

Revision date: September 2020

Infrastructure Facilitator

The Infrastructure Facilitator role is a year round role and is responsible for teams that provide all the Kiwiburn supplied on site facilities, utilities, and site services for the annual Kiwiburn event. As per the Kiwiburn [organisation structure](#), the Infrastructure department currently comprises the following Teams:

- MPW – Ministry of Works is responsible for setting up the event site, all Kiwiburn supplied structures, utilities (power, water, gas, drainage), supply and siting of sanitation and ablution facilities, roading, safety fencing, lighting, operation of the yard area, ensuring the safe use of Kiwiburn operated vehicles, management of onsite Kiwiburn assets including tools and equipment
- Sanitation – new team responsible for ensuring all toilet facilities are operational and maintained to prescribed standards of cleanliness throughout the entire event period.
- Kitchen – catering for the three main crews (MPW, Effigy, & Temple) and other key early entry organisers during build period and some meals during the event and pack down for key volunteers
- LNT – responsible for ensuring the event site is returned to the same or better condition than it was before the event
- Site Office – the administrative hub of the event during the build period, the event, and pack down
- Town Planning – responsible for determining the layout of the event site in liaison with all parties affected by the layout
- Traffic – responsible for the management of traffic accessing the site, operating within the site, and leaving the site as well as parking areas.

[Note Infrastructure does not include the actual provision of third party services such as Security, Fire, Medics and other participant support service providers but it does include the provision of any agreed structures and utilities the third party providers require to operate on site]

The Infrastructure role is year round including the event period, however, at an agreed time before the build period of the Event the Infrastructure Facilitator hands over day to day control of the onsite Infrastructure teams to the Event Manager, but the Infrastructure Facilitator remains responsible for supporting the Event Manager by ensuring they are supplied with the full complement of Infrastructure Teams and that those teams are fully staffed and trained to agreed requirements..

The purpose of this role is to guide, support and oversee the Infrastructure teams to execute their operational goals and objectives for Kiwiburn each year by ensuring clear cross-team communication and cohesion to the bigger-picture.

This includes, but is not limited to;

- Ensuring documentation for each team is up-to-date and in line with the overall event ethos and planning.
- Providing feedback to the Kiwiburn Executive Committee (ExCom) from your teams.
- Communicating all relevant information from the ExCom to your teams.
- Seeking out further information and support for your teams as they require.

The Infrastructure Facilitator is an active member of the ExCom, and is involved in the strategic planning and crucial decision making for Kiwiburn. This role allows you to be a voice for your Teams and community.

Key Responsibilities

- Act in a manner fitting of an ExCom member, as per the ExCom [Memorandum of Understanding](#).
- Maintain communication and information sharing according to Kiwiburn's [Organisational Structure](#).
- Keep teams informed of any key decisions that affect them and Infrastructure Team Leads' requirements in order for them to thrive.
- Maintain the Infrastructurefacilitator@Kiwiburn.com and associated department email addresses
 - Town Planning
 - Traffic Lead
 - Leave No Trace
 - MPW Lead
 - Kitchen
 - Sanitation
 - Site Office
- Participate in ExCom online discussion groups and attend online meetings monthly.
- Provide leadership and strategic direction, ensuring Infrastructure Teams meet deadlines and key deliverables.
- Ensure Infrastructure Teams work together in a smooth and efficient manner, minimising and resolving conflict.
- Assist with the on-boarding of new Infrastructure Team Leads in conjunction with Volunteer Coordinator (email, welcome pack, face to face or phone queries).
- Actively support the recruitment of new Volunteers in conjunction with Volunteer Coordinator (vetting process)
- Consult with Team Leads on larger organisational issues prior to making decisions, and keep teams informed of any key decisions that affect them.
- Ensure timeliness and responsiveness across all project work
- Manage department and team spending, including developing and working within budgets.
- Project management
- Resource Consent compliance
- Team management
- Find and train a 2IC in the running of the department
- Write an Afterburn document and collate your teams' Afterburn reports in a timely fashion.
- Take part in a peer review before the Summit each year.
- Update and maintain Asana and Google Documents as required, ensuring policy and process documents are kept up to date so that someone could run your department if you have to step down for any reason.

Performance objectives

- Monthly check ins with all team leads
- Approve budgets and order equipment
- Ensure all onsite teams are filled with sufficiently skilled volunteers
- Update departmental documentation and Job Descriptions as required
- Liaise with Event Manager to make sure onsite needs are met
- Take part in performance development after the event
- Write an Afterburn report

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- Attend annual ExCom Summit
 - Update Asana are required

Working Relationships

- ExCom chair (senior)
- ExCom members (colleagues)
- Event Manager
- Team Leads under your purview:
 - Kitchen
 - Leave No Trace
 - MPW
 - Sanitation
 - Site Office
 - Town Planning
 - Traffic
- Pre/Post-event onsite teams
- Communications Team
- Volunteer/Crew Facilitator

Who to contact for support

This can be a challenging role. As an ExCom member you can approach the Chair for general help of a specific team lead for technical help. Issues can be raised in ExCom meetings and more volunteers can be assigned to your department by the crew facilitator if the workload is too much.

Time Commitment

- The Infrastructure Facilitator is not required onsite at the Event, unless acting in another capacity.
- February to June role involves 1-2 hours a week
- June to Jan role can grow to 10 hours a week
- Must be available to answer emails and forum posts on a minimum basis of daily Sep-Feb and weekly Mar-Aug
- Must attend 10 out of 12 ExCom meeting a year
- Must be available post event to write Afterburn, do peer reviews and attend Summit

Necessary Qualities, Knowledge and Experience

- Familiarity with the various Kiwiburn teams and their functions.
- Desire to serve the Burner community.
- Regular access to a computer and internet.
- Able to work collaboratively in a team with integrity and respect.
- Strong communication skills, especially in an online environment.
- Time management – work planning and ability to stick to deadlines.
- Flexibility and adaptability in a potentially fast changing environment.
- Comfortable learning/using software.
- Self-directed learner.
- Proven experience in high pressure situations
- Effective stakeholder management.

Desirable Qualities, Knowledge and Experience

- Prior leadership position within the Kiwiburn organisation preferred but determined on a case by case basis.
- Previous experience managing a team of people with different workloads and priorities.
- Existing relationship/s with Team Leads.
- Project management experience.
- Experience as a Team Lead on one or more of the teams you will be facilitating.
- Asana and G-suite capable
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi)
 - Please read these links for more information if you are unsure;
<https://waitangitribunal.govt.nz/publications-and-resources/school-resources/treaty-past-and-present/section-3/>
<https://waitangitribunal.govt.nz/treaty-of-waitangi/meaning-of-the-treaty/>
- Strong working knowledge of Google Docs, Excel and Asana

Excom Commitments

As a member of the ExCom you will be responsible for shaping Kiwiburn's strategic vision and make decisions on behalf of the community.

If you have not served on the board of a NFP before we suggest you read up on your responsibilities [here](#). Your specific responsibilities include being available for monthly ExCom meetings. You must attend 10 of the 12 meetings and send apologies if you are unable to attend. You must prepare for these meetings by reading the agenda and associated documents so that meetings can be as efficient as possible. You must endeavor to keep all communications on course, in line with the code of conduct and in line with community values. Any defamation will be recorded as an issue on your yearly review.

You must set your team leads up for success, checking in and providing help when needed and confirming that they are staying on the timeline. You must train a 2IC in all aspects of your role.

You must read and respond to emails and forum threads, and complete tasks in accordance with your job description in a timely manner so as not to adversely affect other volunteers' ability to perform their roles.

If you need to step back you need to notify the ExCom of this and the duration you will be away so we can substitute cover in for you. Help will be provided if you are struggling with any aspect of your role or workload.

If you resign from your ExCom role you must give a minimum of two weeks' notice, you must update your JD and assist with writing a Comms call out to fill your role and wherever possible train your replacement.