

Parks Officer

To provide short to long term planning and coordination of daily operations of the Council's Parks and Reserves.

ORGANISATION

NGĀ POU | OUR VALUES



POU 1.

Manaakitanga

The customer is at the centre of everything we do.



POU 2.

Rangatiratanga

We aspire to the highest standards.



POU 3.

Whakapono

We strive to be trusting and trustworthy.



POU 4.

Whanaungatanga

We act with courage, respect, kindness and empathy.



POU 5.

Kotahitanga

We embrace diversity and strive to be inclusive.



POU 6.

Aroha

We believe in and encourage each other.



RANGITIKEI
DISTRICT COUNCIL

**He oranga Whenua,
He oranga Tangata,
He oranga Wairua.
Tihei Mauriora!**

**If our Land is cared for,
if People are looked after,
if the Spirit is strong,
we can build a
better future for all.
Let there be life!**

Making this place home

Our expectations

As part of the Rangitikei District Council we want to work as a team to deliver the best outcomes for our district. We are building our organisational culture around the principles of delivering for our customers, our organisational values, working together, and focussing on outcomes rather than tasks.

That means we will:

- provide strong customer service to all our customers
- operate collaboratively as a total Council team, and
- deliver our services in a way that is best for the district (as opposed to best for the Council)

In short, we want you to think about what we are trying to achieve, and then work as a team to provide great services to the residents of our district.

Parks Officer – that's your primary role at Rangitikei District Council. But working with us is much more than simply completing the task – it's about how you go about doing the task, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

We're crafting a new way of working together here at Council. We think each of us has a key role to play in making our district a great place to live. We do that by giving superb service to our customers; we do it by working together as a group; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes.

Where appropriate, we want you to be part of cross organisational teams, to bring your solutions to the table, and to work with those teams to implement them.

What you will do

- Provide Project Management for Parks and Reserves projects and initiatives
- Assist with the procurement and management of Consultants and Contractors in accordance with agreed policies and procedures.
- Monitor contractors and ensure, through collaboration with providers, that services are delivered on time, to specification, and within budget.
- Provide landscape design to regenerate and develop horticultural features, such as plant beds, park facilities and playground areas.
- Consult with park users and other members of the local community regarding their use of parks and open spaces and to establish their future needs.
- Comply with relevant legislation, policies, and Parks and reserves auditing requirements.
- Contribute to the development of protocols, processes, policies, and productivity within the Parks and Reserves function and wider organisation.
- Ensure processes/work instructions are documented and reviewed regularly to ensure they remain current, identifying areas for process improvement
- Respond to customer enquiries / requests for information to ensure a high level of service is provided
- Ensure documents are filed in SharePoint in accordance with Information management processes (including spreadsheets)
- Maintain high standards of health and safety as per legislative standards to ensure a safe working environment for staff, contractors, residents and customers

Health and Safety

- Accurately and promptly report all accidents, incidents, near misses, hazards and risks by the end of the working day
- Keep yourself and others safe
- Adhere to all Council Health & Safety policies, procedures and guidelines

What we all do

- Grow and develop resilient customer focussed staff, within a culture based on personal responsibility
- Provide a safe, flexible and supportive environment, where performance is recognised and success is celebrated
- Embrace training and professional development opportunities for continuing improvement
- Undertake Civil Defence Emergency Management responsibilities when required

Our customer commitment

We strive to deliver excellent customer service by:

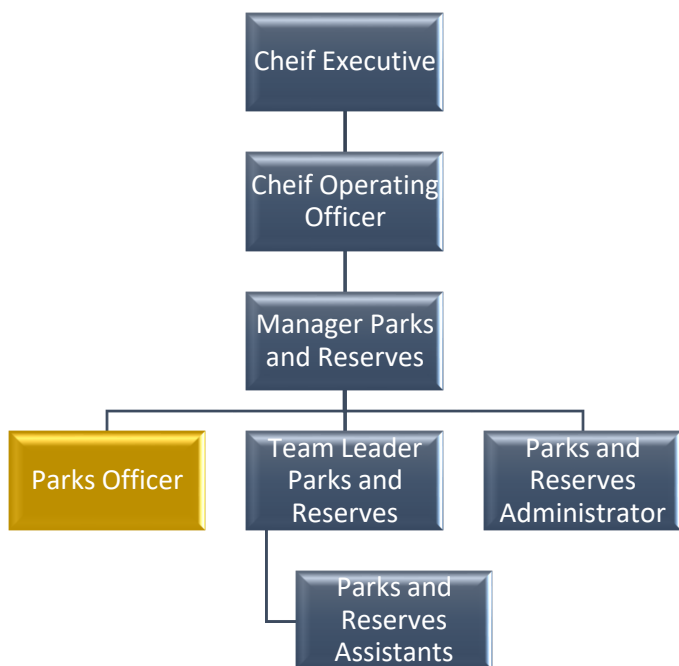
- Understanding and anticipating needs
- Dealing with enquiries promptly and fully
- Providing quality support and information
- Communicating changes to services in advance

We will:

- Welcome, listen and treat everyone respectfully
- Acknowledge and follow up all complaints and requests for service, and provide a timely response
- Seek feedback on the service received so we can continue to improve what we do

What you will bring

- Bachelor's degree in landscape architecture or a related field
- Minimum 3 years' experience working in grounds maintenance; facilities management; property management;
- Demonstrable experience in using project management methodologies
- Contract management experience



- Prior experience within, or a thorough understanding of, the local government environment.
- A strong strategic approach to problem solving
- Ability to work methodically and efficiently and to set and meet appropriate standards and deadlines
- Results orientated and accountable
- Excellent verbal and written communication skills, including ability to present and explain ideas both visually and verbally
- Ability and willingness to learn and adapt to new technology and software in a continuously changing environment.
- Thorough understanding and advocacy for the principles of customer first