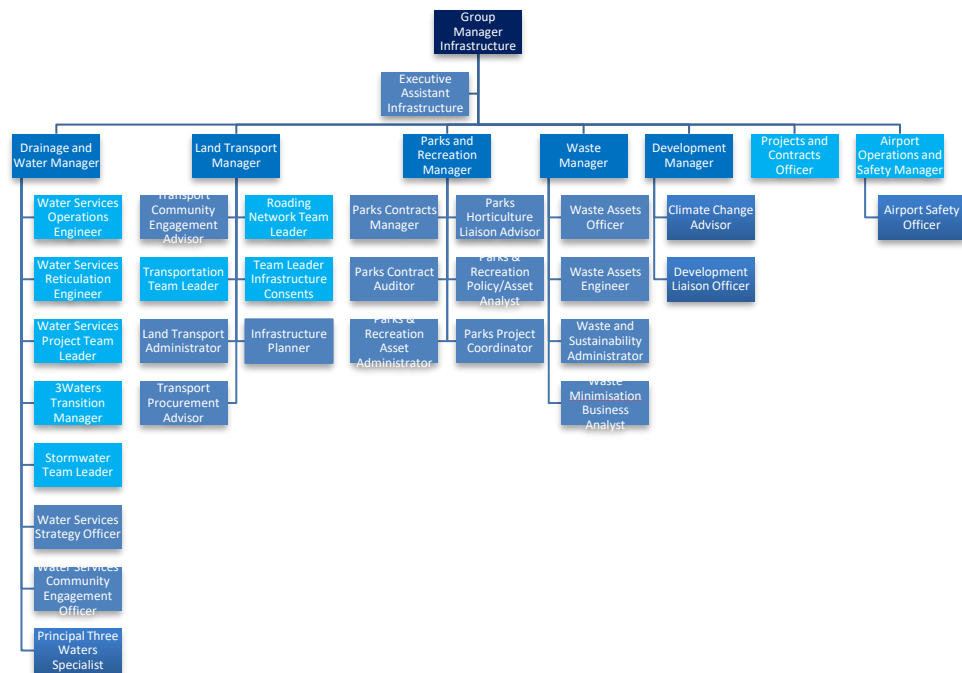


Position Description: Parks Administrator

Business Group	Infrastructure
Reports To	Parks & Recreation Manager
Direct Reports	Nil
Date	August 2023
Budget Responsibility	Nil
Financial Delegation	\$5,000.00

Business Group Structure



Business Group Purpose

The Infrastructure Group encompasses the areas of the Drainage & Water, Land Transport, Parks & Recreation, Climate Change, Development and Waste Minimisation

Units at the Timaru District Council. The Group plays a key role in delivering core services to the community, while leading and implementing the Infrastructure Strategy across the District. This Group will be responsible for the design and implementation of strategy and programmes of work which align with the strategic priorities and Long Term Plan objectives of the Council. A key focus of the Group is to ensure infrastructure services promote the social, economic, environmental and cultural wellbeing of Timaru's communities today and in the future.

Purpose of the Position

The purpose of the Parks Administrator position is to provide administrative support to the Parks and Recreation Team. This incorporates, coordination, invoicing, document and data management and minute taking.

Key Relationships / Customers

External	Internal
Members of the public	Parks and Recreation Unit
Contractors	Community Services Group
Consultants	All TDC Staff

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.

1. Provide administrative support to the Parks and Recreation Unit including event coordination, invoicing and document management.
2. Provide assistance and support to the Parks and Recreation Unit in terms of communication with key internal and external stakeholders.
3. Oversee and administer day-to-day activities and functions of the Parks and Recreation Unit.

4. Maintain effective, collaborative and professional working relationships with internal and external customers by establishing cooperative and reliable working relationships.
5. Work with other Units to ensure consistency of data management.
6. Organise and minute meetings.
7. Ensure all templates are regularly reviewed and updated.
8. Respond to, refer, or escalate general customer enquiries.
9. Be available to work on a rostered call basis for after-hours duties.
10. Actively engage in setting own goals and objectives.
11. Assist with other duties as reasonably required by the Parks and Recreation Manager.
12. Actively contribute to health, safety and wellbeing 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.
13. 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.
14. Be actively involved in Civil Defence Emergency Management when required.
15. Live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
16. Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum Qualification	School certificate / NCEA Level 2 or comparable.
Desired Qualification	Post NCEA Level 3 qualification in Administration or equivalent.
Minimum Experience	Two years' relevant administration experience.
Desired Experience	Two plus years' relevant administration experience.

Key Competencies / Skills / Knowledge

- Proven organisational skills and time management skills.
- Excellent administration skills, including attention to detail, accuracy and computer proficiency (especially databases, word processing and spreadsheets).
- Good literacy and numeracy skills.
- Helpful, friendly and effective communication and public relations skills.
- Able to relate to a diverse range of internal and external stakeholders at all levels.
- Ability to work as part of a team, yet also conscientiously work unsupervised.
Demonstrate the ability to make sound decisions.
- Ability to maintain neutrality.
- Can do attitude and a great sense of humour.
- Willingness to develop and implement new processes.
- Knowledge of the Timaru District geography would be beneficial.
- Knowledge of, or an interest in, horticulture would be an advantage.
- Have a current full driver's license.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

Bill Steans

Parks & Recreation Manager

Parks & Recreation Administrator

Date

Date