

POSITION DESCRIPTION

Reserves Planner – Fixed Term

POSITION DETAILS	
TITLE	Reserves Planner – Fixed Term
REPORTS TO	Reserves Planning Lead
LOCATION	Whakatāne District Council
FINANCIAL DELEGATION	Nil
DATE	December 2024

PURPOSE OF POSITION
<p>The Reserves Planner reports directly to the Reserves Planning Lead to provide strategic and operational direction to the Council’s Open Spaces activity.</p> <p>The primary functions of this position are:</p> <ul style="list-style-type: none"> ○ To develop, implement, maintain, and continuously review key strategies, plans and policies relating to Council’s public open space areas, assets and public properties. ○ To work with stakeholders in developing initiatives and strategies that enhance the communities open spaces, assets, and public properties through quality place-making approaches.

KEY ACCOUNTABILITIES	
KEY RESULT AREA	EXPECTED OUTCOMES/PERFORMANCE INDICATORS
CONTRIBUTE TO PLACE-MAKING INITIATIVES, STRATEGIES AND PROJECTS	<ul style="list-style-type: none"> • Develop plans, policies and strategies that enhance the communities sense of place. • Collaborate with stakeholders so as to shape our public realm in order to maximise shared values. • Work with stakeholders to understand creative patterns of use, paying particular attention to the physical, cultural, and social identities that define a place and support its ongoing evolution. • Undertake business case development and cost/benefit analysis. • Contribute to project development and management of key community/public Places and Open Spaces projects. • Preparation of consent conditions relating to open spaces management and development • Participate and contribute to corporate projects and inter-departmental initiatives.
POLICY AND PLANNING	<ul style="list-style-type: none"> • Assist with the development and review of Open Spaces related policy and planning documents, including but not limited to reserve management plans, landscape/development plans, strategies, policies, asset management plans. • Assist with the preparation of Open Spaces information for use with the Long Term and Annual Plan, and other reporting information required. • Provide advice and support to wider Council planning and policies processes such as Long Term Plan, Annual Plan, District Plan and Bylaws where these concern Open Spaces.

	<ul style="list-style-type: none"> • Regularly review and refresh strategic plans and documents to ensure that timely Council processes are undertaken. • Develop and assess the costs and funding requirements for strategies and projects. • Provide advice to support wider planning and policies processes such as bylaw reviews, planning documents, and RMA. • Assist in collating and preparing Places and Open Spaces information that feeds into the Council's Long Term and Annual planning processes
EXTERNAL FUNDING	<ul style="list-style-type: none"> • Seek and attain external funds that contribute to enhanced place-making and improved services, assets, and resource needs of the community, while minimising ratepayer costs. • Maximise external funding streams to prudently support and improve services, service delivery, and assets, in a prudent financial manner • Regularly identify partnerships and programmes that contribute to shared funding opportunities.
ASSET MANAGEMENT	<ul style="list-style-type: none"> • Contribute to strategic direction and asset management of open spaces assets, trees, and vegetation. • Ensure the asset registers for trees and vegetation are maintained and up to date.
RELATIONSHIP MANAGEMENT	<ul style="list-style-type: none"> • Build enduring relationships with key stakeholders and user groups that ensure collaborative and positive working relationships, so that Councillors, Community Boards, organisations and the community are appropriately engaged in developing open spaces and addressing issues. • Meet as required with stakeholders and community forums to ensure that Council is sufficiently engaged to provide robust information, understand issues, consider community and stakeholder needs and aspirations, and identify strategic opportunities and implement organisational response. • Maintain good stakeholder and public relations. • Regularly provide Open Spaces information on operations and projects to Council's communication team, GM, Exec, and Council.
HEALTH, SAFETY AND WELLBEING	<ul style="list-style-type: none"> • Understand and implement Council's documentation and procedures to ensure risks to health and safety of those in the workplace are eliminated and / or controlled. • Accurately report all work-related hazards, incidents and accidents and implement follow up corrective actions, as required. • Provide support, as required, to the Senior Health, Safety and Wellbeing Advisor to complete internal audits, assessments and investigations. • Attend and complete Health and Safety training ensuring certification, as required, is current. • Undertake active worker participation and engagement in Council's health, safety and wellbeing practices and projects.
CIVIL DEFENCE EMERGENCY MANAGEMENT	<ul style="list-style-type: none"> • Undertake Civil Defence training and duties as required • Comply with Civil Defence procedures
OTHER	<ul style="list-style-type: none"> • Undertake any other duties that may be required from time to time.

MATTERS WHICH MUST BE REFERRED TO THE MANAGER OPEN SPACES OPERATIONS

- Significant health & safety issues
- Delays in responding to customer requests
- Any matter that may affect the reputation of the Places and Open Spaces team

EXTERNAL	INTERNAL/ COMMITTEES/ GROUPS
<ul style="list-style-type: none"> • General public • User Groups, Care Groups. • Service Providers, Contractors and Consultants • Bay of Plenty Regional Council, Department of Conservation, and other Government agencies • Whanau, Hapū, Iwi. • Other Local and Territorial Authorities 	<ul style="list-style-type: none"> • All staff • Standing Committees of Council • Community Boards • Advisory Boards • Council Elected Members

PERSON SPECIFICATION

KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • A proven record in policy and planning; particularly related to parks and reserves, and urban/civic spaces. • Has experience in working with stakeholders, undertaking consultation, developing partnerships, and building sustained relationships. • A thorough knowledge of the Local Government Act, Reserves Act, and RMA. • Has experience in parks and reserves, public facilities management, landscape design, and place-making. • Has relevant recent experience in office procedures, equipment and computer software programmes including Microsoft Word, Excel, Vectorworks/CAD Landscape Design, Microsoft Project. • Has an understanding of the principles of asset management.
QUALIFICATIONS	<ul style="list-style-type: none"> • A degree or diploma in Amenity Horticulture, Urban Planning, Recreation Management or equivalent.
EXPERIENCE LEVEL	<ul style="list-style-type: none"> • 5 years related work experience
ORGANISATIONAL UNDERSTANDING	<ul style="list-style-type: none"> • Ability to think about Open Spaces issues in relation to full Council perspective and the ability to use existing resources to maximise the impact of the work. • Proven experience in execution of asset management, reserve management and other related plans into tangible and measurable performance service delivery outcomes.
COMMUNICATION	<ul style="list-style-type: none"> • Communicates clearly and concisely when seeking or providing information across different audiences. • Has experience in presenting to governance groups, Councils, committees and public groups • Produces clearly written, well-formatted reports, which have clear recommendations for action. • Maintains confidentiality as required. • Operates in a non-discriminatory manner by understanding and respecting the rights and needs of others.

	<ul style="list-style-type: none"> • Understands the Treaty of Waitangi and its implications for local authorities.
RISK MANAGEMENT	<ul style="list-style-type: none"> • Must have a finely tuned appreciation of risk, and be able to draw on a suite of expertise to ensure that risk is minimised and managed effectively.
BUILDING AND SUSTAINING RELATIONSHIPS	<ul style="list-style-type: none"> • Must be able to establish and maintain relationships and leverage these to execute strategic direction and goals. • Possess strong influencing skills and the ability to collaborate with key stakeholders.
MANAGING THE POLITICAL CONTEXT	<ul style="list-style-type: none"> • Must understand the conventions, forms and objectives of government/local government in New Zealand, and its operating environment.