

Position Description

POSITION	:	Parks Officer (Planning and Strategy)
REPORTS TO	:	Parks and Recreation Manager
LOCATION	:	Alexandra (main Council offices)

Purpose

The Parks Officer (Planning and Strategy) is responsible for leading open space planning and policy development and supporting the implementation of Councils Play Strategy initiatives for the Parks and Recreation Manager.

This role involves the preparation and review of strategies, policies and plans relating to open space, sport, recreation and play. The position acts as a champion for play across the district through the implementation of Councils Play Strategy.

This includes coordinating the delivery of adopted strategies through action plans involving relevant Council departments, external organisations, and community groups where actions relate to parks, open space, play and recreation outcomes.

Our Values

Our values embody the culture of the Central Otago District Council, how we behave and how decisions are made. They are built by staff, for staff, ensuring that all employees are on the same page so we can achieve and deliver our vision.



**Be
Respectful**



**Work
together**



**Be
courageous**



**Me manaaki tētahi ki tētahi, me
pakihiwitahi te tū – kia haere tahi ai tātou**

**Respect each other, stand shoulder to shoulder – so that we may travel on this
journey together**

Principal Duties and Responsibilities

Planning

1. Lead and coordinate the development of open space plans, policies, and strategies, which include preparation of statutory documents including reserve management plans as prescribed by the Reserves Act 1977

2. Design and deliver public consultation requirements for open space plans, policies, and strategies
3. Provide detailed reports to Council and Community Boards when decisions are required for open space plans, policies, and strategies
4. Develop a programme to review and prepare open space plans, policies and strategies
5. Ensure that all work undertaken reflects the principles of Te Tiriti o Waitangi and supports effective engagement with mana whenua
6. Work in partnership with mana whenua, to ensure planning and strategy outcomes reflect cultural values, mātauranga Māori, and place-based identity
7. Ensure work undertaken in alignment with Council's strategic direction, including the Long-Term Plan and relevant district-wide strategies, and considers alignment with regional and national strategies where appropriate

Strategy Implementation and Action Planning

8. Develop, maintain and coordinate implementation of action plans arising from adopted strategies, including the Play Strategy
9. Coordinate actions across relevant Council departments, external organisations, and community groups to support delivery of parks, open space, and recreation outcomes with a focus on facilitating Council's Play Strategy
10. Facilitate the delivery of actions within agreed strategic priorities of Council's Play Strategy in partnership with Sport Otago
11. Monitor and report on progress, including follow-up with stakeholders to maintain momentum
12. Manage and coordinate delivery of strategic projects and initiatives, ensuring timelines, dependencies, and risks are actively managed

Stakeholder and Relationship Management

13. Contribute to the development of effective consultation and engagement processes in relation to specific recreation and open space policy areas
14. Lead engagement with relevant Council departments and external partners to support and coordinate delivery of parks, open space, and recreation initiatives
15. Develop and maintain productive relationships with elected members, customers, stakeholders, and colleagues
16. Ensure timely, appropriate, and relevant communications are channelled to all affected parties and decision-makers
17. Support alignment of open space and recreation priorities with wider Council strategies, plans, and work programmes

General

18. Attend and participate in emergency operations training (CIMS) and contingency planning to prepare for emergency management events and active participation in training exercises
19. Assist Council, as required, in managing civil defence events, having due regard to the safety of your family
20. Assist the Parks and Recreation Manager in all aspects of the department's activities as required
21. Take responsibility for your personal well-being and health management within the workplace, including meeting Health and Safety requirements in accordance with the Council's Health and Safety Manual
22. Perform other duties as required from time to time at the request of the Parks and Recreation Manager

Key Result Areas

Key result areas have been identified to assist in formulating performance objectives. The duties of the position are being carried out to a satisfactory standard when:

1. Plans, policies, and strategies are developed in a timely manner and provide for effective long-term development and management of open space areas
2. Plans, policies, and strategies are aligned with the Open Spaces and Recreation Strategy
3. Internal and external stakeholders are engaged in the development of plans, policies, and strategies
4. Plans, policies, and strategies are delivered on time and include clear pathways for implementation
5. Action plans are actively implemented, with clear ownership, measurable progress, and regular reporting on outcomes
6. Councils Play Strategy implementation is embedded and delivered across the community, as resources allow.

Delegations

Makes decisions within the authority delegated by the Parks and Recreation Manager and the Group Manager – Community Experience.

Position Requirements

Experience/Knowledge

- Tertiary qualification in a parks, sport, recreation, policy, landscape architecture or relevant discipline
- Knowledge of strategy and policy development in parks and recreation
- Experience and/or knowledge in open space, sport or recreation areas is preferred
- Knowledge of the practical application of the Reserves Act 1977
- A current full driver's licence

Specific Skills

- Knowledge and understanding of the policy development process
- Excellent written and oral communication, in particular report writing skills
- Thinks strategically across systems and sectors
- Demonstrated ability to achieve targets
- Highly motivated, achievement-oriented, and innovative professional
- Well-developed interpersonal and relationship management skills
- Demonstrates emotional intelligence and is able to engage with a wide range of community representatives
- Good understanding and knowledge of policy and legislation relevant to recreation and open space
- Understanding of tikanga Māori and confidence engaging with mana whenua in a respectful and appropriate way.
- Understands and appreciates the workings of local government

Personal Qualities

- Personal and professional presentation is of a high standard
- Organised and tidy
- Punctual
- Displays a good level of initiative
- Ability to communicate effectively with members of the public in a friendly and professional manner
- Team player

Relationships

External

Mana whenua (including Aukaha)
Public
Sports and recreation groups
Parks users
Department of Conservation
Sport Central
Community groups and organisations
Recreation and open space partners

Internal

Chief Executive Officer
Group Manager – Community Experience
Parks and Recreation Manager
All Staff
Elected Members