

## Your Position

<b>Your job</b>	<b>Team Leader Tracks &amp; Coastal Rangers</b>
<b>Your group</b>	Infrastructure
<b>Your team</b>	Parks
<b>Your manager</b>	Manager Restoration, Tim Broadwith
<b>Your base</b>	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 team's purpose

The Infrastructure group comprises four teams: Parks & City Services, 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 Team Leader Tracks & Coastal Rangers role is to:

- lead and manage the team that maintains the track network citywide including vegetation control, weed control, asset repair and maintenance, to maintain all harbour and coastal assets and carry out the revegetation preparation, planting and aftercare
- To implement the plans, schedule and maintenance cycles throughout the city
- To support and assist the Manager Restoration

## Who you'll be working with

Your direct reports	<ul style="list-style-type: none"><li>• Senior Track &amp; Coastal Ranger</li><li>• Track &amp; Coastal Rangers</li></ul>
Your indirect reports	<ul style="list-style-type: none"><li>• Nil</li></ul>
External people and groups	<ul style="list-style-type: none"><li>• Government, public organisations and business</li><li>• Members of the public and community organisations</li><li>• Tourism industry</li><li>• Ngāti Toa Rangatira</li><li>• Other local authorities</li><li>• Contractors, consultants and suppliers</li><li>• Industry groups</li></ul>
Internal people and groups	<ul style="list-style-type: none"><li>• Executive Leadership Team, managers and staff at all levels of the organisation.</li></ul>

## Your responsibilities

What you'll do	How you'll do it
Leadership and Management	<ul style="list-style-type: none"> <li>• Be responsible for the daily on field leadership and supervision of the Tracks and Coastal Rangers team</li> <li>• Conduct Performance reviews with the Tracks and Coastal Rangers Team</li> <li>• Direct, supervise, coach and mentor directly supervised staff to ensure Service Level Standards are met as appropriate</li> <li>• Assist in the daily performance management of the Track &amp; Coastal Rangers team to ensure a high performing team in terms of productivity and efficiencies</li> </ul>
Operational Delivery	<ul style="list-style-type: none"> <li>• Responsible for the team to deliver the scheduled programmed maintenance of the track network.</li> <li>• Maintain and manage the coastal &amp; harbour network assets.</li> <li>• Plan, manage and undertake the revegetation preparation, planting and after care programmes.</li> <li>• Plan &amp; implement growth control programmes by mechanical and chemical means.</li> <li>• Apply pesticides and fertilisers, as may be required by work programs, in a safe and effective manner.</li> <li>• Ensure all work is at a high standard in accordance with the current Service Level Agreement(s).</li> <li>• Effectively communicate verbally and written with team members, general public, and others.</li> <li>• Ensure you and your reports meet regular deadlines of all administration including job cost sheets, vehicle maintenance forms, work schedules, annual leave and wellness forms.</li> <li>• Ensure that all work is carried out in accordance with the Council's various Policies and external regulatory &amp; legislative requirements.</li> <li>• Work alongside and site supervise any operational work with community groups, volunteers, school groups and Resident Associations.</li> <li>• Actively participate in relevant training and development for your personal and professional development.</li> <li>• Undertake special projects and tasks as requested by the Manager Parks or Manager Restoration</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive.</li> </ul>
Corporate Responsibilities	<ul style="list-style-type: none"> <li>• Build commitment of our vision, strategic directions, values and services</li> <li>• Willingly undertake any duty required within the context of the position</li> <li>• Adhere to our Code of Conduct</li> <li>• Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event</li> </ul>

## Your skills, experience and qualifications

<p>It's essential that you have:</p>	<ul style="list-style-type: none"> <li>• Effective team leadership skills</li> <li>• Level 4 Amenity Horticulture or equivalent qualification</li> <li>• 3 years practical experience in Horticulture or a related field of amenity horticulture</li> <li>• Ability to supervise staff to ensure programmed maintenance schedules are carried out</li> <li>• Class 2 drivers licence</li> <li>• The ability to meet the physical demands of the role</li> <li>• Experience in managing small plant and fleet</li> <li>• Experience in health &amp; safety management in the workplace</li> <li>• Customer service excellence and relationship management skills</li> <li>• Computer literacy skills</li> <li>• Effective administration skills</li> <li>• An ability to work as a member of a team and contribute to the effective performance of Urban Ecology team</li> <li>• Understanding and commitment to health and safety in the workplace</li> <li>• Understanding and commitment to diverse workplaces</li> <li>• Understanding and commitment to the Treaty of Waitangi and bicultural issues</li> </ul>
<p>It'd be great if you also have:</p>	<ul style="list-style-type: none"> <li>• Wheels &amp; Tracks endorsement</li> <li>• Workplace assessor qualification</li> </ul>

Last updated March 2025



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