

Your Position

Your job	Team Leader Sports Fields Kaiārahi Rōpū Papa Hākinakina
Your group	Infrastructure
Your team	Parks & City Services
Your manager	Manager Turf, Glen Jacobson
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 Team Leader Sports Fields' role is to:

- lead and supervise the team that are responsible for day-to-day maintenance of all sportsfields surfaces, natural, sand fields or synthetic throughout the city.
- implement the plans, schedule and maintenance cycles throughout the city.
- support and assist the Manager Turf.

Who you'll be working with

Your direct reports	• 1 Senior Tractor/Machine Operator – Turf • 3 Mobile Groundspersons
Your indirect reports	• Nil
External people and groups	• Government, public organisations and business • Members of the public and community organisations • Tourism industry • Ngāti Toa Rangatira • Other local authorities • Contractors, consultants and suppliers • Industry groups
Internal people and groups	• Executive Leadership Team, managers and staff at all levels of the organisation.

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	• Be responsible for the daily on field leadership and supervision of the Sportsfields team, seasonal staff and any additional employees • Assist in the Performance review and setting with the Manager Turf • Direct, supervise, coach and mentor directly supervised staff to ensure Service Level Standards are met as appropriate • Assist in the daily performance management of the Sports Fields team to ensure a high performing team in terms of productivity and efficiencies • Be responsible for the team to deliver the scheduled programmed maintenance of all Sports Fields facilities activities throughout the city • Work in with the Manager Turf to plan and implement the spring and autumn renovation plans • Identify and implement fertiliser, irrigation, weed control and pest & disease plans or schedules • Ensure all work to be at a high standard in accordance with the current Service Level Agreement(s) • Ensure that all work is carried out in accordance with the Council's various Policies and external regulatory & legislative requirements • Provide friendly, positive and professional customer service excellence at all times • Effectively communicate verbally and written with team members, general public, and others • Work in with codes to ensure all their requirements are met for game day, fixture, trainings or events • Ensure all work undertaken complies with relevant technical and regulatory requirements including the District Plan, The Reserves Act 1977, PCC Tree and Vegetation Policy, Various PCC Asset Management Plans, and the GTMP (Copttmp – NZTA) • Work alongside and site supervise any operational work with community groups, volunteers, school groups and Resident Associations • Actively participate in relevant training and development for your personal and professional development • Undertake special projects and tasks as requested by the Manager Parks or Manager City Services. • Work overtime when necessary (planed and unplanned) • Work with Manager Turf on attending call outs, weekends, after hours
Relationship Management	• Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive.
Corporate Responsibilities	• 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

It's essential that you have:	• Effective team leadership skills • Level 4 Turf Management qualification or equivalent • 3 years practical experience in sports turf management including sand, soil and synthetic surface management • Ability to supervise staff to ensure programmed maintenance schedules are carried out • Class 2 drivers licence • Able to meet the physical demands of the role • Approved handler's qualification • Workplace assessor • Experience in managing small plant and fleet • Experience in health & safety management in the workplace • Customer service excellence and relationship management skills • Computer literate • Effective administration skills • An ability to work as a member of a team and contribute to the effective performance of Parks team • 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.
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Last updated October 2025



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