

Position Description – Community Facilities Officer

The position reports to: Team Leader Property & Fleet Management **Grade:** 12

Hours of work: 32 Hours per week

Position purpose:

This role is responsible for the efficient administration, management, and continuous improvement of Council-owned property, community facilities, reserves, and housing assets, ensuring compliance with legislative requirements, Council policies, and strategic planning frameworks.

The position requires well-developed organisational and administrative skills to support the management of leases, licences, encroachments, and property applications from initiation through to ongoing administration, including coordinating assignments, auditing, monitoring financial obligations, maintaining accurate records, and ensuring timely invoicing of outgoings. Complementing this, the role also involves a practical, hands-on component, requiring basic handyman skills to respond to minor maintenance issues, support facility upkeep and fostering long term relationships with tenants.

The position also fosters positive stakeholder relationships, delivers customer-focused services, and actively contributes to health and safety, emergency management, and continuous improvement initiatives.

The Key areas of responsibility include:

Land Use Management **(including Licences to Occupy, Encroachments and Leases)**	• Identify and manage property agreements including documentation, renewals and regular review of annual rentals. • Administer BDCs leases, Licences to Occupy and Encroachment applications for council owned or administered property. • Administer existing agreements including renewals and reviews in accordance with the legal documentation. • Ensure all of BDCs legal obligations relating to agreements are complied with.

Council Owned Facilities **Reserve Management & Asset Management Plans** **Financial Management & Reporting**	• Support with reserves and halls sub-committees (11 sub-committees including 3 campgrounds) • Assist with development of Reserve and Asset Management Plans in association with Team Leader Property & Fleet • Assist with reviews of Reserve Management Plans to ensure all reserves have been classified in accordance with the Reserves Act 1977 • Support Team Leader Property & Fleet with the recording all BDC property assets together with the ongoing input of data to help build the property management system and asset register • Support with budget preparation as and when required • Aminister agreed budget activities through effective financial management, planning and reporting • Processing and authorising invoices from contractors and trades, ensuring all costs are validated and remain within approved budgets
Health & Safety	• Work-related accidents, incidents and illnesses are reported • Hazards are identified and controlled measure followed, emergency procedures are followed • Demonstrates a personal commitment to Health and Safety in accordance with BDC's Health and Safety Policy

Deliverables:

Big picture	• Ensure all Council property agreements (leases, licences, encroachments and applications) are accurately processed, well-documented, financially monitored, and compliant with relevant legislation, policies and governance requirements. • Provide responsive, customer-focused service by managing enquires, supporting internal decision-making, fostering positive relationships with tenants, contractors and colleagues • Contributing to a safe, collaborative and positive workplace culture
Performance	• Achieve performance goals and expectations and follow leadership instructions on time and to a high standard consistently • Report on progress to plan against own KPIs

	• Take an active role in own goal-setting, learning and development • Correctly and appropriately use technology as required for the role, including new technologies • Contribute to the sustainability efforts and financial position of the Council through responsible use of resources and equipment • Comply with all legislation and Council policies • Contribute to the sustainability efforts and financial position of the Council through responsible use of resources and equipment • Set a positive example for punctuality, attendance and work ethic
People & Capability	• Be a positive and constructive team member • Collaborate on cross team/discipline projects and teams as required • Constructively and successfully adapt to changes • Take positive actions to keep self and others physically and psychologically safe and well • Attend, be prepared for and engage constructively in all meetings • Deliver exceptional customer service consistently (make every interaction count) • Build effective, sustainable relationships at all levels • Have consistently positive interactions externally and with Subcommittees and Elected Members (as required for role)
Requirements for all staff	• Buller district council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partners to deliver on our obligations under Te Tiriti o Waitangi. • Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault. • Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager. • Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies. • Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Buller District Council policies and processes.

Emergency Management requirements for all Council Staff	• Buller District Council has a legislative responsibility to respond to adverse events within our communities. As such, any staff member may be required to assist the Emergency Management Team in responding to such an event. Family circumstances and BAU roles will be taken into account.

Required assistance may include:

- Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.
- Respond to civil defence emergencies or adverse events wherever possible and if it is safe.
- Participate in any required Civil Defence exercises to maintain essential services.

Key relationships

Internal	External	Committees/groups
Chief Executive Officer, Group Manager Infrastructure, Manager Infrastructure Planning, Team Leader Property & Fleet, Property Support Officer, Community Services department, all other employees and Elected Members	Ratepayers & residents, other District Councils, West Coast Regional Council. Government Agencies, Contractors and Consultants and Iwi	Reserve & Hall Sub Committees, Community Groups, Sport Clubs and other organisations

Skills and Experience (JD Specific)

Essential	Desirable
• Strong administrative and organisational skills with high attention to detail • Current motor vehicle drivers' licence is mandatory • Accurate record keeping and document management • Competence in data entry, reporting and maintaining information systems	• Experience processing applications, leases, licences or similar agreements • Practical understanding of building and facility upkeep • Knowledge of property, lease and asset management processes • Willingness to adopt new technologies and improve digital workflows

- Basic financial management and monitoring (budgets, invoicing, debt tracking)
- Customer-focused approach with the ability to respond to enquires efficiently
- Understanding of health and safety obligations in the workplace
- Confidence using digital systems for record keeping, scheduling and reporting
- Ability to give accurate advice to the public
- Commitment to personal safety and the safety and wellbeing of others
- Actively contributes to a positive health and safety, and wellbeing culture

- Experience in local government, reserves management, or public sector environments
- Ongoing commitment to professional development and maintaining current industry knowledge

Education, Qualification, Memberships

Essential	Desirable
• 3-year minimum demonstrated office administration/project management • Proven ability to plan, prioritise, and sequence tasks to deliver agreed outcomes within set timeframes and organisational frameworks • Strong organisational and time management skills, with the ability to effectively manage competing priorities • Ability to apply knowledge and experience to develop, implement and continuously improve systems, processes and ways of working	• CIMS 4 • Understanding of local government processes, frameworks, and reporting requirements • Familiarity with relevant legislation and the ability to apply it in a practical environment (e.g., Reserves Act and local authority regulations • Experience working within a compliance or policy-driven environment