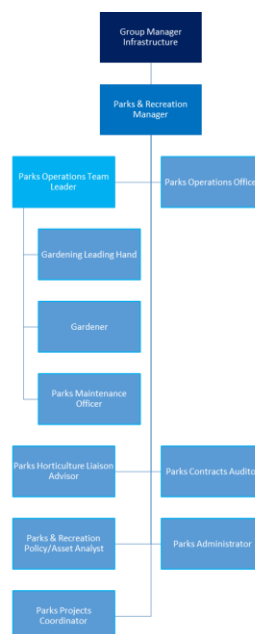


## Position Description: Parks Administrator

<b>Business Group</b>	Infrastructure
<b>Reports To</b>	Parks & Recreation Manager
<b>Direct Reports</b>	Nil
<b>Date</b>	July 2024
<b>Budget Responsibility</b>	Nil
<b>Financial Delegation</b>	Nil

## 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.

### **Key Relationships / Customers**

<b>External</b>	<b>Internal</b>
Members of the public	Parks and Recreation Unit
Contractors	Infrastructure 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. Be the first point of contact for internal and external Parks enquiries.
2. Manage Parks event enquiries and relevant sections of the online booking system.
3. Provide administrative support for all finance processes including coding invoices, setting up new suppliers, generating purchase orders and assisting with monthly contract payments.
4. Digitation of Parks records.
5. Provide administrative support in the creation and maintenance of contract documentation.
6. Map Parks processes in Promapp.
7. Oversee administration and recording of Health and Safety documentation in Assura, and update enquirers on outcomes.

8. Provide general administrative support to the Parks and Recreation Manager, and other team members, including day-to-day activities.
9. Oversee CRM process and ensure appropriate actions are completed and communicated in a timely manner.
10. Manage website content for Parks, trails, playgrounds, sportsfields and cemeteries.
11. Provide assistance and information to the communications team relating to closures, promotions, or projects.
12. Actively contribute to Policy and Strategy documentation updates and development.
13. Ensure all templates are regularly reviewed and updated.
14. Be available to work on a rostered call basis for after-hours duties.
15. Actively engage in setting own goals and objectives.
16. Assist with other duties as reasonably required by the Parks and Recreation Manager.
17. 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.
18. To 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.
19. To be actively involved in Civil Defence Emergency Management when required.
20. 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.
21. Commitment to the principles of the Treaty of Waitangi.

#### **Formal Qualifications / Training / Experience**

<b>Minimum Qualification</b>	School certificate / NCEA Level 2 or comparable.
<b>Desired Qualification</b>	Post NCEA Level 2 qualification.
<b>Minimum Experience</b>	Two years' relevant administration experience.
<b>Desired Experience</b>	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.
- 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.
- Being a team player.
- Can do attitude and a great sense of humour.
- High level of honesty, integrity and a trustworthy manner.

\_\_\_\_\_  
**Parks & Recreation Manager**

\_\_\_\_\_  
**Parks Administrator**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**