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| West Coast Regional Council |
| Group Manager - Regulatory and Policy |
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| **Candidate Briefing Information** |
| April 2025 |





The Role

**Group Manager - Regulatory and Policy**

* Strategic focus delivering regulatory compliance that ‘makes sense’
* Collaboration across the West Coast to support Te Tai o Poutini (One District) Plan
* Leadership of dedicated and talented team
* Affordable lifestyle with exceptional outdoor opportunities + 5 weeks leave + relocation assistance
* Based in Greymouth

**About The Council:**

The West Coast Regional Council (WCRC) is responsible for managing the natural resource of Te Tai Poutini – the West Coast. This includes regional planning, consenting and compliance activities to manage land use, water, soil, air quality and the coastal environment. The Council also responds to pollution events and takes an active role in minimising risks from natural hazards and supporting communities with the provision of flood and erosion protection.

WCRC’s vision is to work with the people of the West Coast to sustainably manage the environment for the social, cultural and economic well-being of present and future generations.

**About the Role:**

Reporting to the CEO, the Group Manager – Regulatory and Policy plays a key role in the strategic leadership of the WCRC.

Leading a team of 20, the Group Manager is responsible for overseeing the council's regulatory compliance processes and leading the Policy, Consents, and Compliance teams.

**About You:**

You will be used to leading a successful team, using your positive people leadership experience to actively share knowledge, experience and skills fostering the professional and personal development of others.

As the ideal candidate you will have significant experience in, and a deep understanding of, developing and implementing regulatory policy and processes at a local or national government level.

A strategic leader, you will have a passion for contributing to the region’s sustainability through the practical application of the RMA and its proposed changes.

A confident communicator and negotiator, who is well versed in stakeholder management, you will be able to publicly advocate for the WCRC and the region’s interests forming productive and relationships of value with key local, regional and national stakeholders including government agencies, NGOs and community groups.

In addition, you will have:

* A degree in Law, Environmental Science, Public Policy, Urban Planning, or a related field.
* Experience with the Resource Management Act and other relevant local and national regulations.
* Experience in emergency management and working with environmental legislation and standards.



The Organisation

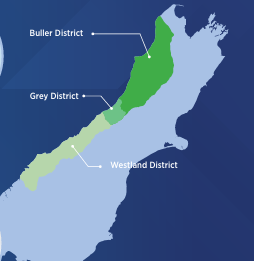
The West Coast Regional Council **(WCRC)** was established in 1989 when 14 different bodies with regional and resource management roles were amalgamated. As well as managing the land, air and water resources of the region, they also co-ordinate transport and emergency management functions.

The WCRC helps West Coast Communities, businesses, industries and other groups in the region to live and work with the natural resources.

The WCRC is located in Greymouth and the governing body is made up of seven publically elected councillors representing the constituencies of Buller, Grey and Westland.

The last local body elections were held in 2022 with the current councillors sitting for a three year term. The next local body election will take place in 2025.

The Councillors are:-

* Peter Haddock, Council Chairman, Westland Constituency
* Brett Cummings, Deputy Chairman, Grey Constituency
* Allan Birchfield, Councillor, Grey Constituency
* Andy Campbell, Councillor Westland Constituency
* Chris Coll, Councillor, Buller Constituency
* Peter Ewen, Councillor, Grey Constituency
* Mark McIntyre, Councillor, Buller Constituency

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Groups of Activities

The WCRC has seven groups of activities as follows:-

* Regional Leadership
* Resource management
* Regional transport planning
* Hydrology and flood warning services
* Community resilience
* River drainage and coastal protection work
* A circular diagram of several groups of activities

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The Region

Fairly isolated from the rest of the country, the West Coast is also New Zealand’s most sparsely populated region. Stretching some 600km from Kahurangi Point in the north to Awarua Point in the south, wedged between the Tasman Sea and the Southern Alps, the natural environment and topography are key influencers of both the economy and the way in which Coaster’s live in the region. Tai Poutini West Coast is known for its rugged coastline, high mountains, forests, rivers, lagoons and karst systems.

Many people choose to work, live and play in the region because of this ‘untamed natural wilderness’. Approximately one quarter of all conservation lands in New Zealand can be found on the West Coast, and combined with that administered by Land Information New Zealand, comprises nearly 86% of the region. Compared with other regions, the West Coast has abundant water. With yearly rainfall totals averaging between 1,775mm and 11,275mm, the West Coast is the wettest region in New Zealand which contributes to much of the scenery for which the region is renowned for. The region’s water resources not only support a wide variety of ecosystems but also provide a range of benefits that support agriculture, industry, tourism and the health and wellbeing for people and communities. In general, water quality throughout the region is good with some small pockets impacted by industry.

The West Coast offers a unique and relaxed lifestyle, with great access to a range of amenities, including tramping, hunting, kayaking, mountain biking and fishing.

If you’re looking for easy access to some of the world’s most stunning natural surroundings, plenty of space and very few traffic lights, affordable housing and close-knit communities, the West Coast is your kind of place.

For more information on West Coast Regional Council, please click [here](https://www.wcrc.govt.nz/).

To view the West Coast Regional Council Annual Report 2023 – 2024, please click [here](https://www.wcrc.govt.nz/repository/libraries/id:2459ikxj617q9ser65rr/hierarchy/Documents/Publications/Corporate%20Plans%20and%20Reports/Annual%20Reports/Annual%20Report%202023%20-%202024).

To view the West Coast Regional Council Long Term Plan 2024 – 2034, please click [here](https://www.wcrc.govt.nz/repository/libraries/id:2459ikxj617q9ser65rr/hierarchy/Documents/Publications/Corporate%20Plans%20and%20Reports/Long%20Term%20Plans/Long-term%20Plan%202024%20-%202034%20-%20Published%20-%209%20October%202024.pdf).

Position Description

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| **POSITION TITLE** | | | Group Manager – Regulatory & Policy | |
| **GROUP** | | | Regulatory & Policy | |
| **REPORTS TO** | | | Chief Executive Officer | |
| **DIRECT REPORTS** | | | 5 | |
| **POSITION PURPOSE**  The Group Manager – Regulatory and Policy occupies a strategic leadership role within the West Coast Regional Council, reporting directly to the CEO. This position is responsible for overseeing the council's regulatory compliance processes and leading the Policy, Consents, and Compliance teams. With a focus on strategic insight, legislative knowledge, and leadership skills, this role is essential for the effective implementation of national policy statements, council policies, plans, bylaws, regional pest management and resource consents. | | | | |
| **DATE OF REVIEW** | | | March 2025 | |
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| **ORGANISATIONAL CONTEXT** | | | | |
| ***KEY RELATIONSHIPS*** | | | | |
| **EXTERNAL** | | **INTERNAL** | | **COMMITTEE/GROUPS** |
| * Public * Other Local and Territorial Authorities * Government agencies * Iwi * Primary contractors (and subcontractors) * Consultants * Industry Peers | | * All staff | | * Standing Committees of Council |
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| ***FINANCIAL RESPONSIBILITIES*** | | | | |
| Controls a budget **Y** / N  Maximum that may spent without reference to manager ($)  Jobholder can spend unbudgeted capital **Y** / N. Amount ($)  Jobholder is responsible for committing the organisation to long term contracts **Y** / N | | | | |
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| ***KEY ACCOUNTABILITIES*** | | | | |
| KEY RESULT AREAS | EXPECTED OUTCOMES/PERFORMANCE INDICATORS | | | |
| **Values** | At all times ensuring Council values are reflected in behaviours and professional delivery of role. | | | |
| **Strategic Leadership and Regulatory Compliance** | Develop and regularly update comprehensive strategic frameworks for implementing national policy statements and Council regulatory policies.  Direct the formulation and revision of council policies, plans, and bylaws, ensuring they are robust, forward-looking, and responsive to regional needs.  Continuously align the council's regulatory and policy activities with its overarching strategic objectives and LTP.  Identify potential risks in policy implementation and regulatory compliance, developing contingency plans to mitigate these risks.  Provide insights and recommendations to the Council, SLT and committees, facilitating informed decision-making. | | | |
| **Regional Policy Development** | Accountable for developing the regional policy statement in line with the Resource Management Act (RMA).  Oversees the development and implementation of comprehensive regional plans, including those for land and water management, air quality, coastal areas, transportation, pest management, and harbour operations.  Integrates sustainability principles and environmental considerations into all aspects of regional planning to support long-term community and regional well-being.  Leads the strategic development of the Te Tai o Poutini (One District) Plan, ensuring it aligns with the regions vision and statutory requirements.  Ensures collaboration with various stakeholders, including other Council departments, to create a cohesive and comprehensive plan and policy.  Leads collaboration with other Council departments and external agencies to ensure a unified approach to regional and district policy development and management. | | | |
| **Consenting Team** | Responsible for the strategic oversight of the council consents framework and process to ensure a comprehensive approach to managing Resource Consent applications.    Analyses and anticipates regional development trends to proactively adapt consent strategies, maintaining relevance and effectiveness.  Guides the team in streamlining consent processes to enhance operational efficiency without compromising community interests and environmental standards.  Strategically oversees the implementation of robust quality control measures to ensure that all consent processes meet the required legal, environmental, and policy standards.  Oversees the establishment of effective communication strategies between the Manager of Consents, their team, applicants, and other stakeholders. Ensuring these strategies promote transparency and clarity throughout the consent process. | | | |
| **Compliance Team** | Develops and upholds the Council's compliance framework, aligning it with legislation, regulations, and Council objectives.  Supports Council to manage a robust and transparent system of reporting on areas of potential non-compliance and ensures the team are developing proactive measures to address these.  Provides strategic direction for the management of enforcement actions against non-compliance, ensuring they are conducted fairly, transparently, and in accordance with appropriate regulations and Council policy.  Supports Council to maintain rigorous procedures for investigating and addressing non-compliance, ensuring accountability and adherence to standards.  Regularly reviews and reports on the effectiveness of compliance and enforcement activities to the Council, SLT and relevant committees. | | | |
| **Maritime Emergency Management** | Develops and oversees a comprehensive emergency response strategy for the Council, focusing on preparedness, response, and recovery phases for local oil spills.  Conducts risk assessments to identify potential emergency scenarios, including natural disasters and environmental hazards, and develop tailored response plans.  Leads the collaboration and coordination efforts with maritime authorities and Fire and Emergency New Zealand (FENZ) for effective emergency response management.  Organises regular training exercises and drills in collaboration with maritime and FENZ to maintain a high level of preparedness.  Works closely with local communities to develop localised emergency response plans, fostering a sense of shared responsibility and preparedness.  Regularly reports to the Council and relevant stakeholders on the status of emergency preparedness and response initiatives. | | | |
| **Strategic Leadership** | Supports the CEO to meet strategic goals through strong executive leadership, budget management and people leadership.  Establishes and manages effective and open feedback loops to support continuous improvement across the organisation.  Supports the CEO to build trust across the organisation, always looking to ensure our people are heard and are part of our journey.  Develops and maintains strong working relationships across employee groups, SLT, key external stakeholders, industry contacts, and agencies.  Role models the WCRC values through own behaviour and supports a positive, respectful, integrated, collaborative work environment that enables high performance and an enjoyable employee experience.  Assists WCRC to ensure employee of the council is committed to building and sustaining an equitable and inclusive work environment where diversity of all kinds is celebrated and valued.  Supports team members. Actively shares knowledge, experience, and skills, enabling the professional and personal development of others. | | | |
| **Health, Safety and Wellbeing** | Provide leadership and direction in matters relating to Health, Safety and Wellbeing by understanding and implementing the requirements of the Health and Safety at Work Act, and Council’s policy and procedures. This includes:   * Maintaining Council’s safe working practices and procedures within your team and leading by example in all areas of health, safety and wellbeing. * Ensure compliance with any reasonable policy or procedure given by Council. * Taking reasonable care for your own health and safety, as well as the safety of others, ensuring that your actions or omissions do not adversely affect anyone. * Cooperating with Council policies and procedures, including the use of necessary personal protective equipment and clothing. * Reporting any potential or actual risks, injuries, work-related illnesses, and incidents (including near misses) to facilitate investigation and mitigation. * Accurately reporting all work-related hazards, incidents, and accidents, and promptly implementing corrective actions. * Providing support to the Health, Safety, and Wellbeing team in internal audits, assessments, and investigations as required. * Attending and completing Health and Safety training, ensuring all required certifications remain current. * Actively participating in Council’s health, safety, and wellbeing practices and projects. | | | |
| **Additional Duties** | **Collaboration and Inclusion:** Demonstrate understanding and respect for work colleagues and customers. Actively support a diverse and inclusive workplace environment. Ensure the Council meets its obligations under the Treaty of Waitangi, the Treaty Settlement Act. Additionally, observe cultural protocols and safety practices to support initiatives, consultations, and relationships with Iwi.  **Emergency Management:** Participate in civil defence and emergency management training and activities as directed to fulfil the Council’s statutory responsibilities.  **Additional Duties:** Perform other duties as required, as appropriate.  Embrace change by being proactive in your learning and development to support both personal growth and the Council’s goals. Discuss and set development goals with your people leader, engage in on-the-job learning, and stay open to feedback and innovation. Collaborate across teams, share your ideas and strengths, and mentor others to enhance team outcomes. | | | |

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| ***PERSON SPECIFICATION*** | | |
| **QUALIFICATIONS**  *(or equivalent level of learning)* | **Essential** | **Desirable** (for recruitment purposes only) |
| A degree in Law, Environmental Science, Public Policy, Urban Planning, or a related field.  An advanced degree or relevant professional qualifications would be highly advantageous. |  |
| **EXPERIENCE**  *(Indicate years of experience required as appropriate)* | Extensive experience in a leadership role within a regulatory, policy, or compliance environment, preferably in a governmental or public sector context.  Demonstrated track record in developing and implementing policies and managing regulatory processes.  Experience in emergency management and working with environmental legislation and standards.  Experience in effectively engaging with a range of stakeholders.  Experience with the Resource Management Act and other relevant local and national regulations. |  |
| **SKILLS/ATTRIBUTES/JOB SPECIFIC COMPETENCIES**  *(Typically, be expected for 100% fully effective in role)* | Proven ability to develop and implement strategic frameworks, with the capability to adapt to changing legislative and environmental landscapes.  Financial literacy, with experience in budgeting, financial planning, and resource allocation.  Demonstrates a high level of integrity and ethical standards in professional conduct.  A strong commitment to serving the community and understanding public sector values.  Awareness of and sensitivity to diverse community needs.  Strong decision-making abilities, with sound judgment and the ability to balance competing interests.  Demonstrates understanding and respect for diverse cultures and communities | |

*To adapt to the evolving nature of our work environment, including technological advancements and statutory changes, it may be necessary to periodically review and update this job description. These updates can occur as part of the annual performance cycle's preparation or as needed. The manager of this position, in consultation with the position holder, may initiate these updates. This job description should be reviewed during the preparation phase of performance planning.*

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Employee Name Date

Employee Job Title

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Approved: Manager Name Date

Manager Job Title

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Sheffield Contacts

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|  | Jane Pollitt – Senior Consultant    **Ph**  +64 3 353 4354  **Email** [jane.pollitt@sheffield.co.nz](mailto:jane.pollitt@sheffield.co.nz)  With her more 25 years’ experience in strategic planning, corporate governance, people capability, culture and communications, Jane is keenly interested in working closely with her clients to find the perfect match. On this project she will assess all applications, prepare recommended longlists and interview selected candidates getting to know their aspirations and career highlights and experiences relevant to the role. |
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|  | Tania Macdonald - Head of Search, South Island    **Ph**  +64 3 353 4360  **Email** [tania.macdonald@sheffield.co.nz](mailto:tania.macdonald@sheffield.co.nz)  Having been with the Sheffield Search team since 2016, Tania has proven expertise in identifying and attracting high calibre candidates.  Commercially astute with deep knowledge in Search across a range of industries, sectors and geographies, Tania consistently exceeds candidate and client expectations in identifying and delivering quality talent, whilst also bringing valuable industry insights and market feedback to the table. |
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|  | Emma Gifford - Search Consultant    **Ph**  +64 3 374 9355  **Email** [emma.gifford@sheffield.co.nz](mailto:emma.gifford@sheffield.co.nz)  Emma has a strong analytical and research background, with over 20 years experience in professional services and consultancy firms. She combines an interest in what makes businesses work well with a genuine interest in candidate care and enjoys working in an environment with a strong team focus that delivers quality outcomes for our clients. |
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|  | Julie Black - Practice Lead Assessments, South Island  [A blue square with white letters  Description automatically generated](https://www.linkedin.com/in/julieblacksheffield/)  **Ph**  +64 3 353 4361  **Email** [julie.black@sheffield.co.nz](mailto:julie.black@sheffield.co.nz)  Julie is a resourceful, organised and adaptable person who joined the Sheffield team in 2012 initially in the executive search team. She now leads the Assessment practice, undertaking, interpreting and reporting on psychometric assessments for selection, learning and career development.  She possesses a sound understanding of strategic practice, offering a supportive professional approach complemented by maturity, initiative and commercial acumen to contribute to any project with impact. |
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|  | Gina Moore - Project Coordinator  [A blue square with white letters  Description automatically generated](https://www.linkedin.com/in/gina-moore/)  **Ph**  +64 3 353 4362  **Email** [gina.moore@sheffield.co.nz](mailto:gina.moore@sheffield.co.nz)  Gina joined the Sheffield team in 2018 and comes from a highly specialised administrative background with extensive experience in the recruitment industry. In her role Gina assists candidates through the recruitment process with communications, coordinating interviews, and providing timely updates. Gina ensures that candidates are kept informed, making the recruitment journey seamless and rewarding. |
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Our Process

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|  | Search and Advertising  During this period a Sheffield consultant may contact you to discuss your application, explore your motivation for applying and assess your suitability and fit with the key competencies of the role. All applications received will be acknowledged via email. |
|  | Candidate Review  Sheffield will provide a formal report of all applications received with summarised candidates’ information from CVs and cover letters, to the client for their consideration. All candidates will be advised of the status of their application within a week of the advertised closing date. |
|  | Consultant/Longlist Interviews  The lead consultant will interview those candidates selected for progression either face to face or via video meeting depending on location. The format will be a behavioural-based interview where you will be asked to provide examples from your career in relation to key competencies of the role. This will also be a chance to discuss motivations for applying and general career background, as well as to answer any queries you may have about the role. |
|  | Recommendations for Shortlist  From the initial longlist interviews, Sheffield make recommendations for shortlist to the client. We also provide a formal report to our client including summary points from your longlist interview. Those candidates not selected for further progression will also be advised at this stage. |
|  | Client/Shortlist Interviews  If you are progressing to the shortlist/client interview stage, you will be contacted and arrangements will be made for a suitable time for interview. We ask for your flexibility to make this work as easily for the client as possible. |
|  | Due Diligence and Decision  If you are the successful candidate this will involve reference checking and probity of education, employment and police records as well as online searches. Sheffield will support you with any due diligence required on your part. Unsuccessful candidates will also be informed at this stage and feedback will be provided. |

How to Apply

Candidates can apply, in strict confidence, online at [www.sheffield.co.nz](http://www.sheffield.co.nz/Job-Search).

To apply by email, please attach your cover letter and CV and send to [cvchc@sheffield.co.nz](mailto:cvchc@sheffield.co.nz) quoting 8969aa.

Applications close on 16 May 2025. Emails will be electronically acknowledged, and further correspondence may be by email. For more information please phone Jane Pollitt on +64 3 353 4354.

Sheffield has prepared a Candidate Handbook which provides you with valuable information and suggestions for your job search. To read through the handbook please visit: [Candidate Handbook](https://player.flipsnack.com/?hash=OThDNkI3Q0E5RjcreHBhNzg1bjd0OQ%3D%3D&p=1)

Working with Sheffield

Act with utmost integrity, honesty & with complete confidentiality

Treat you with respect & comply with all relevant laws & policies

Maintain a high level of communication throughout a recruitment process

Demonstrate the highest levels of individual skills & knowledge

Work with you to increase your potential for success & develop your careers

**You can expect that Sheffield will:**

Be up front and completely honest with us

Prepare thoroughly for all interviews

Treat your consultant as the potential employer with the same courtesy and respect they show you

Work closely with your consultant

**In return, we would like to expect that you will:**

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| *The information contained in this document is a reflection of the essential elements of the position and company history as represented to Sheffield by West Coast Regional Council and is not intended as a formal position description. It will be subject to further elaboration or clarification at a later stage in the selection process and Sheffield accepts no liability for any representations made in good faith.* |

Trusted advisors in sourcing, selecting and shaping leaders for over 60 years

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