Position Description

Position Title:	**Parks Planning Officer**
Reports To:	Manager – Strategy Parks and Recreation
Responsible For:	N/A
Group and Team:	Community Spaces and Places – Parks and Recreation
Children's Worker:	No
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

To deliver on the infrastructure required to maximise recreation and activation of open spaces. Provide advice on the monitoring of assets, with a particular focus on civil assets and the delivery of approved capital projects.

Key Relationships

External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

Our Compass Values and Behaviours

Responsibility

Take ownership of decisions and outcomes, both collectively and individually.

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

Respect

Everyone is important, as are their views.

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

Above and Beyond

Take opportunities to go the extra mile.

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

Positivity

Always look on the bright side of life.

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

What You Will Do *(provided as a guide only)*

Parks and Recreation Monitoring

- Assist in the monitoring and reporting on Parks and Recreation assets and services including parks, gardens, sports fields, playgrounds and cemeteries.
- Provide advice on the monitoring of civil assets and the delivery of approved capital projects.
- Analyse user survey information ensuring it is used to inform service decisions.
- Ensure specific issues relating to the performance of parks and reserves are resolved quickly, including but not limited to infrastructure, above and below ground.
- Ensure any necessary repair work is approved, organised and completed on time and within agreed budget.
- Submit and produce reports in accordance with agreed timeframes indicating the level of asset maintenance or development needed to ensure the level of service deliverables are met.

Project Delivery

- Work collaboratively with internal and external stakeholders to deliver work programmes and projects using sound project management practices ensuring they meet agreed timeframes, budget allocations and intended outcomes.
- Deliver approved projects, predominately civil and infrastructure related projects, within agreed timeframes.
- Identify and record approved projects in the asset information system and provide assistance to the Planning team to scope capital projects.

Report Writing and Administration

- Provide timely, accurate and concise reports ensuring parks information is analysed and reported to management and Council, as requested.
- Capture and report user survey information.
- Ensure all Business Cases, Procurement Plans and other Project Management Documentation are kept up to date and readily accessible within Council's document management system.
- Lead and attend Project Control Groups and follow approved project management principals.

Parks Asset Information

- Collect and communicate Parks and Recreation asset information entering it into the asset database in a timely manner, including acquisitions, disposals and changes in parks assets.
- Ensure Parks and Recreation pipe network is clearly documented in conjunction with planning and operations employees.
- Contribute to the wider team's development of annual, asset and reserve management plans enabling sustainable management of Parks and Recreation.
- Maintain the asset information ensuring it is relevant, complete and up to date.
- Notify operations employees of new assets and changes to asset quantities as they occur.

Public Relations

- Promote excellent public relations with suppliers and contractors.
- Liaise with members of the public in a friendly and professional manner, providing information and responding to enquiries as needed.

Health and Safety

- Promote and uphold best practice health, safety, and environmental standards by actively engaging in initiatives that ensure a safe and healthy environment for all employees, contractors, and visitors at ICC sites and offices.

- Comply with the Health and Safety at Work Act 2015 and adhere to all ICC health and safety policies and procedures.
- Ensure all workers within your area of responsibility are aware of, and comply with, relevant health and safety requirements.
- Take reasonable care of your own health, safety, and fitness for work, while ensuring your actions do not put others at risk.
- Avoid any actions or omissions that could cause harm or illness to yourself or others.
- Promptly identify and report hazards, incidents, accidents, and near misses to management.
- Actively participate in health and safety meetings, discussions, and training sessions.
- Correctly use all required personal protective equipment (PPE) and clothing provided for designated tasks.

Note: *Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.*

What You Will Bring

The below qualities, knowledge and skills are the key focus for this position and are used to assess an applicant's suitability for the role and the incumbent's performance in the position.

Education and Qualifications

Essential:

Level 4 Certificate in relevant field such as Parks and Recreation management, turf management, engineering or similar, or relevant experience
Current full New Zealand driver's licence

Desirable:

Prince2 or similar Project Management qualification

Knowledge, Skills and Experience

Essential:

3 - 5 years demonstrated experience in managing Parks and Recreation assets
Demonstrated experience in contract negotiation and implementation
Demonstrated ability to produce concise, accurate and timely reports, both in verbal and written form
Demonstrated public and/or group presentation skills
Well-developed computer knowledge, particularly in the use of Microsoft Office, Word, Excel and PowerPoint, and Outlook
Sound time management and organisational skills
Ability to prioritise and work to multiple deadlines
Excellent communication skills, both written and verbal (including reporting)
Strong interpersonal skills with the ability to work collaboratively both with internal and external stakeholders
Ability to work accurately, maintaining strict adherence to established systems, policies and procedures
Resilient and able to cope well with pressure
Has a high level of personal integrity and initiative
Self-motivated and results oriented

Desirable:

Advanced experience with Asset Management Systems
Experience in Project Management

Agreement

Employee

Name	*Sign*	*Date*

Manager

Name	*Sign*	*Date*

Note: *From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.*

What We All Do

Customer Commitment

Treat customers with respect – taking the time to listen, learn and understand.
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.
Acknowledge problems and complaints, identifying and promptly acting on solutions.

Continuous Improvement

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

Health, Safety and Wellbeing

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
Adhere to Health, Safety and Wellbeing policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

Civil Defence Emergency Management

Assist Council in preparing for and responding to an emergency.
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

Other Duties

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.