

## Position Description

<b>POSITION</b>	: Facility Development Manager
<b>REPORTS TO</b>	: Group Manager – Community Experience
<b>EMPLOYMENT TYPE</b>	: Fixed term for 18 months
<b>LOCATION</b>	: Alexandra Office

### Purpose

To support, coordinate and implement actions to operationalise the Cromwell Events Centre/Memorial Hall ready to go live on day one.

### Our Values

Our values embody the culture of the Central Otago District Council, how we behave and how decisions are made. They are built by staff, for staff, ensuring that all employees are on the same page so we can achieve and deliver our vision.

 **Be**  
**Respectful**

 **Work**  
**together**

 **Be**  
**courageous**

  
**Me manaaki tētahi ki tētahi, me  
pakihiwitahi te tū – kia haere tahi ai tātou**

Respect each other, stand shoulder to shoulder – so that we may travel on this journey together

### Key Accountabilities

1. Collaborate with the Group Manager to design and implement an effective operational model.
2. Develop, monitor and manage budgets for the post-build fit out operations on the premises for relevant activities for go live.
3. Assist in the recruitment, training and scheduling of staff, ensuring optimal staffing levels and performance.
4. Oversee the integration and maintenance contract of technology systems to support the facilities operations.
5. Coordinate maintenance schedules and ensure all areas of the facility are maintained to a high standard.

6. Develop a media and marketing strategy and coordinate booking systems for community and commercial use of the facility.
7. Develop and manage comprehensive schedules for use of community spaces, maximising their utilisation.
8. Engage with community groups, local businesses, and other stakeholders to align the facility's offering with community needs.
9. Provide detailed reports and updates to the Group Manager on the progress and performance of the operational model.
10. Ensuring the project is managed effectively and deliver quality outcomes within intended timelines and budget.
11. Undertake and manage investigation work.
12. Ensure engagement and clear communication with required departments across the organisation.
13. Assisting in the preparation of requests for information and procurement documents as required.
14. Support the financial management of the project within approved project budgets.
15. Preparation of required reports to community boards, the Audit and Risk Committee and Council.
16. Presentation of project updates to the executive leadership team, elected members and external stakeholders.
17. Participate in Council's response in managing a civil defence event as practicable.
18. From time to time, at the direction of the Group Manager -Community Experience or Chief Executive Officer you may be required to undertake duties in addition to those outlined.

### **Key Result Areas**

1. A high level of professionalism and customer service.
2. Effective project planning and planning advice provided across the organisation.
3. Timely and effective project delivery.
4. Effective facilitation, support and communication is provided for organisation plans, strategies and projects.
5. All project plans developed are a high quality, timely with all risks and issues identified and appropriately mitigated
6. Provides clear and timely reporting to the executive management team and elected members.

## Delegations

Makes decisions within the authority delegated by the Group Manager – Community Experience and the Chief Executive Officer.

## Position Requirements

1. Experience in commercial and local government environments.
2. Experience in project management in a community or public facility setting and events.
3. Excellent organisational skills with a keen attention to detail.
4. Strong verbal and written communication skills.
5. Ability to problem-solve and make decisions independently.
6. Experience in budget management and financial reporting.
7. Proficiency in marketing and promotional activities.
8. Ability to work collaboratively with diverse stakeholders.
9. Flexibility and the ability to create structure.

## Relationships

### External

Public & Community Groups  
Audit New Zealand  
Contractors

### Internal

Chief Executive Officer  
General Manager – Community Experience  
Finance Manager  
All Staff  
Elected Members