

Your Position

Your Job	Manager Restoration
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 Restoration role is to:

- implement the revegetation plan, work within the biodiversity strategy and take a biodiversity lens over gardens, track and our coastal area's
- create a volunteer base with the community, business and friends groups while introducing an education programme based around urban ecology and biodiversity
- Provide technical advice on biodiversity matters within Council and the Community

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• Parks Volunteer Advisor• Parks Education Advisor• Team Leader Horticulture• Team Leader Tracks & Coastal Rangers• Team Leader Biosecurity
Your indirect reports	<ul style="list-style-type: none">• 8 Horticulture Staff• 5 Track and Coastal Rangers• 2 Biosecurity Rangers• Apprentices
External people and groups	<ul style="list-style-type: none">• Members of the public and community organisations• Ngāti Toa Rangatira• 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• Mayor, Councillors, Council and Council committees

Your responsibilities

What you'll do	How you'll do it
Leadership and Management	<ul style="list-style-type: none"> • To lead and manage staff and any additional staff undertaking the key activities required to meet our biodiversity and revegetation actions. • To coach, mentor and encourage team members to achieve the team's work targets and to facilitate individual team members to achieve their full potential in the workplace. • To organise and supervise sub-contractors on services not directly provided, to ensure the Council obtains best value and that the Sub-Contractors' comply with Policy and Regulatory requirements including health & safety. • To provide specialist technical advice to others in Council, including environmental restoration and revegetation
Operational Delivery	<ul style="list-style-type: none"> • Deliver the revegetation restoration plans each year. • Oversee the preparation, management and maintenance of our restoration sites. • Oversee the delivery of the Biodiversity Strategy. • Monitor the effectiveness of the Biodiversity Strategy, recommending and implementing modifications as required. • Provide regular reports to Council on the delivery of the Biodiversity Action Plan. • Manage biodiversity initiatives and projects on Council owned land. • Develop and implement a Biosecurity plan and approach across the city. • Develop and maintain our urban amenity gardens ensuring a biodiversity approach. • Develop and implement maintenance cycles for our gardens, restoration sites and our tracks and trails network. • Promote and generate public awareness around biodiversity highlighting the role that residents and the community needs to play to ensure the long-term survival of our unique resources. • Assist Council in fulfilling its Resource Management Act duties and functions relating to our indigenous biodiversity, including providing technical advice on resource consents, enforcement matters and District Plan changes.
Financial Management	<ul style="list-style-type: none"> • To work within budgets on expenditure and achieve targets for our biodiversity actions. • To plan work, expend & forecast expenditure of the areas responsible so that it is at all times clear what the current situation is and how it is anticipated that it will be within the allocated budget expenditure at year end • To assist the Manager Urban Ecology in the annual & multi-year budget setting exercise. You will be responsible for the production of budgets within your areas of responsibility
Relationship Management	<ul style="list-style-type: none"> • Establish and maintain relationships with key stakeholders and business and industry groups • Engage with landowners, community groups, local schools, local and central government agencies and other stakeholders to progress the

	<p>identification, protection and enhancement of our indigenous biodiversity</p> <ul style="list-style-type: none"> • Develop and implement a key client relationship management plan to support delivery of team objectives • Represent Council and the Infrastructure Group at appropriate conferences, seminars and other events.
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 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

<p>It's essential that you have/are:</p>	<ul style="list-style-type: none"> • A qualification in Ecology, environmental restoration or related area or equivalent experience • Proven effective leadership experience • Experience in biodiversity leadership and management • A demonstrated knowledge in ecological restoration/biodiversity management practices • Demonstrated experience in land management and restoration • The ability to lead and inspire people to get involved in biodiversity projects and activities • Excellent relationship management skills building productive relationships with community groups, iwi, and other partner organisations • Ability to work collaboratively, developing and implementing projects with a range of stakeholders and partners • Project management skills and experience including planning, budgeting, implementation, monitoring and reporting • Excellent interpersonal and communication skills, both written and oral • Full unrestricted drivers licence • Able to meet physical demands of the role • Competent computer skills • Methodical and systematic approach to work • 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
<p>It'd be great if you also have/are:</p>	<ul style="list-style-type: none"> • A current first aid qualification • Knowledge of other biodiversity strategies within the region

Last updated October 2024



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