

SHAPING AN
AWESOME
HAMILTON



SPORT AND RECREATION ASSET LEAD

COMMUNITY

WHY WE ARE HERE

To improve the well-being of Hamiltonians, we need to become the leading community-focused Council, so Hamilton's full potential can be unlocked – making it the best place to live.

The following values - adaptability, simplicity, inclusiveness, guardianship, and ambition are what make our thinking and mindset unique to Hamilton, so we need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance.

Our people are at the heart of everything we do.

WHY THIS ROLE EXISTS

This position sits within the Parks Assets team which is part of the **Parks & Recreation unit**. The purpose of this team is to provide asset management functions for parks and recreation assets, ensuring that the recreational needs of the Hamilton community and visitors to Hamilton are met.

WHAT YOU WILL DO

Reporting to the Senior Recreation & Community Facilities Advisor, as the Sport and Recreation Asset Lead, you will lead the forward planning activities to enable strategically aligned investment in Council's community and recreational sports facilities.

As an Asset Lead, you will ensure, through collaboration with internal and external stakeholders, that planning for recreational facilities incorporates the user's needs.

YOU BRING TO THE ROLE

- A graduate level qualification within a planning, asset management, business management, business analyst or similar field that provides transferable skills to deliver the below key outcomes.
- It is essential that you bring demonstrable experience in effective report writing, preferably within the context of business cases, concept proposals, council reports and project briefs.

EXPERIENCE

- It is preferred that you have 3+ years of experience working within the parks, sports, or facilities sectors.
- Ideally experience working within or with asset management functions.

SKILLS AND KNOWLEDGE

- A proven track record of thinking differently, acting with integrity, working together and making it happen.
- A proven track record of working collaboratively with other teams to deliver on shared vision and common outcomes.
- Self-awareness that mindset is the foundation of performance and an ability to develop self and others in this regard
- Analytical ability and business acumen
- Highly developed interpersonal and communication skills with the ability to work effectively with a diverse range of stakeholders (internal and external)
- Demonstrated success in developing concept proposals, business cases or project briefs
- Ability to operate independently, anticipate requirements and monitor workload
- Able to deal with ambiguity
- Advanced written communication and presentations
- Financial analysis and modelling skills
- Experience working in local government (preferred, but not essential)

KEY OUTCOMES

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

- Provide the Senior Recreation & Community Facilities Advisor with accurate and up to date information for the asset management planning and long-term plan proposals.
- Write business cases and concept proposals based on up-to-date understanding of user and community needs coupled with a current understanding of asset condition for renewal of existing assets.
- Write project briefs and scope information to inform project delivery for capital works, including renewals.
- Ensure capacity and demand information for community and recreation facilities is kept up to date and consistent with industry best practice.
- Work closely with Council's Facilities Unit to ensure community and recreation asset building condition assessments are completed on a regular cycle.
- Work closely with the Parks Delivery Sports Parks Team Leader to ensure resources are assigned to areas and assets to deliver requirements.
- Maintain key relationships with other sports field specialists in Hamilton and throughout New Zealand.
- Manage community or sports user group development proposals through the Council process for evaluation, consideration and approval.
- Act as the Business Owner's Representative within recreation projects being delivered by others.
- Develop, maintain, and manage key internal/external relationships.
- Engage and manage external consultants/contractors as required.
- Appropriately respond to public enquiries
- Maintain awareness of the political environment within sport and recreation and escalate any risks to management
- Actively participate, comply and engage in all health and safety activities, policies, and practices including Civil Defence.

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.