




# POSITION DESCRIPTION

## HEAD OF OPEN SPACES

DIRECTORATE/TEAM	Community Services – Open Spaces	
REPORTS TO	Executive Director Community Services	
ROLE PURPOSE	<p>As Head of Open Spaces, you will play a pivotal role in fostering a high-performance, innovative, and collaborative culture across the organisation. Your leadership extends beyond your direct team, requiring strategic thinking, cross-functional collaboration, and alignment with the Executive Leadership Team’s vision. You will empower your people, embrace change, and drive organisational excellence in all aspects of open space management.</p> <p>You will be responsible for the strategic planning, development, and maintenance of all open spaces within the city, including reserves, premier parks, sports grounds, cemeteries, public toilets, and other recreational areas. This includes ensuring spaces are user-focused, safe, and accessible, and that they enhance community wellbeing through thoughtful design and inclusive engagement.</p> <p>By integrating strategy, planning, implementation, and operations into a single unit, this role fosters innovation and collaboration. You will lead urban design initiatives, engage with the community, and coordinate with developers and regional stakeholders to deliver sustainable, high-quality open spaces.</p>	
DATE REVIEWED:	June 2025	GRADE: 23

### Key Accountabilities

<p><i>What you will do</i></p> <ul style="list-style-type: none"><li>• Strategic and Integrated Asset Leadership - Lead the planning, development, and lifecycle management of parks, reserves, sportsgrounds, playgrounds, cemeteries, and public amenities. Ensure alignment with Council’s asset management strategies, growth plans, and the long-term aspirations of the community.</li><li>• Operational Delivery and Service Excellence - Oversee the maintenance, renewal, and operational performance of open space assets. Deliver high-quality, sustainable, and safe environments that support recreational and cultural use.</li><li>• Capital Projects and Development Input - Provide strategic and technical input into capital works programmes and new development planning. Ensure infrastructure is future-proofed, community-centred, and functionally integrated into the city’s open space network.</li></ul>	<p><i>What you will bring</i></p> <ul style="list-style-type: none"><li>• A tertiary qualification in parks management, recreation, public sector management, or a related discipline – or equivalent experience.</li><li>• 12–15 years’ experience in leading large, multi-disciplinary operational teams within parks, open spaces, recreation, or local government settings.</li><li>• Strong strategic and operational planning skills, with a proven ability to deliver infrastructure and service improvements aligned to community and council priorities.</li><li>• Expert-level knowledge in asset and contract management, including financial oversight, long-term planning, and service optimisation.</li><li>• Demonstrated ability to analyse complex systems and issues, identify inefficiencies, and deliver innovative, integrated solutions across functions.</li><li>• Excellent relationship management and communication</li></ul>
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<ul style="list-style-type: none"> <li>• Community and Stakeholder Engagement - Lead inclusive engagement processes with iwi, internal teams, contractors, and community groups. Champion spaces that are accessible, inclusive, and reflective of the city's identity and wellbeing goals.</li> <li>• Performance, Compliance, and Innovation - Drive continuous improvement in open space service delivery through innovation, technology, and best practice. Ensure compliance with relevant regulations and standards, while maximising long-term value from Council's investments.</li> </ul>	<p>skills, with the ability to influence and build trust across diverse stakeholders.</p> <p><b>Desired:</b></p> <ul style="list-style-type: none"> <li>• A relevant degree or professional qualification in Landscape Architecture, Environmental Management, Urban Planning, Parks and Recreation, or Public Sector Leadership.</li> <li>• Demonstrated experience in open space planning, asset management, stakeholder engagement, or large-scale capital delivery.</li> <li>• Excellent relationship management and interpersonal skills, with the ability to influence, collaborate, and build trust with a wide range of stakeholders including iwi, community groups, internal teams, and contractors.</li> </ul>
 <h2>Our Values</h2> <h3>ICE</h3> <p><b>INTEGRITY:</b></p> <ul style="list-style-type: none"> <li>• We act in a safe, open, honest and transparent manner.</li> <li>• In all that we do, we can hold our heads high.</li> </ul> <p><b>COMMUNITY AND CUSTOMER SERVICE:</b></p> <ul style="list-style-type: none"> <li>• We commit to listening to the needs of our internal customers and community and delivering excellence in service.</li> <li>• We engage in a friendly, trustworthy and respectful manner, embracing cultural heritage and diversity with an open mind.</li> </ul> <p><b>EXCELLENCE:</b></p> <p>As one team we encourage each other to:</p> <ul style="list-style-type: none"> <li>• Set consistent standards, while delivering the highest quality service and celebrating success in this, together</li> <li>• Care about the safety, wellbeing and the enhancement of ourselves, community and environment to enable all to flourish and prosper.</li> <li>• Embrace creativity and flexibility in a safe, collegial environment - where each individual's skills are valued and recognised.</li> </ul>	<h3><i>What we all do</i></h3> <ul style="list-style-type: none"> <li>• Adhere to Council policies and procedures.</li> <li>• Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety at Work Act 2015. Refer to appendix one.</li> <li>• Take all practicable steps to ensure your own and other's health and safety in the workplace.</li> <li>• Act as an ambassador for our Council, living the council values.</li> <li>• Develop and maintain emergency preparedness and planning to ensure resources, people, equipment, and materials are in place and lifelines are identified, prioritised, and integrated into the local and regional structure.</li> <li>• Participate in and undertake emergency management duties as required (CDEM)</li> <li>• Support the development and maintenance of recovery work streams.</li> <li>• Attend training as required to maintain the necessary skills to fulfil the requirements of the position.</li> <li>• Continue personal and professional development through continuous learning.</li> <li>• Recruit &amp; recommend staff for hire within organisational guidelines.</li> <li>• Commitment to upholding Te Tiriti o Waitangi and its relevance to the role</li> </ul>

## Additional Information

### Delegations

Direct Reports	3
Financial delegation	As per the NCC Financial Delegation Policy
Key Relationships – Internal	External
<ul style="list-style-type: none"><li>• Executive Leadership Team</li><li>• People Leaders</li><li>• All Directorates</li><li>• Civil Defence</li><li>• Staff as appropriate</li></ul>	<ul style="list-style-type: none"><li>• Legal professionals</li><li>• Ratepayers and residents</li><li>• Iwi &amp; Mana Whenua</li><li>• Hawke's Bay Regional Council</li><li>• Hastings District Council</li></ul>

### Role Acceptance

I declare that I have read and understand the above position description in relation to my employment with Napier City Council.	
Signed & dated	