

## Your Position

<b>Your job</b>	Manager Turf Kaiwhakahaere Pātūtū
<b>Your group</b>	Infrastructure
<b>Your team</b>	Parks
<b>Your manager</b>	Manager City Services, Lydia Mihaka
<b>Your base</b>	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 looks after Porirua's natural landscapes and the health of Te Awarua o Porirua Harbour to ensure both our people and environment thrive. From our streams, bush and coastal areas to sports fields and shared paths, we manage and regenerate the spaces that define Porirua, and we work in partnership with Ngāti Toa and our community to create safe, welcoming, and ecologically rich places for generations to enjoy.

## Your purpose

The Manager Turf's role is to:

- To provide technical expertise and be Council's subject matter expert on turf management, providing strategic advice on the maintenance, development, and long-term sustainability of all Council-managed sports fields and turf assets. This includes guiding policy on turf use, setting service levels in consultation with sports clubs and user groups, and overseeing capital renewal projects.
- To lead policy on sports surface performance, overseeing major renovation programmes, and ensuring all public turf areas meet required standards for safety, playability, and presentation.
- Be responsible for the daily operational management of all natural and synthetic sportsfields, and mowing throughout the city.
- Lead the in-house teams to deliver the specified outcomes in the Service Level Agreements.
- Work with the bookings team and event team to plan, organise and host, regional, national and international fixtures, trainings and events
- Lead relationships with sports clubs and committees

## Who you'll be working with

Your direct reports	<ul style="list-style-type: none"><li>• Team Leader Sportsfields</li><li>• Team Leader Mowing</li><li>• Senior Sports Field Specialist</li><li>• Customer Liaison Officer (Sportsfields)</li></ul>
Your indirect reports	<ul style="list-style-type: none"><li>• Sportsfields staff (4)</li><li>• Machine operators (7)</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>• Other local authorities</li><li>• Contractors, consultants and suppliers</li><li>• RSO's, residents associations</li><li>• Sports clubs/Committees</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>Lead staff to work undertaking the key activities to meet Council Service Level Standards and all legislative requirements and applicable Codes of Practice's</li> <li>Coach, mentor and encourage team members to achieve the section's work targets and to facilitate individual team members to achieve their full potential in the workplace</li> <li>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.</li> <li>Provide specialist technical advice to others in Council, including turf identification/establishment and maintenance/renovation requirements</li> <li>Audit service delivery of internal and external parties.</li> </ul>
Operational Delivery	<ul style="list-style-type: none"> <li>To review activities to ensure cost effective, efficient delivery of operational services. Investigating new methods and best practice locally and globally to ensure continuous improvement of delivery of operational services</li> <li>To create, implement &amp; maintain successful, measurable work plans, cycles and schedules</li> <li>Manage the Sports Turf Services and Line Marking Paint and Equipment contract with relevant suppliers/contractors</li> <li>To ensure all work activities undertaken comply with the Council's Policies and Procedures with special reference to employment, training and financial regulations</li> <li>To ensure all work undertaken complies with the District Plan requirements, Reserves Act 1977, Landscape Management Plans and appropriate Asset Management Plans</li> <li>To undertake recording of data and to use the information for quality monitoring purposes and provide a basis for improve service delivery and amendment of the relevant Asset Management Plans</li> <li>To work with the Asset Managers to provide information to update and maintain Asset Management Plans</li> <li>Maintain assets in the sport and reserves portfolio, including but not limited to car park and training lights, paths, fences, gates and hard surfaces.</li> <li>To respond to out of hours requests for Parks &amp; Reserves directly or by team</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 Parks Manager or City Services Manager</li> <li>To provide effective customer liaison (service) that enhances the professional reputation of Porirua City Council</li> <li>To be the main contact person to liaise and agree bookings with Sports Codes, Sports Clubs and individuals to ensure the most appropriate use of the Council's facilities is achieved meeting target hour usage and that the facilities are safe for use</li> <li>To manage all sports bookings on Council's outside sports grounds, reserves and courts ensuring booked hours used meets Council targets</li> <li></li> <li></li> </ul>

	<ul style="list-style-type: none"> <li>• To be the principal contact for hirers of Council's outside sports grounds, reserves and courts and work with them in improvements to operational service delivery.</li> <li>• To ensure all activities directly or indirectly provided and facilities directly managed are at all times comply with all relevant Health &amp; Safety legislation to minimise the risk to Council staff, Contractors, facility users and third parties</li> <li>• Take responsibility for your work environment, identify hazards and risks and ensure they are addressed</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> <li>• Provide friendly, positive and professional customer service excellence at all times</li> <li>• To respond to Service Requests, customer enquiries, stakeholder or internal communications within specified time frames providing effective customer liaison service that enhances the professional reputation of Porirua City Council</li> <li>• To work with the Primary ITO to agree and undertake or arrange training, assess unit standards of the Turf Modern Apprentice and other staff undertaking Turf unit standards</li> <li>• To organise and supervise Community Groups and individuals who provide operational services. To ensure their health and safety while undertaking these activities are sufficient</li> </ul>
Financial Management	<ul style="list-style-type: none"> <li>• To work within budgets on expenditure and achieve income targets for Sports Ground and Courts hire.</li> <li>• To plan work, expend &amp; 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</li> <li>• To assist the City Services Manager in the annual &amp; multi-year budget setting exercise. You will be responsible for budget forecasting within your areas of responsibility</li> <li>• To assist in the preparation of the Annual Budget and Long-Term Community Council Plan and to work within budgets</li> <li>• To authorise and arrange payments to staff, other Councils, contractors and suppliers, within designated delegations.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Understand and apply health, safety and risk management in accordance with Council's risk management framework and relevant legislation.</li> <li>• Take responsibility for your work environment; identify, assess, and manage hazards and risks to ensure they are addressed.</li> <li>• Encourage and support the identification, assessment, management, reporting and monitoring of hazards and risks to ensure they are addressed.</li> <li>• Recognise when to escalate issues.</li> <li>• Take reasonable care that what you do or don't do does not adversely affect the health and safety of other people.</li> <li>• Take reasonable care of your own health, safety, security, and wellbeing.</li> <li>• Foster a safe environment for staff, volunteers, and community groups and or participants in activities or events.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure all health, safety and security incidents are reported.</li> <li>• Encourage others to report health and safety incidents and risks.</li> <li>• Cooperate with any reasonable workplace health and safety policy or procedure.</li> <li>• Comply with any reasonable instructions given.</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

It's essential that you have:	<ul style="list-style-type: none"><li>• Proven and demonstrated leadership skills</li><li>• A relevant qualification in sports turf management (Minimum Level 4)</li><li>• Several years of work experience in the Turf industry or similar related workplace</li><li>• Proven experience and the ability to understand and navigate the local government political environment.</li><li>• Experience in health &amp; safety management in the workplace</li><li>• Excellent communication and proven relationship management skills</li><li>• Class 2 drivers licence – not essential</li><li>• Computer literate in Asset Data Bases and general computer 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 Turf Operations</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>
-------------------------------	---

Last updated January 2026



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