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| ***POSITION DESCRIPTION*** | |
| **POSITION TITLE** | Group Manager – Catchment Management |
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| **GROUP** | Catchment Management |
| **REPORTS TO:** | Chief Executive Officer |
| **DIRECT REPORTS** | 10 |
| **POSITION PURPOSE**  The Group Manager - Catchment Management is a pivotal senior strategic leadership role at the West Coast Regional Council (WCRC), responsible for comprehensive management of natural hazards including flood, coastal, and seismic risks. As Group Manager Catchment, this role is crucial in shaping WCRC's approach to natural hazard management, leveraging strategic leadership, technical expertise, and stakeholder collaboration to ensure the region's safety, environmental sustainability, and resilience. | |
| **DATE OF REVIEW** | December 2024 |
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| **ORGANISATIONAL CONTEXT** | |

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| ***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 Oversight – Engineering** | Formulates the Council’s 10-year natural hazard strategy, guiding risk management with a focus on flooding, coastal erosion, and seismic activity.  Ensures the integration of innovative engineering solutions into hazard management plans.  Oversees the strategic planning, design, and implementation of critical flood protection infrastructure, ensuring alignment with risk management plans and sustainability principles.  Provides strategic leadership and oversight for all West Coast rating schemes, ensuring they effectively address river and coastal protection needs. Regularly evaluates and update these schemes, incorporating new data, environmental changes, and community feedback.  Direct advanced engineering principles in project designs to maximise efficacy and sustainability. | | |
| **Catchment Risk Management** | Contributes to the Council's group-wide integrated planning by ensuring catchment and risk management are effectively incorporated within a multi-disciplinary approach.  Ensures effective feedback mechanisms are in place to inform delivery, strategy, planning, and risk management.  Strategically manages flood risk and land use, supporting the design and implementation of comprehensive flood management plans, including aspects like channel works.  Oversees the strategic oversight of all flood warning systems, including design, community engagement, and preparedness.  Works in partnership with the Manager of West Coast Emergency Management in designing effective Civil Defence Emergency Management (CDEM) plans related to flood risk.    Assumes a leadership role during emergency situations, making critical decisions in line with delegated authority. | | |
| **Contract and Project Management** | Formulates and executes comprehensive tendering strategies that align with WCRC's catchment management and maintenance objectives.  Conducts market analysis to identify potential suppliers and contractors, ensuring a diverse and competitive tendering process.  Oversees the entire procurement lifecycle, ensuring Managers handle requirements gathering, tender drafting, bid evaluation, and contract awarding efficiently. Implements transparent and fair procurement processes, adhering to legal and regulatory standards.  Ensures that contract terms are negotiated favourably, focusing on quality, cost, and delivery timelines and implements performance evaluation systems for suppliers.  Manages projects using best practice methodologies. Monitors project progress against milestones and budgets, intervening as needed to address delays or budget overruns.    Implements risk management plans for critical contracts, ensuring effective contingency measures, efficient resource allocation and financial responsibility. | | |
| **River and Coast Protection Asset Management** | Provides strategic direction with regards to asset management plans for critical hazard mitigation infrastructure, including the integration of efficient processes and systems to enhance reporting, operational efficiency, and effectiveness.  Directs the development of lifecycle management strategies for infrastructure assets, ensuring asset management plans are regularly updated to reflect evolving risk profiles, technological advancements, and regulatory changes.  Collaborates with Corporate Services to establish and oversee budgets for asset management and related infrastructure projects. Leads budget utilisation reporting, facilitating strategic adjustments aligned with organisational goals.  Conducts risk assessments for infrastructure assets to identify vulnerabilities and implement comprehensive risk mitigation strategies.  Oversees the preparation and dissemination of regular reports on asset status, performance, and associated risks to the Council and stakeholders. | | |
| **Partnerships and Stakeholder Management** | Develops and leads collaboration with other Group Managers, especially in Environmental Science and Regulatory and Policy, to ensure an integrated approach to natural hazard management.  Establishes and maintains relationships with key local, regional, and national stakeholders, including government agencies, non-governmental organisations (NGOs), and community groups.  Acts as the primary representative of WCRC in regional, national, and potentially international forums concerning natural hazard management.  Advocates for the region’s interests, ensuring that WCRC’s needs and priorities are effectively communicated and addressed in broader policy and decision-making processes. | | |
| **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 Civil/Environmental Engineering  Advanced degrees or professional certifications in these areas are highly desirable. |  |
| **EXPERIENCE**  *(Indicate years of experience required as appropriate)* | Significant experience in a leadership role focusing on natural hazard management, environmental protection, or a closely related field.  Proven track record in managing large-scale infrastructure projects, particularly in areas related to flood, coastal, and seismic hazard mitigation/protection.  Demonstrated experience in strategic planning, project management, and asset management. |  |
| **SKILLS/ATTRIBUTES/JOB SPECIFIC COMPETENCIES**  *(Typically, be expected for 100% fully effective in role)* | Deep understanding of civil engineering principles, and environmental science, especially as they relate to natural hazard mitigation.  Proficiency in risk assessment, environmental compliance, and sustainable development practices.  Strategic thinker with the capacity to develop and implement long-term plans and respond to changing environmental and regulatory landscapes.  Skilled in negotiation and relationship building, with a proven ability to forge productive partnerships.  Experience in effectively engaging with a range of stakeholders.  Financial literacy, with experience in budgeting, financial planning, and resource allocation.  A strong commitment to serving the community and understanding public sector values.  Awareness of and sensitivity to diverse community needs.  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.*

Employee Name Date

Employee Job Title

Approved: Manager Name Date

Manager Job Title

