



Mahi Tahī

We are one team, stronger together as we work with and for our community to deliver outcomes that matter.

#arohatōmahi

We love our work and know that our work matters. That is why we do what we say we will do and apply energy and enthusiasm across our mahi.

Manaakitanga

We put our people first by showing them that they matter, through a focus on whānau's needs and aspirations.

Tiakitanga

We proudly and professionally contribute every day to the care of our community and whenua with courage, positivity and mana - leaving a legacy which future generations will embrace.

Details

JOB TITLE	Parks & Property Delivery Lead
REPORTS TO	Parks and Property Manager
GROUP	Community Experience and Services
DIRECT REPORTS	None
FINANCIAL DELEGATIONS	\$50,000
WARRANTS REQUIRED	As per delegations register
GRADE	17

*He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hapori – mai i te pae maunga o Tararua ki te moana
With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.*

Purpose

This key role supports the delivery of the Community and Council's aspirations for its Parks and Property portfolio, including the effective management of council reserves, sportsgrounds, cemeteries, and capital projects.

This role is responsible for ensuring the successful delivery of the Parks and Property Capital Programme, including liaising with and managing contractors, overseeing the team's strategic operational actions, and achieving successful completion. Emphasis is placed on strategic planning aligned with the anticipated growth of the Horowhenua district.

The role will also assist the Parks & Property Manager in the development and planning of upcoming projects and key strategic requirements of management and elected members. Offering a problem solving mindset, strong leadership with the ability to inspire and motivate cross-functional teams.



Skills, Knowledge and Experience

EXPERIENCE	Proficient in contract and financial management, programme and project management and report writing. Relevant qualification related to parks management, commercial property management, valuation or business would be advantageous but not essential.
KNOWLEDGE	The capacity to understand relevant financial and commercial knowledge and apply this knowledge in a practical manner. Sound working knowledge of the MS Office suite of computer programmes. Knowledge of Reserves Act, Resource Management Act and the Building Act, including legislation affecting safety in buildings desirable but not essential.
SKILLS	Local government experience is preferred
ACHIEVEMENT	Demonstrates a strong focus on high performance standards and personal achievement. Goes above and beyond to exceed expectations. Displays initiative and is personally driven by successfully completing tasks.
RELATIONSHIPS	Ability to build strong working relationships and become a trusted support person and colleague.
INTEGRITY	High level of professionalism and confidentiality. Ability to appropriately manage sensitive information Builds trust through actions
COMMUNICATION	Communicates in a clear, confident and articulate manner. Is able to adapt communication style to meet the needs of the audience. Is effective at influencing others. Is able to communicate in a way that builds trust and positive relationships.
IMPLEMENTATION	Is reliable, detail-focused and meticulous within a fast paced environment. Follows through on plans to ensure they are carried out accordingly.
STRATEGIC AGILITY	Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies and manages risks.
SELF-INSIGHT	Is aware of own strengths and weaknesses and actively seeks out opportunities for new learning and growth.
RESILIENCE	Remains calm, composed, and optimistic in stressful or high pressure situations.
TEAMWORK	Supports and collaborates with team members to achieve targets and strives to get the best out of others. Is resourceful with a can-do attitude.
GROWTH MINDSET	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 and jargon.



Key Responsibility and Expected Outcomes



**'You'
Matter**

Health, Safety & Wellbeing

Promote a strong health and safety culture by proactively modelling our values and hold self and others to account to Consistently follow all health and safety policies and legislative requirements.

Leadership and Influence

Live our Values and focus on the Moments that Matter. Supporting your colleagues and empowering and inspiring growth and development across the organisation.

Change Leadership

Be an advocate for and a driver of change. Be a Future builder, help others across the organisation navigate the future.



**Partnerships
Matter**

Te Tiriti o Waitangi

Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work ensuring HDC projects are delivered in a culturally sensitive way.

Community and Customer Focus

Champion community engagement having a strong focus on meeting quality standards for services and evaluation of customer outcomes and satisfaction.

Identify and engage with communities and community groups to encourage involvement in the development of community initiatives and programmes.

Relationship Management

Build networks and develop meaningful relationships with stakeholders both internally and outside Council.



**Performance
Matters**

Personal Development

Live the values of council and take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future roles.

Risk Management

Effectively identify and manage risks, take actions to resolve and/or escalate issues to contribute to the maintenance of the risk management framework.

Continuous Improvement

Identify continuous improvement practices to support the implementation and delivery of council's outcomes.



**Work
Matters**

Plan, manage and deliver

Lead and oversee project delivery to achieve all key milestones and outcomes successfully, ensuring they are completed within scope, on schedule, within budget, and to the expected quality standards.

Lead, manage and develop stakeholder relationships including navigating committees, through effective communications, documentation and negotiation.

Oversee and lead delivery on the Parks and Property team actions as outlined from SSP's, operation reports and action monitoring reports.

Report and escalate issues such as variances and manage delivery to ensure issues are understood and actions to resolve identified.

Develop strategies for the continuous monitoring, evaluation and improvement of all aspects of Parks & Property initiatives such as the analysis of customer feedback, identification and mitigation of risks involved.

Support the delivery of all Parks & Property materials, artefacts and meetings to ensure projects and services are delivered and maintained in a transparent fashion and stored and maintained as per Organisational procedures.

Internal/External relationship management

Guide, support and mentor, providing direction to team members.

Find opportunities and champion working collaboratively to achieve business outcomes.

Contribute to a cohesive culture, that promotes having each other's back, working collaboratively and with continuous improvement in mind within the Parks & Property team.

Identify efficiencies and how to implement these.

Customer Centric

Maintain a customer centric focus, ensure services are delivered in an effective and customer focussed way, and that effective working relationships are maintained with key stakeholders.

Council Contribution

Actively and positively participate as a member of the Organisation Performance Group and perform all reasonable duties as needed.

Be a positive culture contributor.

Participate in Emergency Management activities.



Alignment with our community outcomes



We uphold Te Tiriti o Waitangi and its principles and recognise the role of Mana Whenua as kaitiaki of their rohe. We support them to maintain and enhance tikanga with their ancestral lands and waterways, wāhi tapu and other taonga, and build mutually respectful partnerships with tangata whenua, supporting whanau, marae, hapū and iwi in achieving their aspirations.



We contribute to improving our natural environment for current and future generations to enjoy, and protect the important natural features in our district.

We ensure our built environment supports the wellbeing of our people and manage competing pressures on resources sustainably.



We provide efficient, reliable and affordable infrastructure, developing and maintaining facilities and infrastructure to meet the needs of current and future generations. Our community facilities and infrastructure are resilient, helping us to respond to climate change and natural hazards, working with partners to develop infrastructure that enables growth.



We are business friendly, supporting diversity and resilience in our local economy and work with others to make our economy grow. We aspire for economic security for all of our people and seize growth opportunities for our district.



We value the diversity of our people, and how our district's heritage shapes our community's sense of identity and pride.

We provide infrastructure, services, facilities and places to build resilient and connected communities where people of all ages and backgrounds feel included and safe. We are building collaborative relationships with service providers to enable all people to live positive and healthy lifestyles, encouraging our people to participate in local decision making.

