

HAWKE'S BAY REGIONAL COUNCIL

Job Description

Position Title:	Team Leader Open Spaces		
Group/Section Details:	Group: Asset Management	Section: Regional Assets	
Responsible to:	Manager Regional Assets		
Responsible for:	Senior Open Spaces Development Officer; Open Spaces Development Officer; Cycle ways Network Coordinator; Forest Management Advisor		
Salary Range:*	\$84,681 (85%)	\$99,625 Mid-Point	\$114,569 (115%)
* Note: Progress above the Mid-Point is based on sustained individual performance.			

Section Aims

The Open Spaces team provides the following role and functions as part of the Asset Management Group:

- Provide a centre of expertise in the management of Regional Parks portfolio
- Lead the development of council's environmental enhancement initiatives particularly in the area of the development and maintenance of public access 'open spaces'
- Activity/ Asset Manager for Regional Parks portfolio
- Maintain current reserve management plans for portfolio of Regional Parks
- Facilitate public access to open spaces
- Operate and Maintain network of Regional Parks
- Facilitate community events such as planting days
- Manage a portfolio of forestry and soil conservation assets

Role of Team Leader Open Spaces

The role of Team Leader Open Spaces is to provide the day to day management of the Open Spaces function and leadership of the team including setting the strategic direction in accordance with Councils Policy, legislative framework and community needs:

- Build and maintain effective working relationships with a wide range of internal and external stakeholders
- Provide effective and timely input into a variety of Council processes including strategic planning (Long Term plan and Annual Plan), budgeting requirements, quality and accurate reporting to council both formally and informally, river recreation investigation and planning.
- Effective Regional parks network planning and development including ensuring all Regional Parks have current management plans either in effect or proposed.

POSITION TITLE: TEAM LEADER OPEN SPACES

- Regional parks are effectively managed, safe and well utilised.
- Environmental code of practice for river and drainage works, and river ecology plans are implemented and maintained.
- Walkway enhancement planning is effective and timely.
- Asset Management of regional park portfolio aligned with ISO 55000
- As is appropriate, provide effective input into iwi liaison initiatives, consent checking, stormwater quality issues and ecological management plans.
- Provide regular reporting of performance and issues to senior management and Council

As a Team Leader you will be expected to positively lead the staff that report to the position and offer support, coaching and other professional development opportunities for them to ensure their work effort meets the requirements of good customer service and efficient and effective service delivery.

Role Expectations

Activity and Asset Management

- Ensure Reserve Management Plans/ Activity/ Asset Management are current and aligned with ISO 55000
- Provide a centre of expertise to Asset Management Group in open spaces issues
- Champion change to ensure the performance of the open spaces portfolio is transparent and visible
- Operate and maintain Regional Park network to agreed outcomes and budget

Team Leadership

- Participate in the ongoing development of a high performing and competent team.
- Ensure the establishment of a strong stakeholder solutions focused culture.

Relationship Management

- Ensure the establishment and maintenance of strong and meaningful relationships with agreed internal and external stakeholders.
- Report on achievement of these relationship expectations

Continuous Improvement

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace as assessed by your peers and Manager.
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your Manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your Manager.

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- Showing a strong team commitment, as indicated by peer feedback and your Manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging others ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager.
- Active involvement in decision making processes when the opportunity is made available.

Health and Safety

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- Where appropriate, advise other organisations you are working with of the known risks in the work being undertaken.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Maintaining a clean and tidy workspace.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

Emergency Management

All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

Key Skills

Knowledge

- Appropriate tertiary qualification in open space or environmental field.
- Proven experience in managing open space and / or park assets and / or stream enhancement initiatives.
- Good understanding of issues associated with Hawke's Bay rivers and open space areas.
- Experience working with community groups.
- Sound knowledge of ecosystems.

Skills

- Good leadership skills.
- Well-developed report writing and communication abilities.
- Ability to forge good relationships with a range of clients.
- Ability to be inclusive and involve others in decision-making.
- Proficiency in computer applications MS Office, ArcGIS desirable

Personal Attributes

- Integrity.
- Well organised and able to motivate others.
- A 'can do' attitude and enjoys working as part of a team.

HBRC's Vision, Purpose and Values

Our Vision: A healthy environment, a vibrant community and a prosperous economy.

Our Purpose: We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

Our Values:	Partnership and Collaboration	We work with our community in everything we do
	Accountability	We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
	Transparency	We report on what we do and the value this delivers for our community
	Excellence	We set our sights and expectations high, and never stop striving to do better