

## JOB DESCRIPTION

<b>Job Title</b>	Infrastructure Officer - Parks & Open Spaces
<b>Position Status</b>	Fixed-Term
<b>Business Unit &amp; Team</b>	Service Delivery, Community Services
<b>Reports to</b>	Team Manager Parks & Open Spaces
<b>Direct Reports</b>	N/A
<b>Base Location</b>	Mangawhai or Dargaville
<b>Salary Grade</b>	Grade 14
<b>Delegations</b>	Nil
<b>Key Internal and External Partners/Customers</b>	Department of Conservation (DOC), Northern Regional Council (NRC), Community groups - particularly those who offer contracts for services.

## ABOUT KAIPARA

*Kaipara te Oranganui. Two oceans, two harbours.*

Kaipara district extends from coast to coast, to the Waipoua Forest in the north and Pouto Peninsula in the south. It includes iconic beaches, kauri forests, rich farmland and rugged landscapes. People come from all over to experience this special part of the world, and we are privileged to play an important part in making Kaipara the place to be.

Our team is committed to Kaipara communities. We deliver essential services including roads, water, waste services, recreational facilities, libraries and regulatory services. Council staff engage our communities to contribute to key projects and plans and support them to achieve their own. We love what we do and have a real passion for our people and our place.

At Kaipara District Council, we know there are some important ingredients to develop a strong and supportive culture for our people to thrive, these are our values - mahi tahi (teamwork), mahia te mahi (make it happen), mana (integrity), whakautē (respect), and pono (trustworthy). These values guide how we work together as a team and alongside our diverse communities.

## ROLE PURPOSE

To meet expected service levels as set out in Activity Management Plans, and achieve quality standards for all works undertaken, Contract management including the relationship, risk and performance management, and to provide leadership in health and safety.



**Whakautē**  
RESPECT



**Mahia te mahi**  
MAKE IT HAPPEN



**Mahi tahi**  
TEAM WORK



**Pono**  
TRUSTWORTHY



**Mana**  
INTEGRITY

## KEY RESPONSIBILITIES

<b>Infrastructure Officer</b>	<ul style="list-style-type: none"> <li>• Meet expected service levels as set out in Activity Management Plans.</li> <li>• Achieve quality standards for all works undertaken.</li> <li>• Provide leadership in health and safety.</li> </ul>
<b>Contract supervision</b>	<ul style="list-style-type: none"> <li>• Prepare specifications for the maintenance and development of parks, reserves, cemeteries, playgrounds, public toilets, and wharves to ensure we continue to provide vibrant spaces for our residents and visitors to enjoy.</li> <li>• Assist in identifying opportunities for the improvement and development of parks and open spaces, including sustainability and biodiversity, by engaging with stakeholders to achieve favorable social, cultural, environmental and economic outcomes.</li> <li>• Supervise the delivery of contractual agreements in accordance with set levels of service agreements.</li> <li>• Supervise non-subsidised contracts within delegation to support community groups enhance our parks and open spaces.</li> <li>• Monitor the performance of contractors to ensure they meet environmental, quality and health &amp; safety standards as per contract specifications, levels of service and required contractor performance.</li> <li>• Provide file notes of audits carried out along with identifying where and when further action is required, minutes of meetings attended where relevant and required, and reporting of works approved or undertaken.</li> <li>• Ensure health and safety, compliance auditing of contractors.</li> <li>• Complete regular O&amp;M auditing of contractor performance against the contracts and KPI's.</li> <li>• Complete pre, during and post work inspections of contractors.</li> <li>• Back up for lone workers.</li> <li>• Prepare and submit progress reports, tracking reports and performance reports to accurately reflect the status of service delivery as per agreed contracts.</li> </ul>

## KDC CORE RESPONSIBILITIES

<b>Health, Safety &amp; Wellbeing</b>	<ul style="list-style-type: none"> <li>• Take care of your own health, safety and wellbeing and that of others affected by your work</li> <li>• Ensure prompt reporting of all Health and Safety hazards or incidents</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Participate in monthly and yearly roadmap planning and chats with your manager</li> <li>• Actively participate in professional development initiatives to keep up to date in your area of expertise and to continuously develop skills and capabilities.</li> <li>• Complete annual mandatory learning.</li> </ul>



**Whakaute**  
RESPECT



**Mahia te mahi**  
MAKE IT HAPPEN



**Mahi tahi**  
TEAM WORK



**Pono**  
TRUSTWORTHY



**Mana**  
INTEGRITY

### Other Organisational Responsibilities

- Provide CORE customer experience (connected, open, reliable and easy)
- Champion our values
- Adhere to our ways of working (WoW)
- Observe KDC policies, procedures and guidelines
- Contribute to continuous improvement by identifying systems, processes or documents to improve and making changes to keep up with legislation, trends or best practice.
- Maintain records in compliance with the Public Records Act 2005
- Be involved in the readiness for emergencies by attending relevant Civil Defence Emergency Management training as required
- Participate in any required Civil Defence exercises to ensure that essential services are maintained during emergencies
- Other tasks and/or projects as assigned

## COMPETENCIES

### Leader of Self

- Work Together
- Deliver Results
- Champion Innovation
- Provide Customer Experience Excellence
- Make Informed Decisions
- Communicate Clearly

## SUCCESS PROFILE

### Qualifications & Experience

- Experience in the management of contracts for the delivery of services through external contractors.
- 3+ years' relevant experience in a customer facing environment.
- Experience and ability to manage budgets in areas of responsibility.
- Working knowledge and understanding of relevant legislation, industry standards, best practice, etc.
- Understanding of Health & Safety at Work Act 2015.
- Experience working for or with Local Government (desirable).

### Role Specific Skills & Attributes

- Commitment to providing excellent service and continuous improvement.
- Ability to develop, maintain and foster strong collaborative relationships with key stakeholders;
- Strong negotiation/analytical and problem solving skills.
- Effective time management skills.
- A good ambassador for Council in dealing with its stakeholders.
- Ability to maintain confidentiality and political neutrality.
- Experience in database entry and reporting.
- Proficient in Word, Excel, PowerPoint, Outlook, Project and Asset Finda.

### Other Role Requirements

This role requires:

- regular travel across the Kaipara region.



**Whakaute**  
RESPECT



**Mahia te mahi**  
MAKE IT HAPPEN



**Mahi tahi**  
TEAM WORK



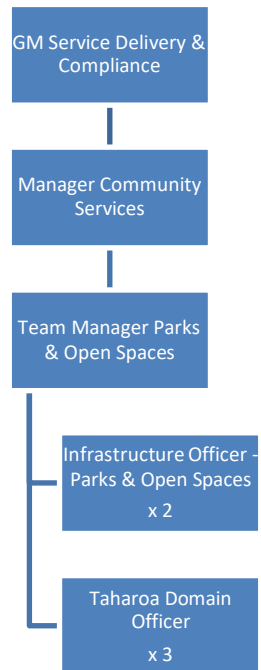
**Pono**  
TRUSTWORTHY



**Mana**  
INTEGRITY

- a full NZ Driver Licence.

## ORGANISATION CHART



**Whakaute**  
RESPECT



**Mahia te mahi**  
MAKE IT HAPPEN



**Mahi tahi**  
TEAM WORK



**Pono**  
TRUSTWORTHY



**Mana**  
INTEGRITY