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| ***POSITION DESCRIPTION*** | |
| **POSITION TITLE** | Team Lead – Catchment Co-ordination |
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| **GROUP** | Environmental Science |
| **REPORTS TO:** | Group Manager – Environmental Science |
| **DIRECT REPORTS** | 3 (Catchment Co-Ordinator and 2x Catchment Interns) |
| **POSITION PURPOSE**  The Team Lead Catchment Coordination will play a pivotal role in providing strategic and team leadership in enhancing freshwater ecosystems within the region by mentoring and supporting staff to enhance community led catchment management. This position includes budget management, reporting to council and external stakeholders as well as direct management and support of the regional catchment coordinator and two catchment interns.  The team lead will foster strong relationships with stakeholders, councillors, landowners, community members, and Poutini Ngāi Tahu, promoting engagement and ownership of water quality improvements. Additionally, the role involves managing essential funding projects including project budgets, gathering insightful data for performance benchmarking, and maintaining effective communication with the council and broader community.  This is a 12-month fixed term position | |
| **DATE OF REVIEW** | November 2024 |
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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. | | |
| **Operational Leadership** | Oversee and optimise the allocation of resources across the catchment coordination team and its activities, including funds, employees, and assets, to achieve strategic goals.  Actively identifies and addresses resource gaps in collaboration with the Group Manager Corporate Services and other stakeholders, ensuring each business unit is adequately equipped for operational success.  Guides each business unit in developing and maintaining a strong brand identity that aligns with the Council's values. Implements customer-focused strategies to prioritise customer satisfaction and engagement, utilising feedback, and service metrics to drive continuous improvement in customer experience.  Provides comprehensive performance reports to the executive leadership and relevant committees, highlighting operational achievements and addressing any challenges faced. | | |
| **Team Leadership** | Mentors and empowers team members to undertake their responsibilities to the best of their ability.  Fosters a positive culture within the catchment coordination team and supports staff through training and continuous feedback  Undertakes regular staff catch ups and monitors staff performance in a structured manner.  Review and provide feedback to team members to build continuous improvement to enhance project outcomes. | | |
| **Budget Management** | Takes responsibility for the financial health of the Catchment coordination project which includes reporting, budgeting, and financial planning with the support of the Group Manager Environmental Science.  Provides financial insights and recommendations based on data analysis to the Group Manager Environmental Science, supporting informed strategic decision-making.  Champions the exploration and integration of new technologies, methodologies, and best practices to enhance operational efficiency and financial management across the catchment coordination program. | | |
| **Engagement and Partnership** | Champion engagement and partnerships with Poutini Ngāi Tahu, whenua Māori landowners, and the broader community to support the delivery of the Essential Freshwater Reforms.  Ensure effective and positive engagement and partnership with iwi hapu and Māori landowners for improving freshwater ecosystem status.  Maintain proactive communication with the Council, committees, and Council staff.  Prepare and present reports on community work and progress, prepare media releases and newsletters in association with communications staff to promote catchment program performance. | | |
| **Project Management** | Manage the Deed of Funding for the Essential Freshwater Fund project, including preparing and coordinating project proposals, plans, budgets, and resource assignments.  Ensures project proposals, plans and budgets are adequately specified and justified and prepared within required timeframes.  Ensure timely reporting of project progress to the Ministry for the Environment and achievement of project deliverables within specified performance standards.  Provide regular reporting and updates to the Group Manager – Environmental Science and SLT as required.  Support gathering of the insights through the survey, monitoring, collection and evaluation of data, land/resource use and freshwater ecosystems data to benchmark and measure the performance of the projects  Gaps and inefficiencies identified and rectified in operations or information platforms | | |
| **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) |
| Tertiary training in either environmental, soil and water science, hydrology, physical geography, or related field is desirable, but not essential if relevant knowledge and experience can be demonstrated. |  |
| **EXPERIENCE**  *(Indicate years of experience required as appropriate)* | Five years’ experience in a supervisory role or higher, preferably within a public sector or governmental business unit.  Proven track record in project planning, financial management, operational efficiency, and team leadership.  Experience in social change projects and working with local communities to drive change |  |
| **SKILLS/ATTRIBUTES/JOB SPECIFIC COMPETENCIES**  *(Typically, be expected for 100% fully effective in role)* | Ability to develop and implement annual work plans, aligning operational activities with overarching organisational goals.  Proven track record in managing day-to-day operations effectively, ensuring operational excellence and adherence to policies and procedures.  Strong analytical and problem-solving skills, with a data-driven approach to decision-making.  Proficiency in financial analysis and use of insights to drive business growth and performance.  Exceptional leadership skills with a proven ability to manage, motivate, and develop high-performing teams.  Strong interpersonal and communication skills, capable of fostering a collaborative and accountable work environment.  Experience in implementing health and safety standards and risk management practices.  Accurate and thorough with attention to detail. Able to demonstrate initiative, having a methodical and common-sense approach to problem solving.  Computer literacy and sound information management skills. | |

*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

