

Parks and Open Spaces Planner and Policy Advisor



Department	Property & Community Facilities
Location	Seymour Street, Blenheim
Direct reports	Nil
Reporting to	Parks and Open Spaces Manager
Grade	17
Financial delegation	No budget responsibility

Department Overview

This position is within the Property & Community Facilities Department. The Property & Community Facilities Department is responsible for delivering key services relating to Marlborough's cemeteries; civic projects and commercial development; halls and memorials; parking; parks and open spaces; public conveniences; road safety; senior housing; sports parks; and swimming pools.

Purpose of the Role

- The Parks and Open Spaces Section supports and enhances the district's residents and visitors' enjoyment and quality of life by providing a range of open and green spaces, recreational facilities and amenities, cemeteries, public conveniences, halls and pavilions to a standard that meets community needs and expectations and contributes to the conservation of our natural resources, promotes the district's unique identity and enhances its visual, social and environmental character.
- The primary task for this role is to provide strategic direction in support of Council's planning and policy platform in recognition of the public needs of the region's parks, open spaces and public amenities. This role has responsibility to prepare Council's Strategic Plans and Reserves policies for the development of Council's parks and open spaces and public amenities consistent with the Reserves Act, Resource Management Act, Local Government Act and other relevant statutes.
- This role is part of a team responsible for providing direction and technical expertise to support the vision, values and objectives of the Parks and Open Spaces Section.
- The position has responsibility for coordinating the research and preparation of strategic, policy and management plan documents relating to parks and open spaces.
- This position will lead analysis, development and implementation of existing and new policies as they affect the area of reporting. The role will develop processes to support the respective policies to bring and deliver better value and greater efficiency to the community.
- This position is responsible for establishing appropriate annual planning processes for the section that are integrated into budgeting, strategy and long-term capability and asset planning. The position is also responsible for embedding appropriate monitoring processes for section plans to enable the establishment of a positive culture of planning and continuous improvement.

Key Responsibilities

<p>Plans and Policy Statements</p>	<p>Co-ordinate the management, development and review of Parks and Open Spaces Plans and Policy Statements.</p> <p>Implement a planned approach to development of plans and policies including process mapping of approach.</p> <p>Use a structured approach to manage the process to ensure consistency.</p> <p>Encourage wide public input and support.</p> <p>Have Long Term Plans/Annual Plans, strategy documents and policies completed. The process of which is documented for consistency of approach and measures.</p>
<p>Current industry standards</p>	<p>Remaining current with up-to-date industry standards and thinking on the provision of parks and open spaces.</p> <p>Ensure services are provided and developments undertaken in line with present day standards, techniques and technologies and ensuring these processes are documented and understood.</p>
<p>Plans</p>	<p>Ensuring that planning policies are reflected in the Annual Plan and five-year capital expenditure programme.</p> <p>Ensure the Annual Plan and the Long-Term Financial Strategy are completed and approved.</p> <p>Ensure these processes are documented and understood.</p> <p>Preparing, commissioning and coordinating the development, updating and ongoing improvement of management and other plans.</p> <p>Ensure existing plans are up to date.</p> <p>Ensure new plans are presented to Council for approval.</p> <p>Ensure these processes are documented and understood.</p>
<p>Internet and SiD pages</p>	<p>Coordinating the process of assembling and updating information to be included on the Parks and Open Spaces Internet and SiD pages.</p> <p>Ensure SiD and website data are updated regularly in accordance with Council's expectations and needs.</p> <p>Ensure these processes are documented and understood.</p>
<p>Planning process</p>	<p>Encourage and facilitate customer participation in the Parks and Open Spaces planning process.</p> <p>Consult with the community as part of Council's Long-Term Plan/Annual Plan and other Parks and Open Spaces Plans as and when required.</p> <p>Ensure that these processes are documented and understood.</p>
<p>Advising</p>	<p>Provide advice and information, both internally and externally, on Parks and Open Spaces planning and management matters.</p> <p>Ensure there is a high level of support for and satisfaction in the section's performance from an internal/external customer perspective.</p> <p>Review measures.</p> <p>Ensure that these processes are documented and understood.</p>

Resource Consents and Development Contributions	<p>Assess all resource consent applications that may involve acquisition or impact on parks and open space areas consistent with Council's obligations under the Resource Management Act, Local Government Act, Reserves Act and Council's Reserves Policy.</p> <p>Assess Development Contributions in line with Council Policy.</p> <p>Ensure you actively make decisions regarding Esplanade Acquisition consistent with policy and Resource Management Act.</p> <p>Ensure that these processes are documented and understood.</p> <p>Identify the need and apply for resource consents required for development of parks and open space areas.</p>
Public relations and community liaison	<p>Maintain good public relations and community liaison and encourage community participation in the review and development of Reserve Management Plans and development of policy.</p> <p>Provide planning and advisory support to community groups as appropriate.</p> <p>Contribute to interpretation and education strategies and events within the community.</p> <p>Increase the understanding of the natural, cultural, social and historic values of parks and open space areas.</p> <p>Liaise with user groups and organisations on programming of activities to enable the best use of facilities by such groups and the general public.</p>
Compliance	<p>Ensure customers receive and comply with appropriate legislative and bylaw requirements.</p>
Reporting	<p>Provide detailed reports for consideration by Council Committees, both for information and for decisions to be made on matters of policy or where the authority is outside of that delegated to this position.</p> <p>Review and advise on Parks and Open Spaces agenda items in context of Marlborough Environment Plan and Parks and Open Spaces Reserve Management Plans and other as required.</p>
Other	<p>Assist in the provision of parks and open spaces that meets community and environmental needs according to prioritised and programmed objectives and policies.</p> <p>Ensure parks and open spaces are provided in a manner, level and standard which meets community needs and expectations.</p> <p>Actively identify and promote opportunities for positive media coverage of Council events and activities within the Parks and Open Spaces area.</p>

Organisational Responsibilities

Continuous improvement

Challenge the status quo and continuously seek opportunities to improve services and processes.

Customer service

Relate with the public in a courteous and positive manner. Actively listen to understand and meet customer's needs.

Digital mindset

Have a "digital mindset" which allows you to approach situations with a digital focus, taking full advantage of the technology, information, and data available to us whilst ensuring operational outcomes, efficiency, and security aren't compromised.

Be aware that transformation comes not from a change of system or infrastructure but a change in mindset. Opening your mind to the idea of doing things differently can unlock the true range of possibilities.

Health, safety and wellbeing

Take ownership and responsibility for your own decisions and actions by proactively engaging in safe work practices that prevent injury; and look out for your colleagues, contractors, customers, and visitors.

Report hazards, injuries, illnesses, near-misses, unsafe practices, rules that don't work and other opportunities for improvement without fear or delay, so that we can all learn and share in the learning.

Co-operate with reasonable instructions and procedures.

Contribute to Council's ongoing safety improvement journey.

Make safety a priority and help lead the way!

Inclusion and diversity

Support an inclusive workplace - an environment where our employees feel safe, valued and respected; and have opportunities to contribute their perspectives, experience and talents to our organisation.

Support a diverse workforce (the visible and invisible factors that define us as individuals) by displaying an open-minded, non-judgmental attitude towards others.

Record management

Create and maintain all records of Council business (regardless of format) in approved corporate information systems, as per Council's information and data management policies and procedures.

Response in emergencies

Be available to assist during emergencies as and when they occur, working within your level of competence and training.

Risk management

Understand, report and manage operational and compliance risk. Familiarise yourself, comply with and give advice in accordance with Council's risk management policies and procedures.

Te ao Māori

Willingness to develop cultural competency; for example by developing an understanding of te reo Māori, tikanga Māori (Māori customs and practices), mātauranga Māori (Māori wisdom, knowledge and understanding) and Te Tiriti of Waitangi; and by engaging with Māori communities as required within your role.

Other duties

Take on any additional duties or special projects that may be assigned from time to time and ensure that these are performed effectively and efficiently.

Person Specification

Qualifications	A degree in Parks, Recreation Management or Resource Management Planning or other appropriate qualification.
Experience and knowledge	<p>Experience in developing management plans and policy.</p> <p>Experience and knowledge of consultation processes.</p> <p>Ability to actively enforce the relevant legislation and bylaws.</p> <p>Previous experience in working at a local authority is preferred.</p> <p>Proven ability in presenting to committees and working groups.</p> <p>Strong research and effective writing skills to ensure clarity and comprehensive coverage of all aspects of reporting and plan writing.</p> <p>A high level of understanding and a working knowledge of relevant legislation relating to local authority parks and open spaces management e.g., Reserves Act 1977, Local Government Act and Resource Management Act 1991.</p> <p>GIS skills and experience.</p> <p>Encourages strategic thinking, innovation and action.</p>

Core Competencies

Adaptability	<p>Ability to maintain a calm, professional manner in challenging situations.</p> <p>Ability to operate effectively in a complex and changing environment.</p>
Commitment to improvement	<p>Enthusiasm for continually increasing knowledge and technical abilities.</p> <p>Enthusiasm for continuous improvement and efficiency in processes.</p>
Communication	Excellent oral and written communication skills which are appropriate and relevant to the audience.
Customer focus	<p>Excellent customer services skills.</p> <p>Ability to understand customers' needs via active listening.</p>
Digital literacy	<p>Ability to learn new technological skills essential for digital transformation and to think innovatively and embrace a perpetual learning culture.</p> <p>Motivation to use digital skills to create new opportunities.</p>
Integrity	<p>Ability to handle confidential or controversial information with discretion and professionalism.</p> <p>Takes accountability for own actions.</p>
Interpersonal skills	<p>Proven ability to work effectively in a team environment.</p> <p>Proven ability to develop relationships and work collaboratively with others.</p>
Organisational skills	<p>Strong personal prioritisation and time management skills.</p> <p>Ability to multi-task, prioritise, pay attention to detail and use initiative.</p>

Problem solving and decision making	<p>Considers risk factors in decision-making.</p> <p>Uses own judgement and experience to solve problems.</p>
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Strategic Framework

Vision	<p>Marlborough is a globally-connected district of smart, progressive, high-value enterprises, known for our economic efficiency, quality lifestyle and wellbeing, caring community, desirable location and healthy natural environment.</p>
Mission	<p>We invest in Marlborough's future, our people, quality lifestyle and outstanding natural environment.</p>
Values	<p>Council's values and behaviours are based on Respect, Professionalism and Integrity. Council is committed to an environment that supports professional development, an equal opportunities workplace and a positive culture.</p> <p>All staff are expected to endorse and support Council's Vision and Values and actively work to achieve them, behaving with the highest level of professionalism and integrity and exhibiting courtesy and impartiality towards colleagues and the community.</p> <p>Our values are:</p> <ul style="list-style-type: none"> • We are open, transparent and collaborative. • We partner with tangata whenua iwi. • We involve and respect our many cultures. • We are innovative and strive for excellence. • We are adaptive and responsive to community needs. • We work in an environmentally sustainable manner.