



Position Description

Job Title: Spaces & Places Manager

Location: Auckland Region (Variable)

Reports to: Community Sport Manager

Aktive's Vision, Mission & Strategic Priorities:

- **Vision:** Auckland – the world's most active city
- **Mission:** To collaborate, set direction and provide regional leadership for our sport and active recreation communities
- **Strategic Priorities:**
 - Underactive Aucklanders are More Active - *Kia kaha ake te kori tinana a ngā tangata kaore i te kaha ki te kori tinana*
 - Anywhere, anytime - *Kia kori tinana, ahakoa te wā, ahakoa te wāhi*
 - Great spaces and places - *He tūhoropaki me ngā tūwāhi tino pai*
 - Keeping pace with a changing Auckland - *Kia oma tahi me te panoni haeretanga o Tāmaki Makaurau*
 - Partnering with Māori - *Kia mahi tahi me te Māori*
 - Together we go further - *Kia koke i roto i te kōtuitanga*
 - Leading the conversation - *Kia arahi i ngā wānanga kōrero*

Aktive's Values:

- **Gutsy, Kia maia:** We make transparent, bold decisions in pursuit of our vision for Auckland
- **Team up, Kia tū takitini:** We succeed by trusting and playing to each other's distinctive strengths
- **Be on the front foot, Kōkiri whakamua:** We take the initiative, adapt quickly to change, and keep an eye on the horizon
- **Go hard, Kia kaha:** We work relentlessly, persevere, and see things through
- **Play it straight, Kia tākaro tōtika:** We deal with the facts, focus on solutions, and treat everyone fairly and with integrity to achieve our goals

Background:

Auckland is a complex multi-cultural environment with many challenges, but also with unparalleled opportunities to increase and sustain participation in play, active recreation, and sport by our target groups; children (tamariki) and young people (rangatahi) 5-18 years, particularly within low socio-economic areas; girls and young women aged 10-18 years; Māori, Indian, Samoan and Chinese ethnicities. This has led to the establishment of the strategic response known as *The Auckland Approach to Community Sport*, which

contributes to the vision of Auckland being the world's most active city. High quality and adequate provision of facilities and open spaces is pivotal to achieving our vision.

Job Purpose:

The Spaces and Places Manager role exists to improve the overall well-being of Auckland's communities by leading in a way that ensures that our built facilities and open spaces provide fit-for-purpose opportunities to enable increased participation.

The role provides leadership and strategic direction on the development and implementation of tools and processes. These tools and processes will help organisations to make informed decisions regarding the planning, design, funding, procurement and operation of spaces and places for sport, play and active recreation. As a key connector in the sector the role will ensure a collaborative approach that informs collective, evidenced-based decisions and investment.

Accountabilities:

- **Regional Leadership** - Support and shape the strategic thinking of organisations, including schools, in the planning and delivery of priority sport, play and active recreation facility projects.
- **Quality** - Support the development of high quality, innovative, imaginative and technically competent and cost-effective design solutions, that encourage participation, **drawing in expertise** and guidance to support organisations.
- **Project Meetings** - Contribute to, and - where relevant - lead, project meetings on capital and open space projects/proposals with partners and other stakeholders.
- **Facility Planning** – Champion the development of a facilities plan for Auckland. Assist NSOs, RSOs and Local Boards with the development of sport, play and active recreation facility and open space plans for Auckland.
- **Schools, Churches & Other Community Spaces** - Work with Auckland Council, RSTs, CLM, RSOs, clubs and other activity providers to ensure the network of sport, play and active recreation facilities and open spaces in Auckland are maximised and optimised for community access and use. Provider partners' local spaces and places plans are a key aspect of this.
- **Resourcing:** Develop and implement strategies to optimise both the available funding and also the effective management of existing funding, for capital funding, maintenance and operation of facilities, including ensuring equitable and sustainable expectations of community groups.
- **Independent Advisory** – Establish, lead and/or support advisory group tasked with providing independent advice on facility and open space developments, including play facilities. Represent the sector on relevant groups established by others.

- **Innovation** - Develop and implement innovative tools, maps and resources in response to the needs of the sector regarding Spaces & Places, to help organisations navigate facility development planning and delivery.
- **Advocacy – Co-ordinate** and front the advocacy campaigns on-behalf of the Sector regarding e.g. Council’s Long-Term Plan and Annual Budgets, using an evidence-based approach to confirm the investment required to deliver the network of facilities and open spaces to meet Auckland’s diverse and growing needs.
- **People Management** - Provide leadership, operational support and guidance to internal and external workforces responsible for Spaces & Places, including the regional Spaces & Places Action Group.
- **System Build** – Work with Auckland Council, Sport NZ, RSTs, CLM, NSOs and RSOs to develop a suite of professional development opportunities and resources for those working in Spaces & Places environments.
- **Strategic Planning** - contribute to organisational strategic planning.
- **Contract Implementation** - Manage the implementation of Spaces & Places contracts from upstream funders e.g. Sport New Zealand, NZ Rugby Union, Netball NZ, Netball Northern, NZCT, Foundation North, Auckland Council etc, to ensure we and partner providers deliver on contract obligations.
- **Insights** - Work with the Insights Manager to develop a systematic approach to the collection and sharing of insights, including ‘best practice’, internally and externally. Use insights to support sector Spaces & Places planning and provision.
- **Monitoring and Evaluation** - Work with the Monitoring & Evaluation Senior Advisor to develop effective monitoring and evaluation methods that demonstrate the impact being made regarding Spaces & Places. Establish clear annual Spaces & Places priorities and measures to guide work plans.
- **Marketing and Communications** - Work with the Marketing & Communications Manager to develop a communication plan for Spaces & Places.

Reporting:

- **Reporting** - Prepare detailed progress reports on behalf of Aktive as and when required.

Funding:

- **Funding** - Contribute to the development of funding applications on behalf of Aktive as and when required.

Relationships:

Establish and maintain effective relationships with key stakeholders including:

- Aktive – internal
- Sport New Zealand
- Auckland Council

- NZ Rugby Union
- Netball NZ & Netball Northern
- Ministry of Education- Auckland
- Partner providers, including: Harbour Sport, Sport Auckland, Sport Waitākere, CLM Community Sport, College Sport, Women in Sport - Aotearoa
- Funders
- Recreation Aotearoa and other Regional Recreation Organisations
- Commercial providers
- Auckland Transport
- Kainga Ora
- NSOs, RSOs, major clubs
- Local Iwi and Hapu
- Community groups
- Disability organisations
- Other providers

Experience and Knowledge:

Essential

- You will have experience of facility and capital project development
- You will have solid connections and experience within the development, architecture planning or capital investment disciplines.
- You will have a qualification in Project Management, Sport and/or Recreation Management, Planning or Business Management.
- Must have minimum of five years' experience in developing and shaping partnerships to effect change
- You will have a good level of people management experience
- Must be able to demonstrate a track record of bringing concepts to life i.e. transform words into action and demonstrate impact
- Exceptional interpersonal skills with proven experience in managing stakeholders, teams and individuals to achieve quality outcomes and impact
- Experience in influencing attitudes, behaviours and processes.

Desirable

- Experience in designing and facilitating professional learning and development opportunities
- Knowledge of the NZ sport and or recreation sector
- Knowledge of the sport and active recreation funding landscape
- Experience of fundraising for capital development projects
- Knowledge of sports facility ownership, governance and operational models
- Financial interpretation and analysis skills

Skills and Attributes:

- Strong self-awareness
- Customer-centric with a “can do” attitude
- Works as part of a team, with a commitment to achieve results for and with others

- Ability to relate to people at all levels including for example senior management, chief executives, principals and boards of directors
- Excellent verbal, written and presentation skills
- Strong emotional intelligence skills
- Ability to lead and advocate
- Ability to influence attitudes and behaviours
- Ability to work autonomously and as part of a team
- Knowledge of, and commitment to the Treaty of Waitangi – Te Tiriti o Waitangi
- Strong planning, prioritising and organising skills
- Acts with integrity
- Commitment to continuous learning and innovation
- Good problem analysis and problem-solving skills
- Proactive - uses initiative
- Resilient and able to cope under pressure
- Ability to manage budgets and operate within them, maintaining financial records and ensuring cost-effective delivery
- Technology literate – including Microsoft
- Prepared to work flexible hours, including evening and weekend work.

Other Duties:

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.