

Your Position

Your job	Programme Manager – Eastern Porirua Cadets
Your group	Infrastructure
Your team	Parks
Your manager	Manager Urban Ecology, Daniela Biaggio
Your base	Council premises within 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, 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 Programme Manager - Eastern Porirua Cadets' role is to:

- Lead the planning, implementation, and ongoing oversight of ecological restoration activities associated with the Eastern Porirua Cadetship Programme, ensuring alignment with relevant reserve management plans and project objectives.
- Ensure that all restoration and mitigation commitments outlined in the consent conditions are met to a high standard, while upholding environmental integrity, fostering strong relationships with mana whenua and key stakeholders, and contributing to the long-term ecological and cultural wellbeing of the site.
- Coordinate and supervise local cadets from Eastern Porirua, supporting their development through practical, hands-on experience in restoration mahi. This includes nursery work, vegetation and weed control, asset repair and maintenance, as well as revegetation preparation, planting, and aftercare. The role also involves creating meaningful learning opportunities that build skills, confidence, and clear pathways into environmental and conservation-based careers, while ensuring all restoration activities are delivered effectively, safely, and in accordance with project expectations.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• Team Leader – Eastern Porirua Cadetship Program
Your indirect reports	<ul style="list-style-type: none">• 2x Senior Cadets• 8x Cadets
External people and groups	<ul style="list-style-type: none">• Te Rūnanga o Toa Rangatira• Project Partners.• Government, public organisations, businesses, other local authorities• Members of the public and local community organisations• Contractors, consultants and suppliers• Training and education providers
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"> • Design and manage a structured cadetship programme with a strong training and employment pathway for local youth. • Coach, mentor and encourage team members to achieve the programme's work targets and to facilitate individual team members to achieve their full potential in the workplace. • Lead the performance management of the Eastern Porirua Cadetship Team, to ensure a high performing team in terms of achieving agreed program outcomes • Identify and pursue project growth opportunities and drive continuous improvement by regularly reviewing processes, incorporating feedback, and identifying opportunities to enhance outcomes • Represent Council with a high performing standard of professionalism and aptitude to partners, stakeholders, staff and customers.
Financial Management	<ul style="list-style-type: none"> • To work within budgets on expenditure to achieve targets for the Eastern Porirua Programme and reserves. Ensuring alignment with annual and long-term plans. • Plan work activities and forecast expenditure for programme to always ensure a clear understanding of the current financial position and projected year-end outcomes. • Support budget planning and authorise payments within delegated authority.
Operational Delivery	<ul style="list-style-type: none"> • To oversee operations within the Eastern Porirua Cadetship program ensuring delivery timelines for Bothamley Park and Cannons Creek restoration are met • Coordinate and integrate the workstreams of cadets, subcontractors, and other Council teams. • To review activities to ensure cost effective, efficient delivery of operational services. • Maintain a strong focus on environmental best practices, safety, and sustainable outcomes. • Develop and manage effective, measurable work plans and schedules. • • Develop and maintain project plans, budgets, and monitoring tools. • Track and report on key metrics including cadet progression, restoration milestones, and community impact. • Ensure all reporting requirements are met for funders and stakeholders. • Collaborate with ecologist, planners, landscape architects, mana whenua, and others to ensure the restoration of Bothamley Park and Cannons Creek Park align with environmental, cultural, and community objectives. • Monitor progress of physical works including planting and maintenance. • Foster a culture of continuous improvement • Provide relevant reporting to support the Eastern Porirua Partnership Project

	<ul style="list-style-type: none"> • Collaborate with project partners to recruit, onboard, and support cadets from Eastern Porirua. • To respond to out of hours requests for Eastern Porirua Partnership Project related issues • Provide specialist technical advice to others in Council, including plant identification and plant establishment and maintenance requirements • Undertake special projects and tasks as requested by the Parks & City Services Manager or Parks & City Services Operations Manager • Coordinate with Primary ITO or similar agencies to arrange and assess horticultural training and unit standards. • Manage subcontractors to ensure quality, value, and compliance with council policies and health & safety regulations • Ensure that all work is carried out in accordance with the Council's various Policies and external regulatory & legislative requirements • To ensure all work undertaken complies with the District Plan requirements, Reserves Act 1977, Landscape Management Plans and appropriate Asset Management Plans
Relationship Management	<ul style="list-style-type: none"> • Build and maintain positive, constructive and professional relationships with key internal and external stakeholders. • Provide friendly, positive and professional customer service excellence at all times • To work with Community Groups and internal/external stakeholders to facilitate the planting, clearance and maintenance of sites; including community planting days, stream clean ups etc.
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. • Foster a safe environment for staff, volunteers, and community groups and or participants in activities or events. • 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:</p>	<ul style="list-style-type: none"> • Qualifications or significant experience in advanced horticulture, landscape architecture, or restoration planting • At least 3 years work experience in a similar or related workplace • Proven and demonstrated leadership skills • Experience in health & safety management in the workplace • Excellent communication, facilitation and relationship-building skills. Class 2 drivers' licence • Able to meet the physical demands of the role • Strong project, and computer literacy skills (e.g. Microsoft Office, project tracking tools, etc). • Experience in financial management, including budgeting, forecasting, financial tracking, and reporting. • Strong administrative and reporting capability. An ability to work as a member of a team and contribute to the effective performance of Parks Operations • A track record of delivering multi-stakeholder initiatives on time and on budget. • 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.
	<ul style="list-style-type: none"> • Knowledge of ecology, environmental management, or landscape works. • Familiarity with Eastern Porirua and its communities. • Experience in training and/or working with young people • Approved handlers certificate • Workplace assessor qualification

Last updated August 2025



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