

Position Description

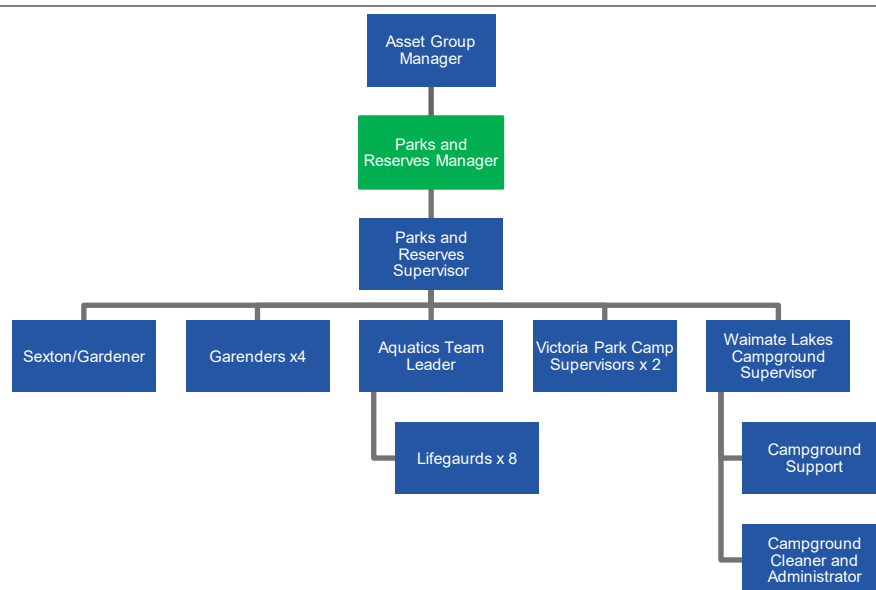
Position Details

Position title	Parks and Reserves Manager
Grade	18
Group	Asset Group
Date Reviewed	21 August 2026

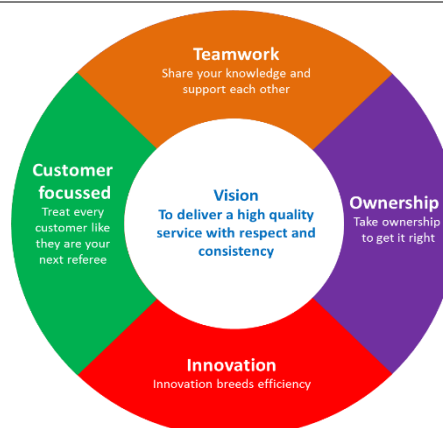
Purpose

The Parks and Reserves Manager leads the planning, management and development of Council's parks, reserves, community facilities, campgrounds and aquatic facilities. The role is responsible for ensuring these assets and services are well maintained, financially sustainable and meet the needs of the Waimate community. This includes strategic planning, asset management, project delivery, contract management, budgeting, community engagement and leadership of the Parks and Reserves activity.

Structure



Staff Vision and Values



Key Internal and External Relationships

Internal Relationships	External Relationships
• Asset Group Manager • Parks and Reserves Supervisor • Parks and Reserves Team • Executive Support Manager • Waimate District Council Staff	• Elected Members • Resource Recovery Park • Primary ITO • Local Government Authorities and Agencies • Police • Contractors and Suppliers • Local Iwi and Rūnanga • Event groups, Clubs and Volunteer groups • Members of the Public

Key Responsibilities

Activity Management

- Lead and manage the Parks and Reserves activity, ensuring services, facilities, assets and operations are delivered effectively and aligned with Council's strategic objectives.
- Provide leadership across the Parks and Reserves activity, ensuring operational priorities, staff resourcing, service delivery, budgets and risk management are effectively managed.
- Prepare, monitor and manage the activity's annual budgets in accordance with approved budgets and Council's Delegations Policy.
- Develop and maintain the capital works programme to support the long-term sustainability and improvement of parks, reserves and community facilities.
- Lead the planning and delivery of capital works and projects, including procurement, contract management, budget control and successful project completion.
- Manage lease arrangements and lease negotiations associated with the Parks and Reserves activity.
- Lead the development and maintenance of asset information, Asset Management Plans and Reserve Management Plans to support informed decision-making and long-term planning.
- Maintain knowledge of, and ensure compliance with, relevant legislation, standards, regulations and industry best practice, providing advice to Council staff and elected members as required.
- Ensure effective health and safety management across the activity, including contractor compliance, risk management and safe operating practices.
- Ensure PoolSafe accreditation is maintained for the Norman Kirk Memorial Pool.
- Ensure facilities, plant and equipment are effectively managed through planned maintenance, renewal programmes and appropriate budget provision.
- Lead workforce planning and support the recruitment, development and capability of employees across the activity.
- Provide leadership, guidance and support to the Parks and Reserves Supervisor to ensure operational activities are delivered efficiently and effectively.
- Work with the Executive Support Manager to promote and communicate the activities and achievements of the Parks and Reserves team.
- Build and maintain positive relationships with iwi, community groups, stakeholders and volunteers, acting as Council's liaison for community projects, initiatives and partnership opportunities.

- Undertake other duties as reasonably required by the Asset Group Manager.

Planning and Reporting

- Contribute to Long Term Plan, Annual Plan and Annual Report processes by providing accurate activity information, analysis, planning input and performance reporting.
- Prepare reports for Council, Committees and external organisations in a timely and professional manner.
- Develop and implement strategies, plans and initiatives that support Council's strategic direction, service levels and community outcomes.

Health and Safety

The Health and Safety at Work Act 2015 places the onus of responsibility for health and safety on workers as much as the Council. It is imperative all workers actively participate in managing risks and hazards, reporting accidents, incidents and near accidents, and avoiding any action which may cause harm to themselves or others. This includes:

- Working in a safe manner to protect themselves, their fellow workers, and all plant, property, and equipment.
- Only operating equipment for which they have been trained and/or instructed in and hold appropriate authorisations for, or with specific supervision.
- Adherence to the relevant legislation, regulations, standards, rules, instructions, and best practice.
- Keeping their work area or equipment clean and tidy and maintaining a high level of housekeeping.
- Wearing appropriate personal protective equipment.
- Ensuring no acts or omissions while at work causes harm to themselves or any other person.
- Being familiar with all emergency equipment in the work area and all work-site emergency procedures.
- Not wilfully interfering with or misusing items or facilities provided in the interest of safety.
- Reporting all workplace illnesses, injuries, near misses and incidents as soon as possible using the reporting form and taking all reasonable action to eliminate their recurrence.
- Reporting any hazardous condition, situation, or event.

Civil Defence/Emergency Response Duties

- All Council staff are expected to undertake appropriate training to prepare for a Civil Defence/emergency management event. In the event of an emergency or potential emergency, you must firstly have due regard to the safety of your family. You may be assigned duties to assist Council in managing the event.

Expected Behaviours

Core Behaviours	
Accountability	• Accepts responsibility for own actions and decisions • Delivers on commitments • Admits mistakes and uses them as learning opportunities
Communication	• Communicates messages in a clear, concise, and consistent manner • Ability to communicate effectively with a wide variety of people

Core Behaviours	
	• Uses the most effective method and style of communication for the audience and situation • Utilises effective listening skills and questioning techniques
Customer service	• Recognises the diversity of customers, and adapts approach and style to meet their needs • Consistently demonstrates respect, responsiveness and professionalism while providing superior services for customers • Problems and complaints are acknowledged, and attempts made to resolve them in a timely fashion, seeking advice from senior staff where required • Always complies with Council's confidentiality policy when dealing with customer information
Self-management	• Proactively plans work and manages competing priorities to ensure deadlines are met • Plans and utilises resources in the most effective and efficient way • Makes appropriate decisions, taking into consideration impacts and risks • Listens to and considers different viewpoints, remaining calm when challenged • Alerts manager when overloaded, stressed, or having difficulty with specific tasks or areas of responsibility • Continually looks for opportunities to gain new knowledge and skills
Teamwork	• Is an active and contributing team player • Values diversity and supports different ways of working • Proactively shares information, ideas, and experiences • Empowers others to succeed and to seek excellence • Credits others for their contributions and accomplishments

Role Specific Skills	
Decision-making	• Uses relevant information, judgement and experience to make timely, risk-informed decisions. • Supports appropriate decision-making by the Parks and Reserves Supervisor and team within delegated authority.
Innovation	• Continually reflects on how things could be done better • Adopts a positive and flexible attitude to improvement, change and challenges • Manages barriers to innovation and improvement
Intellectual capability	• Shows evidence of analytical thinking • Rapidly and accurately identifies key issues or actions • Goes beyond the information immediately available • Understands the possible ramifications of their work and issues

Role Specific Skills	
Leadership	• Leads by example and demonstrates leadership behaviours that align with Council's vision, values and goals. • Provides direction and support to the Parks and Reserves Supervisor to help build a positive, capable and high-performing team. • Supports coaching, mentoring, professional growth and knowledge sharing across the team. • Addresses issues and conflicts with professionalism, courage and empathy, escalating matters where appropriate. • Translates strategic priorities into practical plans, priorities and service outcomes.
Political acumen	• Offers unbiased professional advice • Understands the political system and underlying drivers • Understands the statutory and legal framework the Council operates within and able to effectively operate within this framework
Project management	• Scopes, plans and oversees projects to achieve agreed outcomes within approved timeframes, budgets and resources. • Communicates project requirements and progress clearly to stakeholders, contractors and internal teams. • Monitors progress, manages risks and maintains focus on delivery through to completion.
Relationship building	• Builds and maintains professional and productive relationships • Understands stakeholders' views and why they are held • Demonstrates sensitivity to other groups and values diversity
Results focus	• Consults with and engages with relevant parties to identify solutions • Recognises when others need support to resolve a situation • Considers situations from different perspectives • Makes timely decisions
Strategy	• Takes a long-term view to plan parks, reserves and community facilities services that respond to Council priorities and changing community needs.

Knowledge, Qualifications and Experience

Essential

- A relevant qualification in horticulture or related field and/or equivalent body of knowledge.
- A minimum of five years' relevant experience in parks, reserves, community facilities, asset management, operations, or a related field.
- Demonstrated experience providing leadership, guidance and support to operational supervisors and teams.
- Demonstrated ability to operate at a strategic management level while maintaining appropriate operational oversight.
- Extensive working knowledge and understanding of community facilities and asset management.

- Demonstrable working knowledge of the Health and Safety at Work Act.
- Proficient in the Microsoft Office suite.
- Experience in project and contract management.
- Excellent verbal and written communication skills.

Desirable

- Previous local government experience.
- A working knowledge of legislation and regulations relating to local government parks, reserves, and community facilities functions.

Approval

Parks and Reserves Manager

Name

Signature

Date

Human Resources Manager

Name

Signature

Date