



Position Description

Position Title: Facilities Coordinator

Tenure/Hours: Permanent Full Time
40 hours per week, Monday to Friday
On call for emergency operations

Position Summary: This role works closely with the Facilities Team to support all activities including land, buildings, parks, reserves, playgrounds, pensioner housing, public conveniences, campgrounds, swimming pools and cemeteries. The role includes coordinating facilities operational projects and providing support to the Facilities Manager.



COUNCIL MISSION

In partnership with tangata whenua and our communities, we will innovate and collaborate to enable a range of opportunities for the Tararua District.

Mā te mahi tahi mātou o kaunihera ki ngā tangata whenua, ka auaha aheinga mō tātou katoa o te rohe o Tamaki-nui-a-Rua



DISTRICT VISION

Vibrant, connected communities where our land and waters are nurtured and our people flourish.

Mā te whenua, mā te waiora tatou e ora ai hei hapori ngangahau hei hapori honohono hoki.

What you will do

- Support the Facilities Team with internal and external customers seeking support and information from facilities.
- Contribute to the development of a preventive maintenance and renewals program for all Community & Recreation Facilities.
- Assist with the development and review of Council owned land including issued leases/licences to community/sports groups, grazing/horticultural leases, and other leases/licences.
- Coordinate the management of Facilities policies and record keeping processes.
- Support asset management improvements through implementation of system and gathering and entering data.
- Coordinate the management of facility and service agreements audits, providing direction and support to team members ensuring audit goals are met.
- Assist in the facilitation of public engagement and consultation requirements for Facilities plans and strategies.
- Undertake and manage investigation work for assigned projects.
- Ensure project work is completed in a timely and efficient manner, on time and within budgets.
- Contribute to administration of Facility activities, ensuring successful delivery of administration duties.
- Contribute to the successful development, updating and implementation of Facilities Activity/Asset Management Plan, team reports and participate in the Long Term and Annual Plan process.
- Assist the Facilities team with service requests, enquiries and business as usual activities as and when required.

What you will bring

Required

This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- Excellent interpersonal skills.
- Strong time management skills and ability to manage a high workload.
- High level of communication and relationship management skills.
- Problem solving skills.
- Financial and budget management skills.
- Strong customer service orientation.
- Understanding of community facility administration management.
- You should be competent with office procedures and computer software programmes.
- A valid NZ Driver's License.
- Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Māori.

Desired

In addition to the required fields, there is also a number of competencies where an expert level of knowledge/experience is desired.

- Local authority experience or understanding of local government context and environment.
- Experience or knowledge in open space, sport and/or recreation activities.
- Understanding of asset management, at operational level.
- Understanding of project management principles and processes.

Our Values

PONO

Integrity through transparency, trust and accountability

Integrity through standing up for what's right

Integrity through respect for our communities, environment and cultures



WHANAUNGATANGA

One team who unites behind a shared vision

One team who is respectful and considerate to all

One team who encourages each other to succeed and excel



WHANAKE

We will continue to evolve, adapting to our ever-changing environment

We will continue to evolve, steering our waka in the right direction

We will continue to evolve, leading our communities into a better future



What we all do

- Adhere to Council policies and procedures.
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015.
- Uphold the principles of Te Tiriti o Waitangi, commit to our partnerships with mana whenua and increase our knowledge of te ao Māori, te reo Māori and tikanga Māori.
- Act as an ambassador for our Council, living the council values.
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position.
- Undertake Performance Development tasks/responsibilities as identified in your Performance Development Plan.
- Participate in and undertake emergency management duties as required, including training.
- Ensure all Council documents are filed in Council's Records Management System.
- Participate and contribute to continuous improvement initiatives.
- Maintain a high level of understanding of Council's role and functions, and keep up to date with current Council events, priorities and community projects.

Your reporting lines



Additional Information

Delegations

Number of people reporting to the role	0
Financial delegation	\$25,000
Contract delegation	\$25,000
Statutory delegation	None

Role Acceptance

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

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Approved: (Manager/Supervisor)

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Date:

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Agreed: (Staff Member)

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Date: