

POSITION DESCRIPTION



Job Title:	Spaces and Places Planner
Responsible To:	Strategy and Policy Manager
Responsible For:	Nil
Position Purpose:	<p>To support the development and implementation of public spaces and places plans and strategies to develop and activate public areas and support community participation in social, arts and recreation opportunities to enhance economic, social and cultural wellbeing outcomes for the Opotiki district.</p> <p>Understand stakeholders, community groups and Council needs and be able to respond in a proactive way focused on delivering outcomes to support community wellbeing and growth.</p>
Date:	November 2023

ORGANISATION CONTEXT



IMPORTANT FUNCTIONAL RELATIONSHIPS

External

Residents and ratepayers
Council customers
Local Government NZ
Other local authorities
Key government agencies
Sport BOP and Sport NZ
Relevant forums

Internal

All staff
Elected members
Project groups

Committees/Groups

Iwi/hapū of district
Council committees
Coast Community Board

KEY RESULT AREAS

The position of **Strategy Advisor – Places and Spaces** encompasses the following functions or Key Result Areas:

Jobholder is accountable for	Jobholder is successful when
<p>Project Management</p> <ul style="list-style-type: none"> • Providing project management for the places and spaces strategy, and other related projects . • Project budget planning, monitoring and reporting is undertaken, and risks are proactively identified and addressed 	<ul style="list-style-type: none"> • High quality projects are delivered within budget and are a sound investment of expenditure • Project stakeholders are engaged and informed on progress and, where necessary, risk • Compliance is achieved and financial and reputational risk is minimised. For example, resource management, building and engineering standards, health and safety.
<p>Funding and partnerships</p> <ul style="list-style-type: none"> • External funding opportunities are identified to support project implementation. • Ensuring the reputation of Council is positive and enhanced. • Establishing and maintaining effective relationships with internal and external contacts, including (but not limited to) government, Iwi and Hapū, regional council, and other key partners • Ensuring the relationship between the Council and its key external stakeholders is positive and constructive • Representing Council at appropriate events, meetings, and conferences 	<ul style="list-style-type: none"> • Relationships with key decision-makers and opinion leaders in the community is positive and constructive. • Formal and informal consultation and engagement processes are proactively undertaken. • Funding applications meet the criteria and are delivered to a high, professional standard • Support is provided to create business cases where necessary.
<p>Community Connection</p> <ul style="list-style-type: none"> • The community understands and experiences the value and benefits of the spaces and places strategy and the related capital projects • The places and spaces strategy demonstrates interactions with key stakeholders and community groups are focused on best practice and community outcomes. 	<ul style="list-style-type: none"> • Our community understands and supports the spaces and places vision and its relationship to social, cultural, economic, and environmental wellbeing. • Improved interactions with the community, stakeholders, and iwi and hapū are demonstrated through positive feedback • Projects are delivered to align with best practice and community outcomes.

<p>Communication and Engagement</p> <ul style="list-style-type: none"> • Positively present and promote Council's processes, initiatives, and actions. • Ensuring Elected Members, council staff, key stakeholders and the community are regularly inform using appropriate communication channels. • Ensuring stakeholders and the wider community are provided with opportunities to proactively engage in the development of strategies and plans 	<ul style="list-style-type: none"> • Communications materials is well-managed, accessible, and filed appropriately. • Projects for spaces and places have effective engagement and consultation practices throughout the project • Engagement and communications staff across council are informed and involved with the places and spaces strategy.
<p>Personal Development</p> <ul style="list-style-type: none"> • Developing and maintaining professional knowledge and contacts 	<ul style="list-style-type: none"> • Training undertaken meets institutes professional development hours • Attendance where opportunities present issues relevant to Local Government and the Council • Maintaining register of development undertaken.
<p>Health and Safety</p> <ul style="list-style-type: none"> • Taking reasonable care to ensure the health and safety of yourself and others • Complying with Councils policy, work practices and instructions and contributing to a safe and healthy work culture. 	<ul style="list-style-type: none"> • Events, near misses and injuries are reported in accordance with organisations requirements • Engage in and promote health and safety in related work areas. • There is a culture of continuous improvement.
<p>Civil Defence</p> <ul style="list-style-type: none"> • Undertake necessary training to ensure preparedness for emergency management. 	<ul style="list-style-type: none"> • Support is provided during an emergency.

Other duties expected of position holder:

Undertake any other duties and functions as may be requested of you by your Manager.

Note:

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and Manager as part of the performance management process.

PERSON SPECIFICATION

Knowledge/Experience

- Relevant tertiary qualification
- Work experience in a related field
- 2+ years project management experience
- An understanding of the Local Government sector
- An understanding of strategy development and alignment to legislative requirements
- Advanced computer literacy, particularly in Microsoft Outlook, Word, Excel and PowerPoint
- Experience in consultation and stakeholder engagement especially with community, iwi and hapū groups.
- Understanding and commitment to customer service and community outcomes

Key Job Competencies

- Ability to interact with a diverse range of people and customers
- Excellent time management and organisational skills and able to work flexible hours as required
- Excellent communication skills including the writing of reports
- Ability to categorise work to establish priority tasks
- High standard of interpersonal skills to build relationships of purpose
- Ability to work independently and as part of a team.

Manager

Date

Position Holder

Date