

The background image shows the Egyptian-style architecture of the Te Kaaroro Nature Precinct, featuring a temple with columns and hieroglyphs. A family of three is sitting on the steps in front of the temple. The image is overlaid with a large blue diagonal graphic on the left side.

SHAPING AN
AWESOME
HAMILTON

Te Kaaroro Head of Environment & Construction

Destinations

About us

Our purpose is to improve the wellbeing of Hamiltonians. To fulfil our purpose, we need to become the leading community-focused Council, so that Hamilton's full potential can be unlocked – making it the best place to live.

Our staff are at the heart of everything we do. We value *kia urutau* (adaptability), *kia ngaawari* (simplicity), *kotahitanga* (inclusiveness), *kaitiakitanga* (guardianship), and *kia manawanui* (ambition). These values drive the way we think about how we do our work to stay true to our purpose. We need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance.

About the position

This position sits within the **Destinations group**. This group deliver thriving events, attractions, and destinations – Hamilton Gardens, Waikato Museum, Te Kaaroro Nature Precinct, and H3 venues (Claudelands EvCentre, FMG Stadium Waikato and Seddon Park). Read on to find out more about the role.

What you will do

The Head of Environment & Construction is a member of the Te Kaaroro Nature Precinct's Leadership Team and is responsible for providing direction to and oversight of the management of the Precinct's physical environment, such that it provides extraordinary wildlife & nature experiences that communicate the natural world to visitors, provides exemplary habitats for visitors and the wildlife in our care, reflects the Precinct's commitment to environmental sustainability and provides a safe and secure environment for our staff, volunteers and visitors.

Reporting to Te Kaaroro's Director, this position manages grounds maintenance, facilities and all construction/contractor related activities (from procurement, design, construction and close out phases) at Te Kaaroro Nature Precinct. This position will play a critical role in shaping the future of the Precinct, ensuring that all projects align with the organization's mission whilst meeting the needs of visitors, staff and animals.

The role provides guidance to the teams responsible for the design and delivery of the Nature Precinct's key projects and general renewals. The role also provides leadership to the teams that monitor, and maintain Te Kaaroro's infrastructure, environments and utilities.

Reports to	Te Kaaroro Director
Responsible for (total number of staff)	8
Delegation	\$10,000
Budget	\$0

Key responsibilities

Some of the **key responsibilities** for this role include:

- Contribute to the long-term growth and sustainability of the Precinct by delivering construction projects that

support its mission, enhance visitor engagement, and provide enriching environments for wildlife conservation and education.

- Collaborate with Te Kaaroro staff, including animal care professionals and education specialists, to integrate construction projects seamlessly into Nature Precinct operations and visitor experiences.
- Implement quality control measures to ensure construction projects meet industry standards and regulatory requirements.
- Foster positive relationships with internal and external stakeholders, including Te Kaaroro staff, other council departments; contractors, vendors, and regulatory authorities, by effectively addressing concerns and maintaining open communication channels.
- Manage, participate, and contribute to programmes and projects across Te Kaaroro as required as a member of the Leadership Team.
- Ensure a robust project management and reporting process underpins all Precinct Design & Construction projects.
- Ensure the development and implementation of consistent design principles to guide Te Kaaroro Design & Construction projects.
- Ensure robust contract and budget management processes support all Te Kaaroro Design & Construction (capital) projects.
- Select and manage contractors, subcontractors, and vendors, ensuring adherence to project specifications and deadlines.

- Develop comprehensive project plans outlining objectives, timelines, resources, and budget requirements.
- Coordinate the procurement process for materials, equipment, and services required for construction projects.
- Monitor project budgets alongside programme manager, track expenses, and ensure cost-effectiveness throughout all project phases.
- Identify potential risks and develop mitigation strategies to minimize disruptions and ensure project success.
- Integrate environmentally sustainable practices into construction projects, minimizing Te Kaaroro's ecological footprint.
- Ensure compliance with health and safety regulations alongside Precinct's H&S Manager and H&S Business Partner as well as promote a culture of safety among all project participants.
- Be part of a high performing team that works collaboratively, effectively and with outcomes focus.
- Actively promote and contribute to the Precinct's annual strategic plan as a member of Te Kaaroro's Leadership Team.
- Contribute to the development of individual and team capability through mentoring, coaching, and identifying training and development needs.
- Promptly and constructively address any issues of non-performance.
- Deputize for the precinct's Director on request.
- Oversee the development, review and updating of the Zoo's Master Plan.
- Participate in the development and delivery of the Precinct's annual business plans.

- Facilitate clear and effective communication among project team members, stakeholders, and Precinct management to provide updates, address concerns, and resolve issues promptly.

How you will do this

Our team culture is critical to our success. It's vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible outcomes for our community.

Your mindset, skills, knowledge, and experience

You actively work at being the 'best version of you' and your mindset and behaviours have a positive impact on others.

You bring to the role

- Tertiary Qualification relative to the construction/project management industry with at least 10 years proven experience (client-side is preferable)
- Demonstrable experience in delivery all stages of the project lifecycle is essential.
- Proven experience in delivering medium to large projects.
- Experience managing projects in a public/visitor experience environment is desirable.
- Experience in implementing and managing construction contract types including but not limited to NZ 3910 & NZ 3916, CCCS, IPENZ and typical Council templates for Minor to Medium works.

- Excellent communication skills and ability to relate well to a range of people fostering collaboration.
- High level of relationship management experience including managing conflict resolution
- Strong mentoring, training, and coaching skills
- Ability to work independently.
- Ability to effectively delegate while maintaining forward motion on key deliverables.
- Excellent business and technical writing skills are desirable.
- Demonstrate a high level of professionalism whilst representing Te Kaaroro at meetings, workshops, and conferences.
- Capable of managing cross functional teams and multiple projects
- Capable of reading drawings and schematics
- Proficient in MS Office and other project management tools

Note: This position description is a broad outline of the key activities and responsibilities for this role. Key responsibilities may vary from time-to-time, at the request of the manager, to accommodate the operational needs of the team.

Health, safety and wellbeing

All of our people have a responsibility for their own and others health and safety. This includes following all health and safety policies and procedures, including reporting events and hazards, and participating in health, safety and wellbeing programmes and initiatives as required.

Civil Defence

Completes Civil Defence training and participates in events as required.