

Position Title	Play Advisor
Reporting to	Community Development Manager
Unit	Customer
Date last updated	November 2022

STRATEGIC DIRECTION



OUR PRINCIPLES & VALUES

Our principles of being inclusive, ambitious, enabling, open, bold and guardianship support the Vision and our goals for Palmerston North City. Our values are indicative of the way we work,

- Be Real, Be Positive – being true to who we are, thinking and acting positively, encouraging each other and facing into conversations that need to be had.
- Stronger Together – choosing to interact with team members and others across the organisation, as well as those outside PNCC.
- Make it Happen – choosing to exceed expectations by doing what we say we will do and boldly making decisions to get great work done.

These values reflect the aspiration for the city to reach its potential and capitalise on its strengths.

CONTEXT

The Customer Unit is responsible for a wide range of Customer and Regulatory Services. These services include the Libraries, Community Development, Call Centre, Front of House and Regulatory services such as Animal Control, Parking, Building, Planning, Environmental Health, Bylaws and Alcohol Licensing.

The Community Development division works collaboratively with community groups, organisations and agencies to build capacity and capability, and encourage community leadership of solutions. This includes facilitating better coordination between community organisations, agencies and groups.

To be successful it is essential that the Community Development division places the community at the centre of all activities, ensuring that content, programmes and services are equitable, effective and delivered efficiently. The Community Development division works with a diverse range of people and groups from various cultural backgrounds and is committed to giving effect to the principles of Te Tiriti o Waitangi. Te Tiriti is primarily a document ensuring social justice for all New Zealanders and as community development work is also concerned with social justice, recognising and actively promoting the principles of the Treaty is an important part of being an effective member of the Community Development division.

MAIN PURPOSE

This role is a newly created, fixed term role within Council. It is funded by Sport New Zealand Ihi Aotearoa as part of a nation-wide Local Play Workforce initiative.

The Play Advisor is responsible for working in partnered and collaborative ways to bring to life Palmerston North City Council's Play Policy. The role focuses on influencing the systems that impact access and the ability for all residents to enjoy playful moments regularly in their local environment.

The Play Advisor will work closely and collaboratively with the existing internal play committee, as well as with Sport Manawatu. A first phase of work will include a stocktake of where Council currently sits against the objectives in the Play Policy and other strategic commitments, followed by the development of an implementation plan. The Play Advisor will then lead the implementation plan delivery, which will include contributing to a range of programmes and projects across Council, influencing systems and processes by bringing a play lens to various kaupapa, and activating the potential of existing play-related budgets.

The Play Advisor will also contribute to Sport New Zealand's monitoring and evaluation of the Local Play Workforce initiative, annual reporting to Council regarding the Play Policy implementation, and the planned review of the Play Policy in 2024.

KEY AREAS OF RESPONSIBILITY

- Based upon the Play Policy, establish and coordinate the delivery of an implementation plan which will ensure that Council will realise the outcomes of this document. Undertake ongoing regular assessment to gauge Council's progress, and report successes and recommendations.
- Maintain a strong network of play champions within Council. Through this group, lead and contribute to cross-organisational projects and outcomes that create the conditions for play and bring the Play Policy to life.
- Advocate for the value of play in a child's life and the importance of a children-friendly design lens within existing Council strategy.
- Support Sport Manawātū in the use of the Neighbourhood Play System Spatial model to enhance Play in a targeted way in identified communities.
- Ensure programmes developed contribute to lifting Māori cultural, social, and economic well-being.
- Attend and support hui coordinated by Sport Manawātū to support their regional approach to play development, and the development of play champions.
- Connect with the national network of Local Play Advocates to learn, grow and support each other develop, strengthen and maintain key relationships across the local play network
- Effectively communicate with key stakeholders in play provision and support connections between key stakeholders in play to increase collaboration.
- Contribute to the continued growth of internal play capacity and capability resources and skill sets.
- Ensure all programmes are evaluated and activities/outcomes are reported as required so the Unit has records available for future purposes, and to measure against Council KPIs and strategic outcomes.
- Ensure all services provided are culturally appropriate.
- Such other activities as may be required from time to time.

Please note: Key areas of responsibility are likely to develop and change over the course of an employee's tenure at Council as the employee grows in skills and competencies. These key tasks and areas of responsibility are not an exhaustive list, nor will they remain static. The annual Performance, Planning and Evaluation (PPE) will supersede this job description. In addition, employees may be asked to do tasks outside of this description as and when required.

RISK MANAGEMENT ACCOUNTABILITIES FOR ALL EMPLOYEES

- **Council Policies and Procedures:** Ensure self and team comply with applicable council policies and procedures.
- **Environmental:** Reduce environmental impacts that may arise from work. All activities and communications must be conducted in accordance with applicable environmental laws and council policies. Promote the proactive management of environmental issues associated with conducting business.
- **Health & Safety:** Comply with Health and Safety obligations (e.g. observe and practice safe work methods, ensure your own safety and that of others, report any hazards or potential hazards immediately, use protective equipment and wear protective clothing provided where appropriate, only operate equipment that you have the necessary license and skills to operate, make unsafe situations safe or report unsafe working conditions to your supervisor, report all accidents including near misses promptly)

- **Employment Legislation:** Comply in full with employment legislation and adherence to applicable policies in the areas of employment, EEO and recruitment.

KEY RELATIONSHIPS

Internal:

- Other Community Development team members
- Other Customer Unit divisions
- Strategy and Planning Unit
- Chief Executive's Unit
- Infrastructure Unit

External:

- Rangitāne o Manawatū
- Sport Manawatū
- Sport New Zealand, and the national Local Play Workforce
- Local communities, neighbourhoods, interest groups
- Government and for-purpose organisations that work within the community and sport/recreation sectors
- Elected members

TYPICAL KNOWLEDGE, SKILLS, AND ATTRIBUTES:

Knowledge (*qualifications and experience*)

- Proven experience in enabling change, preferably in a local government or sport sector context
- A tertiary qualification in a relevant field (this could be in Sport and Active Recreation, Youth Development or another related field)
- Proven experience in plan, policy and strategy development and its implementation, including working collaboratively with a diverse range of practitioners and stakeholders
- A sound understanding of the principles of Te Tiriti o Waitangi and their implications for Council's work

Skills and Attributes

- Have a genuine passion for the power of play and its contribution to community wellbeing
- Ability to build and maintain effective reciprocal relationships, both internally and externally
- Ability to research, investigate, analyse and communicate written information effectively. This includes producing clear and accurate business cases for new programmes (if required), monitoring outcomes and reports.
- Be a bright, conceptual, innovative thinker, who can articulate the value of play and play concepts with ease and challenge the status quo while maintaining positive relationships
- Demonstrated willingness to work effectively, collaboratively across a diverse team
- Able to provide and present clear, firm advice to Council and management.
- Demonstrated passion and ability for affecting real change within the community
- High degree of initiative with ability to work autonomously to deadlines with minimal supervision

USUAL HOURS OF WORK

This position is for 40 hours per week, generally between 8am and 5pm Monday to Friday, however due to the nature of the role you may be required to work some evenings and weekends.

REMUNERATION

- This position is a grade 15 within the Council's remuneration system, starting at \$74,909 per annum depending on the Manager's assessment of the skills/experience of the jobholder and any other relevant factors.
- In addition, a 3% KiwiSaver employer contribution will be applied (where eligible)

OTHER

The position may be called to work outside normal working hours in the event of a Civil Defence emergency or exercise. The job holder will be expected to participate fully in training provided for this and any other Unit activities.

COMPETENCIES

Core	
Service	<ul style="list-style-type: none"> Recognises the diversity of customers and adapts approach and style to meet their needs. Able to identify and understand customer's needs, find solutions, seek feedback and follows up on solutions.
Communication	<ul style="list-style-type: none"> Clearly communicates messages in a concise manner Uses the most effective method and style of communication for the target group and the situation.
Business ethics	<ul style="list-style-type: none"> Demonstrates integrity, honesty, and commitment. Acts ethically in all dealings. Is equitable and ethical in the treatment of others. Is prudent in financial dealings.
Information Technology	<ul style="list-style-type: none"> Digitally able. Able to utilise the relevant computer packages used at Council, and work with a number of internet-based apps, programmes and environments.
Health & Safety	<ul style="list-style-type: none"> Proactively seeks and provides input into health and safety improvements in their work environment Promotes and participates in a healthy and safe work culture Keeps up to date with health and safety legislation and regulations relevant to the work they carry out
Role Specific	
Relationship building	<ul style="list-style-type: none"> Actively maintains internal and external networks. Values and utilises diversity that enables better service delivery. Understands the stakeholders needs and delivers on commitments. Able to manage and resolve conflict.
Teamwork	<ul style="list-style-type: none"> Understands team dynamics and actively contributes to effectiveness of the team, and the unit
Project Leadership	<ul style="list-style-type: none"> Has the ability to plan, monitor, and manage completion of projects within time, budget, and other specifications.
Intellectual Capability	<ul style="list-style-type: none"> Has ability to quickly and fully grasp and assess complex ideas to arrive at sound decisions that take into account short and long term implications.
Organisation Excellence	<ul style="list-style-type: none"> Plans work and utilises resources. Understands the organisation's vision and aligns work to its meaning. Makes decisions and has the ability to identify and act on risks. Achieves own goals and helps others achieve theirs. Reports on progress.
Professional Skills	<ul style="list-style-type: none"> Developed a body of professional knowledge reflected by an appropriate tertiary qualification and/or equivalent experience. Knowledge base is current and regularly updated and extended. Allocates and manages resources within area of expertise.

	<ul style="list-style-type: none">▪ A knowledge of or experience in working with Results Based Accountability or Collective Impact methodologies would be an advantage.
Political Acumen	<ul style="list-style-type: none">▪ Understands the political system, legislative framework, and underlying political drivers affecting the organisation, and work effectively within this framework.
Coaching and mentoring	<ul style="list-style-type: none">▪ Keeps up-to-date with professional knowledge and looks for opportunities for professional development.