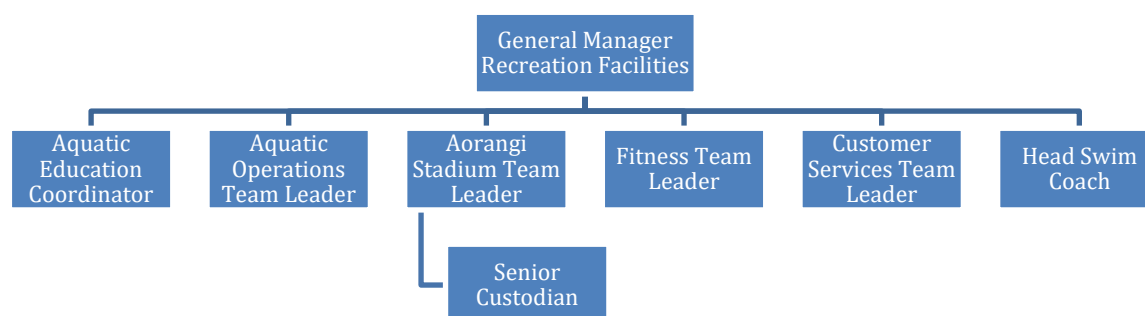


## Position Description: Aorangi Stadium Team Leader

<b>Business Group</b>	Recreation Facilities
<b>Reports To</b>	General Manager Recreation Facilities
<b>Direct Reports</b>	1
<b>Date</b>	August 2025

### Business Group Structure



### Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

### Facility Management

1. Ensure the Centre is compliant with all relevant Council policy, local, regional and national by-laws, statutes and legislation relating to venue and staff safety, security, maintenance and management.

2. Actively assist in the development and implementation of the Southern Trust Event Centres business plan.
3. Assist the General Manager Recreation Facilities with preparation of annual budgets for the operation of the Southern Trust Event Centre and monitor financial performance throughout the year in accordance with budget parameters.
4. Coordinate and process the various demands for Centre space from external and internal customers.
5. Oversight of all activities taking place in the Centre, ensuring relevant and detailed understanding of customer needs and requirements while on the premises.
6. Establish and maintain maintenance schedules and manager reactive maintenance issues including liaising with contractors.
7. Ensure highest standards are maintained across all service areas regarding presentation, safety and cleanliness.
8. Schedule and programme maintenance works, asset replacement and capital works, some in conjunction with Aorangi Stadium Trust, seek approvals and quotes, appoint contractors and oversee the work carried out.

#### **Facilities Bookings and Administration**

1. Oversee and manage bookings for the Recreation Facilities Unit, this includes; CBay Aquatics and all pools, CBay Fitness, Learn2Swim, CBay Café and the Aorangi Stadium.
2. Ensure all bookings are efficiently and effectively managed, communicating all bookings to appropriate personnel and ensuring invoicing is completed correctly and in a timely manner.
3. Ensure all bookings are recorded accurately and communicated to all employees in a timely manner. This includes accurate and timely invoicing for these bookings.
4. Ensure various operational tasks such as banking, creditor and debtor invoice processing, budget oversight, compliance inspections, ordering materials, etc, are carried out in a timely manner.
5. Gather, refine and distribute information that leads to improved awareness and understanding of opportunities, activities, initiatives and processes for managing dry indoor events venues.
6. When required, assist in projects within the recreational facilities portfolio.
7. Assist, as directed by the General Manager Recreational Facilities, on projects, initiatives and programmes.

## **Leadership**

1. Effectively convey vision, ideas, goals and issues to the Aorangi Stadium team and others as needed in key relationships.
2. Train and develop the Aorangi Stadium team to establish, meet and review performance goals.
3. Promote team work, inter-department co-operation and knowledge sharing.
4. Give and receive constructive feedback.
5. Effectively utilises the technical skill capacity and knowledge of all Aorangi Stadium team members.
6. Works with the Aorangi Stadium team to develop solutions to new and/or highly complex problems.
7. Quickly and effectively addresses road-blocks, issues or problems.

## **Other**

1. Enhanced awareness and knowledge of methods and techniques used by TDC to gain insight, plan, and make decisions.
2. Supports process improvements and resource optimisation in the Centre.
3. Generate and suggest ideas to contribute to unit cost saving strategies and execute initiatives.
4. Actively engage in setting own goals and objectives.
5. Assist with other duties as reasonably required by the General Manager Recreation Facilities including assisting at other Recreation Facilities Unit buildings if required.
6. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
7. Proactively lead the continuous development of health and safety culture and practices through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.
8. To be actively involved in Civil Defence Emergency Management when required.
9. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisation's values and above the line behaviours.
10. Commitment to the principles of the Treaty of Waitangi.

## Formal Qualifications / Training / Experience

<b>Minimum Qualification</b>	Tertiary qualification in sport and recreation management or related field
<b>Desired Qualification</b>	Bachelor's Degree in sport and recreation management and related post-graduate qualification
<b>Minimum Experience</b>	2 years relevant experience in a supervisory role within an indoor leisure, recreation and sports facility or related field
<b>Desired Experience</b>	5+ years relevant experience in a leadership role within an indoor multi-use recreation, events and sports facility or related field
<b>Mandatory Training</b>	First Aid, Permit Issuer, Hazard Identification, Elevated Work Platform, Working at Height

## Key Competencies / Skills / Knowledge

- Proven ability to lead and develop a team to fully utilise skill and technical capacity, and to achieve individual, unit and organisational goals.
- Sound working knowledge of events and sports venue function/s with a high level of ability to assess, analyse and implement improvements to processes and practices.
- Practical and physical capacity to undertake a variety of hands on tasks such as minor repairs, maintenance, inspections and moving equipment and documenting activities undertaken where necessary.
- Effective written, verbal and non-verbal communication skills.
- Ability to give and receive constructive feedback in a variety of settings and situations.
- Excellent computer skills in the Microsoft Windows environment, with good working knowledge of Word and Excel.
- Sound understanding and working knowledge of standard business practices and financial processes, including budgeting, invoicing, contracting, health and safety, compliance and policy.
- Proven ability to problem solve, be solution oriented and self-manage.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

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**General Manager Recreation Facilities**

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(employee name)

**Aorangi Stadium Team Leader**

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**Date**