

Your Position

Your job	Manager – Nursery Business Development
Your group	Infrastructure
Your team	Parks
Your manager	Manager Urban Ecology
Your base	Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy and skills to get things done

Your group & team purpose

The Infrastructure group comprises four teams: Parks, Transport, Water Services and Waste. The Group is responsible for a significant portion of the Council's customer interactions and budget spend as people work, live and play in Porirua.

The Parks team is a high performing, multifunctional team responsible for a wide range of business outputs. We provide outdoor sport, recreation and play opportunities, protect and enhance our natural environment and work in partnership with our sporting, recreation and environmental communities.

Your purpose

The Manager –Nursery Business Development role is to:

- manage and grow the Council's nursery business
- drive the financial and operational performance of the nursery business
- provide strong leadership and business acumen to lead the team to grow, maintain and deliver high quality plants for use by the Council and external customers including significant supply agreements
- promote & market the nursery to stakeholders, customer, Council staff & the community.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none"> • Nursery Sales Coordinator • Team Leader – Nursery Operations • Business Support Officer - Nursery
Your indirect reports	<ul style="list-style-type: none"> • 4 Nursery Technician's • Seasonal workers • Volunteers
External people and groups	<ul style="list-style-type: none"> • Government, public organisations and business • Members of the public and community organisations • Other local authorities • Greater Wellington Regional Council • Contractors, consultants and suppliers • Industry groups
Internal people and groups	<ul style="list-style-type: none"> • Executive Leadership Team, managers and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Leadership and Management	<ul style="list-style-type: none"> • To develop, lead & champion a high performing nursery business for Council. • Provide continuous business improvement opportunities that further enhance the customer and staff interaction with the Nursey. • To lead staff to achieve the key activities and targets and contract requirements, applicable to the nursery.

	<ul style="list-style-type: none"> To coach, mentor and encourage team members to achieve and exceed work targets and to facilitate individual team members to achieve their full potential in the workplace. <p>Represent Council with a high performing standard of professionalism and aptitude to external stakeholders, staff and customers.</p>
Business development	<ul style="list-style-type: none"> To work proactively and professionally with internal and external stakeholders and customers to identify future plant requirements and provide the plants to the correct size, quality and on time. Generate new sales in the category of nursery stock and related products and services. Drive expansion of the wholesale customer base via quotations and other efforts. Develop customer relationships through job site visits. Identify and pursue project opportunities.
Operational Delivery	<ul style="list-style-type: none"> Manage and lead a cost effective and efficient delivery model for the nursery. Investigate and implement best practice business and nursery management methods to ensure continuous improvement of delivery of operational services. To develop & maintain policies, systems, processes and standard operating procedures to develop and sustain nursery production practices are in place, implemented and effectively managed. To create, implement & maintain successful, measurable long-term work programmes as well as regular operational schedules in conjunction with staff. Progress is regularly tracked and reported on. Where necessary, corrective action is taken to ensure the achievement of the targets, outputs and outcomes set. A consistently high standard of quality is maintained throughout all production processes. Quality issues and problems are effectively investigated, analysed, reported on and rectified. A positive attitude towards quality is developed, embraced and maintained. Ensure general customer enquiries within specified time frames providing an effective and professional response. Proactively work with Councils Property Team on any potential upgrades or repairs. To coordinate out of hours security or maintenance issues at the Nursery. Actively participate in relevant training and development for your personal and professional development. Undertake special projects and tasks as requested by Manager Urban Ecology or Manager Parks.
Financial management	<ul style="list-style-type: none"> To assist in the preparation of the Annual Budget and Long-Term Plan and to work within budgets. report on market status and opportunities for growth. Detail barriers to growth, investigate and cost opportunities to remove barriers. To operate within budgets and achieve income targets for Nursery cash sales, externally invoiced plants and internal journal recharges. Annually maintain cost pricing methodology of stock.
Relationship Management	<ul style="list-style-type: none"> Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive, and constructive. Arrange regular customer and key stakeholder meetings to ensure proactive and productive working relationships are formed, maintained, and managed well.

	<ul style="list-style-type: none"> • Identify, pursue & secure growth opportunities through positive relationship management practices.
Health and safety	<ul style="list-style-type: none"> • Understand and apply health, safety and risk management in accordance with Council's risk management framework and relevant legislation. • Take responsibility for your work environment; identify, assess, and manage hazards and risks to ensure they are addressed. • Encourage and support the identification, assessment, management, reporting and monitoring of hazards and risks to ensure they are addressed. • Recognise when to escalate issues. • Take reasonable care that what you do or don't do does not adversely affect the health and safety of other people. • Take reasonable care of your own health, safety, security, and wellbeing. • Ensure all health, safety and security incidents are reported. • Encourage others to report health and safety incidents and risks. • Cooperate with any reasonable workplace health and safety policy or procedure. • Comply with any reasonable instructions given.
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to and champion our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> • A relevant qualification in Business or equivalent experience • Several years' work experience within a profit and loss environment • Business acumen and a proven ability to grow and run a successful business including budget/financial management experience • Proven and demonstrated leadership skills including managing diverse teams • Excellent relationship management and proven communication skills • Computer literate in Connected Intelligence products, Asset Data Bases and general computer skills • Effective administration skills • Able to deal successfully with pressure and competing demands • Able to meet the physical demands of the role • An ability to work as a member of a team and contribute to the effective performance of Parks • Understanding and commitment to health and safety in the workplace • Understanding and commitment to diverse workplaces • Understanding and commitment to the Treaty of Waitangi and bicultural issues
It'd be great if you also have:	<ul style="list-style-type: none"> • An appreciation for plants and gardening, with an understanding to care for and nurture a variety of plants.

	<ul style="list-style-type: none">• Understanding of Nursery or Horticultural businesses.• Experience with stock management systems and databases.• Local Government experience.
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Last updated October 2024



Porirua City Council supports an inclusive and welcoming environment and is a member of Diversity Works.