing?**

- Additional tasks, duties or responsibilities as directed by the manager
- Assist any other department of Council when required and as agreed
- Participate in Council's response to emergency events as practicable

- Extend own professional development
- Actively participate in and contribute to performance improvement and development
- Participate and contribute to management support initiatives
- Process all Council information as per approved electronic records management system and procedures

### How will I know I am doing it well?

- Reasonable additional tasks, duties or responsibilities are carried out as agreed with the manager
- Involvement is timely and professional
- Appropriate training and development and professional development is identified and undertaken as agreed with line manager
- Council information is stored and accessible in the required systems and using the appropriate processes and tools
- Effective participation in management support and organisational activities

## 6. Facilitate a personal responsibility to keeping a safe and healthy work environment by practising safe work methods, identifying work place risks and hazards and using appropriate safety equipment. This includes but is not exclusive to the following:

### What will I be doing?

- Taking all reasonable care of your own health and safety and ensuring that your actions don't cause harm to yourself or others;
- Comply with any reasonable instructions, policies or procedures on how to work in a safe and healthy way whilst carrying out the duties of your role;
- Reporting risks and/or hazards that you become aware of in the workplace via the appropriate means;
- Wearing and using protective clothing and equipment as per its intended purpose when and where required;
- Notifying your immediate manager immediately if you have an accident/incident/near miss at work and following it up using the relevant reporting system within 24 hours of the event;
- Notifying your manager within 24 hours of filing for any ACC claim related to a work accident injury;
- Participate in relevant emergency response training and duties as required;
- Participate in rehabilitation and return to work plans as appropriate for any health or injury related reasons that may be required to assist your return to your full position duties and tasks. Plan outcomes are usually achieved utilising medical guidance and direction.
- Implement H&S Contractor Management processes, systems and audits as per the H&S Contractor management principles, through PCBU collaboration for effective and consistent management of all overlapping duties
- Ensuring Contractor H&S inductions for all Council sites and will comply with Contractor H&S inductions for all Contractor controlled sites.

### How will I know I am doing it well?

- Safe working practices are known, understood and applied at best practice level;
- All HDC activities are being performed safely without injury to self or others;
- Hazards, near-misses or incidents are reported in a timely manner and escalated as appropriate;
- Worksites are free from hazards and work practices are compliant with best practice or legislative requirements
- Personal Protective Equipment and clothing is utilised and worn/used as per the intent for which it is issued (as applicable);
- Participate actively and will complete role specific health and safety training as and when required;
- Safe working practices, active participation and high worker engagement exists amongst workers, including contractors;
- H&S Contractor Management is fully compliant with PCBU requirements;

- Rehabilitation of a full return to work will be successful and within set time frames.

## Minimum Requirements

### Minimum:

- Project management experience
- Procurement experience
- Knowledge relating to local Authority processes and procedures
- Good computer skills including Microsoft office

**Education / Qualification:** A tertiary qualification in Project Management or other relevant qualification

### Experience:

- At least 3 - 4 years relevant experience, including significant project management in a complex working environment. Experience in local government will be an advantage.
- Sound working knowledge related to the interpretation of Long Term Plans.
- Proven ability to successfully manage a wide network of stakeholder relationships.

### Technical Minimum:

- Working knowledge of relevant computer software, database applications and information management systems
- Working knowledge of relevant New Zealand statutes, regulations and codes of practice
- Ability to interpret, analyse and apply statistical information
- Application of strategic thinking models and techniques
- Facilitation and engagement skills
- Ability to communicate in at least English on an advanced level
- Presentation and communication skills with knowledge of sound ways to inform audiences (individuals or groups) through written, oral and visual media
- Ability to operate in an environment of uncertainty and incomplete information and make well-reasoned decisions
- Project Management – Demonstrated/proven knowledge and experience in working on and supporting project management to deliver business benefits
- Networking and stakeholder management
- Communication – Accurately and clearly convey timely information and ideas, using a style and manner of presentation appropriate to the target audience
- Formal Mentorship Model

**Additional Minimum Requirements:** driver's license, willingness to attend resident or other meetings after 5.00pm. The role will require multi-disciplinary working over a range of services and as such the job-holder will be required to upskill themselves in initial areas of weakness

## Knowledge and Skill Requirements of the position

### Organisational overview:

Horowhenua District Council's has an aspiration to go from 'good to great' it will achieve this aspiration by achieving four pillars of excellence those being customer service; operational; product; and people excellence.

Council and the Chief Executive have set out the following philosophies as priorities to achieve that aspiration as set out in the position overview below.

### Position Overview:

The Property and Parks Business Unit is part of the Customer and Community Services Group, and can have a significant impact on HDC's priorities.

- **Thriving Communities** - Parks and property will deliver this strategic priority by interpreting community priorities in a proactive manner through closer integration with residents, and sports groups; community organizations; and other stakeholders. To achieve the services required by the individual communities in a cost-effective manner there is a need for greater understanding of respective priorities.
- **An Exuberant Economy** - Parks and Property operate a range of contracts to manage existing property portfolios. Its contractors buy local products and employ local people. Parks and Property has significant land-holdings locally which are used to stimulate economic growth through commercial leases, and development of land.
- **Stunning Environment** - Parks and Property is responsible for managing open space in the natural and built environment. It does so through specifying high quality outcomes and ensuring its contractors deliver quality outcomes.
- **Enabling Infrastructure** - As part of its parks portfolio the business unit maintains over 1.2 hectares of street gardens; 106Km of road reserve; 2,638 street trees; and undertakes a highways spray program across the entire roading network.
- **Partnership with Tangata Whenua** - As may be appreciated Parks and Property is often involved in land use changes and/or maintenance of important historic and cultural areas. The section will liaise with iwi and ensure representation is acknowledged and responded to.
- **Vibrant Cultures** - In an increasingly multi-ethnic demographic Parks and Property is conscious of changing cultural needs in terms of leisure and recreation. Parks and Property works with a range of groups to promote relevant and important cultural events.

This role has been created to assist the Property and Parks section to achieve those objectives identified above.

### **Job Specific Knowledge and Skills:**

A background in building, facility and property management would be beneficial to this role

### **Competency Summary Table**

- **Achievement** - Demonstrates a strong focus on high performance standards and personal achievement. Goes above and beyond to exceed expectations.
- **Communication** - Communicate in a clear, confident and articulate manner. Is effective at influencing others.
- **Implementation** - Is reliable, detail-focused and meticulous. Follows through on plans to ensure they are carried out accordingly.
- **Resilience** - Remains calm, composed, and optimistic in stressful or high pressure situations.
- **Self-Insight** - Is aware of own strengths and weaknesses and actively seeks out opportunities for new learning and growth.
- **Strategic Agility** - Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies strategies and plans, and is comfortable with managed risks.
- **Business Acumen**- Maximise returns in the business is future-orientated and strategic and seeks areas for business improvement.
- **Teamwork** - Supports and collaborates with team members to achieve targets.
- **Mental Power** – Has a desire to learn more and is able to learn new information and skills quickly. Is able to apply learnt information to new problems. Quick to pick up technical concepts.

## Work Context

This position exists to facilitate community liaison; service delivery; and the delivery of projects in accordance with, and to the priorities identified by the community and Council planning processes.

Work can be relatively simple requiring low-level, decision-making to quite complex problem-solving requiring sound influencing skills. Demands put upon the job-holder will be numerous and may arise from a number of areas including those arising from the team, senior officers, the public, specific interest groups, clients, customers, and residents. As such, there is a high requirement to prioritise demand and work in a collaborative manner with a wide-range of stakeholders in achieving agreed outcomes.

In its desire to assist Council in moving from 'Good-to-Great', the Property and Parks section must move from an essentially reactive position to a proactive one. This process will require the drafting of a number of policies, protocols, procedures, and plans. The job-holder will be an integral part of this process and will as a result need to reconcile operational demands with strategic ones. This requirement can lead to work stress and as such the job-holder will need to have a strong sense of resilience, stress-management coping practices, and a desire to retain a realistic work/life balance. A keen sense of prioritisation is therefore essential.

The role requires the interpretation and application of a range of legislative enactments and therefore the job-holder will need to be comfortable with a range of arbitration processes; enforcement actions; and evidence gathering/investigative practices.

The organisation uses a range of electronic and internet based applications to deliver its portfolio of services. A high level of computer literacy is therefore required.

In general terms the job requires the completion of a standard 40 hr week between the hours of 8.00am – 5.00pm during the standard working week, however some flexibility would be required in order to attend community meetings, events, and Council related meetings.

This position contributes hugely to the strategic achievements of Council and as a result the job-holder is required to determine and manage their own goals, tasks and priorities to enable that strategic contribution. The strategic nature of the position will necessitate the presentation of various policies and reports at Council and the job-holder therefore needs to have good presentation skills and the confidence to deliver them effectively.

## Financial Authority

- Financial delegation is \$0 for operational expenses, within an approved budget of \$50,000 for capital expenses within an approved budget.
- Statutory delegation would apply as approved from Council from time to time.

## Number of Direct and Indirect Reports

No direct or indirect reports

## Key Relationships

### Internal:

- Team
- Property and Park Manager
- Other senior officers
- Other Council officers
- Elected members

### External:

- Contractors and their sub-contractors, representatives, agent, and appointees
- Residents
- Customers
- Clients