

STREETSCAPING MAINTENANCE COORDINATOR

OUR VISION & PURPOSE

To provide an enhanced lifestyle for all residents through a self-managed ‘green’ maintenance programme that provides consistent standards for the long term and is superior to what is offered by local authorities.

Mixed collaborative approach between public and private entities as well as the community.

OUR VALUES

- Be healthy and safe
- Delight our neighbours
- Make a positive difference
- Have fun – enjoy what we do
- Get involved – be part of the team
- Celebrate our success and achievements

ROLE DETAILS

PURPOSE	<p>Overall goals (6 months)</p> <ul style="list-style-type: none"> ▪ Create a detailed map of the council managed areas ▪ Highlight the specific elements that are managed by the respective agencies for every street, park and road within the identified zone ▪ Rank the condition / urgency of any identified work. ▪ Engage with the Subcommittee on activities and go forward plans <p>Short term goals (3 months)</p> <ul style="list-style-type: none"> ▪ Develop a detailed understanding of the council's landscaping service levels (i.e. the minimum service that should be expected from the council) and identify key gaps. ▪ Implement a trial in a pre-defined area approved by the subcommittee that engages individual households, coordinated street activity. Contractors and local authorities ▪ Communicate with applicable residents and engage identifying opportunities an issues as well as communicating and implementing agreed activities ▪ Propose improvements and report issues to the sub-committee on a regular basis (bi-weekly)
ACCOUNTABILITIES & OBJECTIVES	<p>Area of accountability:</p> <p>General and Task Management:</p> <ul style="list-style-type: none"> ▪ Planning and coordination of approved programmes and related activities ▪ Ensuring implementation of policies and practices ▪ Maintaining budget and tracking expenditures/transactions ▪ Acquire expertise on the Hobsonville Point master plan <p>Relationship Management:</p> <ul style="list-style-type: none"> ▪ Collaborate with the committee and sub-committee

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	<ul style="list-style-type: none"> ▪ Develop and maintain good relationships with relevant public and private parties. <p>Key Stakeholders:</p> <ul style="list-style-type: none"> ▪ HPRS Committee, Crockers, Auckland Council (including Auckland Transport and Panuku Development Auckland), and Kaianga Ora. <p>Self-Management</p> <ul style="list-style-type: none"> ▪ Assertive, optimistic, resilient and welcomes change ▪ Engages interest and participation of others ▪ Proactively contributes to the community and the environment ▪ Show moral courage, openness and honesty in all dealings ▪ Self-motivated and able to work under pressure ▪ Promoter of sustainability solutions <p>Health and Safety:</p> <ul style="list-style-type: none"> ▪ Maintain a clean, safe working environment ▪ Raise any concerns to appropriate person(s) immediately ▪ Isolate, eliminate or minimize any H & S concerns when they occur ▪ Ensure awareness of H&S policies and processes, hazards and processes and actions. Attend H&S training when required. All staff are required to act as a role model for safe working practices.
<p>QUALIFICATIONS, EXPERIENCE & CAPABILITIES</p>	<p>Other (please specify below)</p> <p>Experience & Capabilities</p> <ul style="list-style-type: none"> ▪ Outcome focused with appreciation of the need to present the benefits of all activity / actions in a compelling manner to HPRS ▪ Proven experience as program coordinator and project management in a similar / relevant position ▪ Knowledge of program management and development procedures ▪ Knowledge of budgeting, bookkeeping and reporting ▪ Knowledge of commercial contracts and agreements ▪ Tech savvy, proficient in MS Office ▪ Ability to work with diverse and multi-disciplinary teams ▪ Excellent time-management and organisational skills ▪ Outstanding verbal and written communication skills ▪ Detail-oriented and efficient
<p>REPORTS TO</p>	<p>Subcommittee</p>
<p>LOCATION</p>	<p>Hobsonville Point, Auckland</p>