



NGĀTI WHĀTUA ŌRĀKEI  
WHAI MAIA LTD

## Position Description

<b>Position Title</b>	Pourewa Reserve - Park Facilities Manager
<b>Reports To</b>	Whai Maia, Chief Operating Officer
<b>Direct Reports</b>	TBC
<b>Location</b>	Kepa Road Site and 230 Kupe Street, Ōrākei
<b>Date</b>	February 2020

## Purpose of Position

The Park Facilities Manager will manage the Reserve whenua and facilities to meet the expectations of our stakeholders and ensure that staff /contractors work safely and effectively and that visitors have a positive experience.

This role will continue to develop the Nursery Operations, ecological restoration, climate change, community engagement and research initiatives, while planning and managing repairs and upkeep of the property and plant within approved budgets.

Implementing a programme of development projects will also be a key responsibility of the Facility Manager, with all the above to deliver the desired outcomes of Ngāti Whātua Ōrākei (NWO) and the NWO Reserves Board.

<b>Key Responsibilities</b>	<b>Functions</b>
Nursery Operations and Mara Kai Developments	<ul style="list-style-type: none"><li>• Manage Nursery staff, volunteers and contractors to deliver increasing annual plant supply levels with a focus on ecological, biodiversity and socially sustainable practices.</li><li>• As part of the Tamaki plant collection develop a seed bank / germplasm of our local native plant species.</li><li>• Support research, education and Mātauranga Māori practices including establishment of a space dedicated for rongoā preparation.</li><li>• Establish mara kai / food gardens</li><li>• Develop and support parakore / zero waste initiatives</li></ul>
Facilities Management	<ul style="list-style-type: none"><li>• Manaaki manuhiri visiting the Community Engagement hub and the reserve to ensure they are informed of our purpose and development plans.</li><li>• Develop, implement and manage services that deliver the properties as fit for purpose and adhere to all health and safety regulations.</li><li>• Ensure that maintenance and other requests for service are efficiently and effectively managed to meet expectations and deliver value.</li><li>• Oversee and manage maintenance works carried out by employees and contractors to ensure that key performance indicators are complied with.</li><li>• Audit contractors to ensure that health and safety requirements are followed, and buildings are safe and secure for users.</li><li>• Oversee the land management requirements of the Pourewa Reserve area in delivering an outstanding environment for community use.</li><li>• Monitor the condition of buildings, structures, plant and equipment.</li></ul>



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	<ul style="list-style-type: none"><li>• Resolve on-site problems with contractors and customers to support required outcomes, and liaise with suppliers as required to address issues that arise and improve performance.</li><li>• Participate as required in operational supplier meetings and provide performance information.</li></ul>
Project Management and Planning	<ul style="list-style-type: none"><li>• Provide input to and assist with the implementation and delivery of relevant development projects, asset management, budgets and reports.</li><li>• Project manage initiatives identified by Ngāti Whātua Ōrākei, Reserves Board Whai Maia leadership or as identified through facility management.</li></ul>
Financial & Reporting Management	<ul style="list-style-type: none"><li>• Develop the team's annual operational, maintenance and capex budgets.</li><li>• Ensure that programme budgets are managed in accordance with the Ngāti Whātua Ōrākei, Reserves Board &amp; Whai Maia organisational policy and practices.</li><li>• Provide reporting to management as required.</li></ul>
Continuous Improvement & Quality Assurance	<ul style="list-style-type: none"><li>• Initiate and lead innovative facility related projects to improve processes, cost efficiencies and ensure best practice.</li><li>• Conduct ongoing evaluation of work programmes to maximise their efficiency and effectiveness.</li><li>• Develop and implement processes, systems and procedures that continually improve service culture and achieve annual business plans.</li></ul>
Communication & Contribution	<ul style="list-style-type: none"><li>• Maintain positive and collaborative working relationships internally and externally and promote Cultural activities</li><li>• As an employee of Whai Maia you are required to familiarise yourself with and comply with all organisational policies.</li></ul>
Health & Safety & Environmental	<ul style="list-style-type: none"><li>• Promote a safe and healthy workplace by undertaking responsibilities as outlined in Whai Maia health and safety policy and procedures.</li><li>• Ensure we fulfill our duty to Papatūānuku by adhering to internal policies, local regulations and NWO Tikanga.</li></ul>

### Person Specification:

- Nursery Management / Business Development experience
- Relevant tertiary qualification (3 > 4 years) in project or facility management
- Trade qualification
- Asset management background/experience
- Proven experience in facilities management and strategic initiatives.
- Experience in the use of Microsoft Office applications, (Excel, Word, Outlook).
- A wide range of experience and involvement preferably in connection with commercial and residential property.
- A can-do positive attitude and resilience.
- Able to pro-actively assess risks and issues, critically evaluate, and identify solutions.
- Co-ordinates activities with staff to ensure optimum efficiency and compliance with appropriate procedures and policies.
- Proficiency in ngā tikanga me te reo Māori an advantage