



POSITION DESCRIPTION

Position: Manager Community and Recreational Facilities	Group: Infrastructure
Job-holder:	Location: Taumarunui
Responsible to: Executive Manager Infrastructure	Date: January 2025
Responsible for: The Manager Community and Recreational Facilities provides high-quality strategic and operational management of our council property, parks, and reserves to include the management of staff.	

OUR DISTRICT:

We are proud of our reputation in the community and are working hard to bring to life the 10-year Long Term Plan (LTP). Council is on a journey to drive and support the development of safe, prosperous, rural communities that thrive and capitalise on our agriculture, business and tourism sectors, while sustaining our beautiful environment. We are doing this through promoting an environment which is sustainable, enhances the quality of life, and meets the needs of our present and future citizens and visitors to the Ruapehu District. We serve a population of 13,000 spread across 6,730 square kilometres, with an annual turnover of \$50 million and assets of \$500 million including one million visitors to our unique and beautiful environment.

The Ruapehu District offers an enviable lifestyle on offer with the Tongariro World Heritage Park and the Whanganui National Park, as well as having superior snow sports, cycle trails, trekking, kayaking, hunting and fishing at our doorstep to support a healthy work life balance.

OUR LEADERSHIP PHILOSOPHY:

Our leadership ethos is founded in valuing People, Teamwork and Continuous Improvement through our day to day activities, behaviours and our interactions with staff, iwi, and key stakeholders in our community. We are respectful in our approach and lead by example. See Attachment 1, "Three Pillars of our work at RDC".

POSITION OVERVIEW:

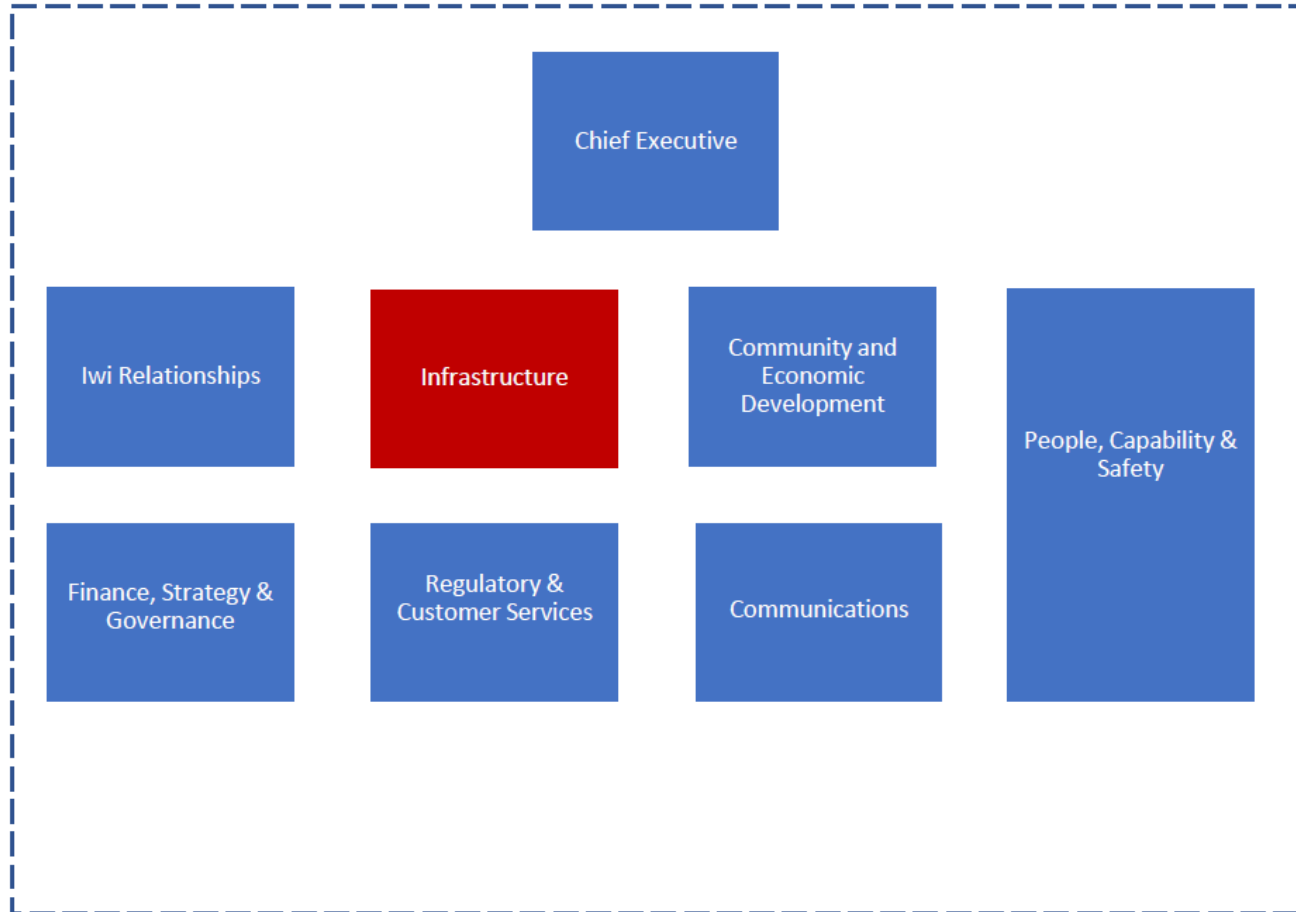
The Manager Community and Recreational Facilities provides high-quality strategic and operational management of our council property, parks, and reserves. The role manages a small team of property officers that oversee all operational and legislative requirements relating to council owned property.

Financial & Non-Financial Delegations:

Number of direct reports: 3

Number of indirect reports: 0

Expenditure Authority Levels: Individual expenditure items within approved budgets.



LEVEL OF AUTONOMY AND DEGREE OF DELEGATION:

The role operates within clearly defined KPI's and accountabilities, managing a team and holding decision making authority for the actions of the community property team. The role works in collaboration with its stakeholders to ensure all council property is managed accordingly.

STAKEHOLDER ENGAGEMENT:

Internal: Chief executive, executive manager community services, community property team members, management teams, group staff and other council staff.

External: Contractors, consultants, community groups, elected members for strategic and operational matters and members of the public.

THE ROLE:

This role provides leadership and direction to the Community Property Team. It involves efficient and effective property management across the district, with a strong focus on minimising risk in property activities and upholding the council's adherence to property and local government legislation.

KEY ACCOUNTABILITIES – this table forms the basis for annual KPIs

- Property management
- Asset management and planning
- Team leadership
- Technology and systems

Key Performance Areas	Key Accountabilities	Key Performance Indicators
RDC Values	Conduct all business activities in line with our council values.	Demonstrate our values when performing tasks and working with both internal and external stakeholders.
Property management	<p>Manage property portfolios, including tenancies, leases and licences to occupy, ensuring property register is up to date and accurate at all times.</p> <p>Manage current and new contracts for cleaning and property maintenance including, but not limited to, parks and reserves, social housing, council buildings and community facilities.</p> <p>Maintain operational oversight of council's Taumarunui airport, upholding legal obligations and providing notices to airmen (Notams) when required.</p>	<p>Ensure appropriate lease and/or agreement arrangements for identified council properties are approved and maintained.</p> <p>Ensure all legal documentation is executed consistently and within agreed timeframes.</p> <p>Ensure airport operations are managed timely and effectively.</p>
Asset management and planning	Maintain asset condition database, with comprehensive record keeping of property assets, condition, planned upgrades, disposals, level of service and growth projects.	Regularly review during each three-year period of long-term community plan incorporating changes from exceptions annual plan.

	<p>Conduct research including but not limited to, the preparation of draft and final reports for various council, committee, and community board meetings.</p> <p>Keep up to date with legislative and other applicable matters, providing prompt notification, reports and recommendations that demonstrate meeting of statutory obligations.</p> <p>Ensure risk process, procedures and organisational IT controls and systems are adhered to.</p> <p>Manage property-related income and expenditure, providing accurate monthly reports to the council which include over and under analysis.</p>	<p>Prepare and deliver summary of findings with reference to appropriate legislation and compliance.</p> <p>Provide accurate and timely advice to stakeholders to minimise exposure to risk.</p> <p>Demonstrate a high standard of corporate communication and documentation, with accurate record keeping and easily accessible working documentation.</p> <p>Provide information to other teams when required, supporting the sharing of council information as appropriate.</p>
Contract Management	<p>Ensuring that sound procedures are developed and implemented for the preparation of contracts, tendering procedures and contract monitoring and administration so that all necessary legal requirements and Council policies are met.</p> <p>Advising the Tender Group established by Council for the purpose of letting of contracts and ensuring that Council's Contract and procurement Policies are adhered to at all times.</p>	<p>Contract Management Team and Governance are supported to deliver.</p> <p>Contracts are let according to Procurement Policy guidelines.</p> <p>Contract management achieves time and budget of works to levels of service, and in a manner which builds partnership.</p> <p>The quality of works and communications of upcoming work demonstrates respect for the community and community feedback is positive.</p> <p>Continuous remediation of non-compliance is achieved</p>
Team leadership	<p>Provide effective leadership, direction and support to the team giving clarity on team deliverables, performance targets and the relevant legal responsibilities, policies, and delegations.</p>	<p>Effectively manage the workflow and operational output of the team, while promoting positive behaviours and alignment to performance standards.</p> <p>Ensure regular staff meetings that are effective, and ethical behaviour is promoted and addressed. Staff are attested by other</p>

	Develop and grow competency within the team, ensuring performance reviews are completed regularly with appropriate actions taken.	groups as team players and work cross-organisationally to achieve strong outcomes.
Technology and systems	Adhere to the use of council technologies and digital platforms inclusive of DWS and Microsoft programs.	Show a good working knowledge and use of our technology systems while ensuring related documents are accessible and up to date.

ANY OTHER INFORMATION RELATED TO POSITION:

The council is responsible for Civil Defence emergencies, and it is understood all employees will be trained and may be called on to keep open essential services, to participate in emergency management training and respond to adverse events and to assist in other duties as required.

PERSON SPECIFICATION

Professional & Technical Competencies

- Hold a robust knowledge of local government, resource management, property law, and reserves acts and other related property legislation.
- Ability to understand and interpret legal documentation and legislation.

Formal qualifications

- Tertiary qualification or equivalent experience in planning, property management, business administration or property law.

Depth and breadth of experience needed

- Property administration, parks and reserves maintenance and budget management.
- Team leadership and development.
- High level of accountability, prioritisation and problem solving.
- Competent in computer programs including Microsoft excel for data purposes.

POSITION-HOLDER:

NAME.....

SIGNATURE.....

DATE.../.../...

MANAGER

NAME.....

SIGNATURE..... DATE.../.../...

Attachment 1

The Three Pillars of our work at RDC

People

- Our job is to serve the people of the Ruapehu. Every customer and community member is to feel that they are listened to, treated respectfully, and we 'go the extra mile' to find solutions for them;
- We must be good and sincere communicators, and 'do what we say we will do when we say we'll do it';
- We must ensure that our customers, including other staff are, satisfied with our service;
- We must each individually commit to building a great workplace, where every staff member "starts each day with a sense of purpose and ends each day with a sense of accomplishment".

Teamwork

- We must trust each other's abilities and roles in the organisation;
- We must respect each other's different perspectives, cultures, life and work experiences – because these are strengths;
- We must accept our limitations and need of others – to work together for better results for our customers and community.

Continuous Improvement

- We must accept responsibility and accountability for our own work;
- We must challenge and try to improve everything we do to deliver quality results;
- We must not be afraid to lead change to deliver better services to our community;
- We must commit to consistently achieving more cost-effective and smarter ways to work;
- We must provide effective and efficient services and assets to our communities at all times.