

JOB DESCRIPTION

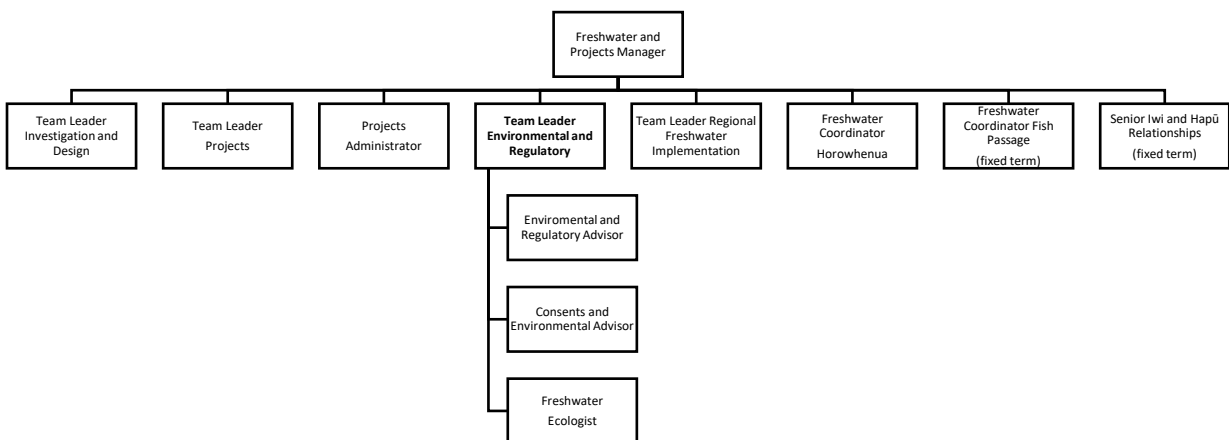
Job Title: Team Leader Environmental and Regulatory
Work Unit: Freshwater and Projects Team
Responsible to: Freshwater & Projects Manager

Position purpose:

- Effectively coordinate and manage the Environmental and Regulatory Team work programme.
- Coordinate the input to policy, obtaining permissions and achieving compliance with permissions for the Catchment Operations Group and other specific projects as required, including managing budgets, procurement and reporting for projects.
- Be a key Horizons' face developing and maintaining effective relationships with customers and key stakeholders.
- Providing mentoring and training around regulatory and other permissions matters.

Salary: \$102,020 (85%) – \$120,023 (100%) Indicative pay range
Date: February 2025

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Other Local Authorities and Government Departments/Agencies ▪ Horizons Regional ratepayers ▪ Iwi/hapū ▪ Consultants and contractors ▪ Interest and community groups ▪ Heritage New Zealand ▪ Land owners, occupiers and farm managers ▪ General public (both solicited and unsolicited contact). 	<ul style="list-style-type: none"> ▪ Catchment Operations group ▪ Policy, Consents and Consents monitoring ▪ Information Management ▪ Catchment data ▪ Science and Innovation Team ▪ Senior Management ▪ Elected members ▪ Civil Defence and Emergency Management (CDEM) staff ▪ Other Horizons staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Team Development, Support and Leadership	
<ul style="list-style-type: none"> ▪ Provide effective and competent leadership, advice and guidance to both reporting staff and on occasion other staff within the group. ▪ Supervision of team members and contractors as required. ▪ Assist with the recruitment of new staff. ▪ Develop staff capability and skills. ▪ Actively assist and mentor less experienced staff when needed. ▪ Participate fully in the performance management process working with staff to develop, monitor and review work. ▪ Set work programmes and priorities for staff in accordance with organisational and group goals. ▪ Promote a culture that reflects the organisation's values, customer focus and excellence objectives. ▪ Provide regular feedback to the Manager – Freshwater and Projects on team performance. ▪ Contribute to emergency management response in accordance with Emergency Management Manual or as requested. 	<ul style="list-style-type: none"> ▪ Team members feel well supported with direction, advice and guidance. ▪ The performance and well-being of reporting staff is monitored regularly, with any difficulties identified and remedial actions agreed to. ▪ Ensure new staff are recruited in a timely manner and inducted into Horizons and the team. ▪ Staff have professional development plans in place that identify training and development opportunities and career progression. ▪ Performance development and reviews indicate that staff are suitably trained and are carrying out their task to a required standard. ▪ Staff have a clear understanding of their work objectives and are delivering on these. ▪ Staff exhibit behaviours that reflect the organisation's values, customer focus and excellence objectives. ▪ Feedback to the Manager – Freshwater and Projects is effectively communicated in a timely manner with a "no surprises" approach. ▪ A professional and willing response towards any assigned Emergency Management function is evident.
Project/ Financial Management	
<ul style="list-style-type: none"> ▪ Prepare detailed work programmes in accordance with the project and reporting requirements. ▪ Establish and lead project teams. ▪ Effectively manage projects to ensure desired outcomes, in terms of performance, budgets, reporting and timelines. 	<ul style="list-style-type: none"> ▪ Work programmes are prepared within timeframes with accuracy around project delivery methods, budgets, timeframes and deliverables. ▪ Information is co-ordinated and prepared accurately within the agreed timeframes for the Annual Report and other reports as required.

<ul style="list-style-type: none"> ▪ Deliver and monitor work programmes to ensure compliance with Council's policies and procedures. ▪ Prepare accurate reports on projects. ▪ Exercise effective financial management in relation to project and programme budgets. Ensure conformance with financial delegations, procurement and purchasing procedures. ▪ Assess regulatory and other requirements for works and obtain any resource consent approvals etc. and implement projects in accordance with permission requirements. ▪ Be a project lead liaising with project team and externals in relation to projects. ▪ Provide input to applications for funding and management of funding when it is received 	<ul style="list-style-type: none"> ▪ Annual budget is prepared within timeframes. Expenditure is within the agreed budgetary guidelines. ▪ Purchasing and accounting procedures are fully complied with and financial delegations are always adhered to. Prior approval is obtained for budget variations. ▪ Regulatory and other permission requirements are identified, obtained and adhered to. ▪ Funding opportunities are actively sought from external sources with consideration to organisational capacity to deliver, accuracy around budget estimations, timeframes and deliverables.
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Advice, Investigations and Reporting

<ul style="list-style-type: none"> ▪ Design and implement monitoring programmes to inform project development, works implementation, meet regulatory requirements and to inform future management practices and policy formation. ▪ Provide technical support to the Catchment Operations Group to inform project scoping and project delivery including obtaining and meeting regulatory and other permission requirements. ▪ Develop and report on project plans or briefs as necessary. ▪ Assess regulatory and other permission requirements for works and obtain any resource consent approvals etc. and implement projects in accordance with permission requirements. ▪ Field work and other activity is undertaken with consideration to health and safety and budgetary requirements. 	<ul style="list-style-type: none"> ▪ Monitoring programmes are designed and delivered in an appropriate manner, including ensuring regulatory requirements are reported on. ▪ Input into project formation and delivery is accurate, timely and well communicated. ▪ A proactive approach to investigating and monitoring new and existing methodologies is undertaken to inform future management and policy approaches (e.g. the next iteration of the River Works Environmental Code of Practice). ▪ Regulatory and other permission requirements are identified, obtained and adhered to. ▪ A high level of health and safety awareness is evident in all activities.
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Communication and Continuous Improvement

<ul style="list-style-type: none"> ▪ Maintain effective communication around regulatory matters with the agencies/ groups that provide permissions, with Horizons staff, (regulatory and non-regulatory), iwi/hapū, and stakeholders. ▪ Act as the Council's representative and contact point in relation to regulatory and other permissions matters. ▪ Address community groups, scheme committees, Council etc. ▪ Respond to written and verbal requests for information and advice. 	<ul style="list-style-type: none"> ▪ A professional attitude is projected at all times in dealing with external contacts. ▪ Advice is informed, timely, concise and presented in an appropriate format to target audience. ▪ Communication around regulatory work is clear, timely and accurate. ▪ Accurate and timely responses to information and media requests are provided. ▪ Customers are satisfied with responses to written or verbal requests for information. ▪ Stakeholders are well informed of planned work programmes, methodologies, planned mitigations in relation to regulatory matters. ▪ Opportunities to improve delivery are identified, communicated and implemented.
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Health and Safety Management	
<ul style="list-style-type: none"> ▪ Assume the responsibilities assigned to a “Manager/Team Leader” as defined in the Horizons Regional Council Health and Safety Policy and Management Manual. ▪ Ensure compliance with Standard operating procedures (SOPs) and safe work methods/practices relating to my functional work area at all times. ▪ Promote and support the safe and early return to work of injured employees. ▪ Ensure hazard management plan review is undertaken annually for your team. ▪ Ensure all hazards are identified and steps are taken to mitigate them. ▪ Ensure those staff issued with Personal Protective Equipment (PPE) receive correct and adequate training and are competent in the use of the PPE. 	<ul style="list-style-type: none"> ▪ All staff are trained in appropriate safe practices, procedures and emergency preparedness. ▪ All accidents involving staff or contractors are reported and investigated in a timely manner. ▪ Hazard identification, hazard assessment and risk management is coordinated and achieved effectively within your team and area. ▪ Hazard management processes are reviewed annually and implemented and monitored for your team. ▪ All staff and contractors are aware of all hazards relating to their relevant work practices and areas. ▪ All staff are provided with, and trained in, the use of appropriate PPE. ▪ Potentially high-risk hazards associated with emergency events are appropriately managed remote from Incident Controller. ▪ A high level of health and safety awareness is evident in all activities.
Corporate Contribution	
<ul style="list-style-type: none"> ▪ Maintain own professional development. ▪ Undertake Performance Development tasks/responsibilities. ▪ Undertake Health and Safety tasks/responsibilities. ▪ Participate in emergency management training and activities as required. ▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed. ▪ Maintain Council plant and equipment. ▪ Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting). ▪ Ensure the Business Continuity Plan (BCP) for the team / work group is maintained, and regularly reviewed and updated to ensure its currency. 	<ul style="list-style-type: none"> ▪ Appropriate training and development undertaken as agreed. ▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. ▪ Contribution to projects and corporate initiatives is effective and valued. ▪ Administration requirements are completed timely and accurately. ▪ BCP is maintained and updated as required, to reflect changes and ensure its currency within current and future team / group activities.

PERSON SPECIFICATION

Knowledge/Experience

Essential:

- A relevant planning or natural science tertiary degree plus at least 2 years direct industry experience in a relevant environmental management/ regulatory management discipline.
- A current Class 1 (full) Motor Vehicle Licence.

Highly desirable:

- Three to five years relevant experience.
- At least two years regional government experience or equivalent.
- Sound understanding of relevant legislation and NZ standards.

- Ability to prepare work programmes and to project manage.
- Sound knowledge in Microsoft Word, Excel and Project Management.
- Experience in staff management.
- Proven experience in obtaining consents.
- Proven ability work effectively with regulators, iwi/hapū, the general public, landowners and agencies including managing expectations.

KEY JOB COMPETENCIES

Expert Knowledge

- Resource management legislation
- River and Drainage Engineering or Civil Engineering practices
- Problem solving and conflict resolution
- Working on collaborative projects

Advanced Knowledge

- Communication skills
- Safe work practices
- Time management
- Staff management and team leadership

Working Knowledge

- New Zealand freshwater ecology, including monitoring and reporting
- Research methodology and data analysis
- Report writing and presentation skills
- Safe work practices

Awareness

- Sensitivity to differing cultural perspectives
- Community awareness
- Political awareness

COMPETENCIES FOR PERFORMANCE DEVELOPMENT

Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

Communication

- Use written and verbal language and style appropriate to the audience and context.

Teamwork

- Work constructively with people as a team member to achieve a common goal.

Dependability and Commitment

- Reliable and dedicated to achieving results.

Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

Leadership

- Creates a clear direction, inspires a shared commitment and leads by example.

Developing and Managing Performance

- Builds an environment that is focused on enhancing the skills and performance of individuals and teams.

PERSONAL ATTRIBUTES

- Excellent communication skills (verbal, written, and presentations)
- Agile and forward thinking, with the ability to think strategically and identify innovative solutions
- Good organisation skills, being able to self-initiate work, set own priorities and schedules and work to strict deadlines.
- A natural leader and a team player, with a positive approach to change
- A high level of interpersonal and negotiation skills.
- Able to relate to and engage positively with a wide range of people, including Governance.
- Reliable and dependable.

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

NGĀ UARA O NGĀ PAE | HORIZONS VALUES



Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

Approved: _____ (Manager) Date: ___/___/___

Read and Understood: _____ (Incumbent) Date: ___/___/___