

ENVIRONMENT SOUTHLAND

Freshwater Programme Coordinator (Fixed term)

Role description

About us

Our mission

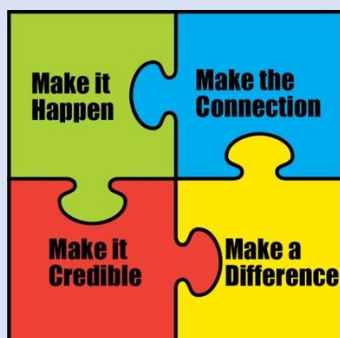
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at ES, we -



Role purpose

The purpose of this role is to help facilitate the delivery of the freshwater programme including successful engagement with the community, catchment groups and industry, primarily focused on freshwater.

Emphasis is on:

- Assisting with the preparation and implementation of freshwater workstream project plans and budget monitoring.
- Programme coordination and duties across the various projects and work streams.
- Coordinating contracts.
- Working closely with the work stream leads.

About your role

Grade: 14

Pathway: T3

Group/Division: Community and Engagement Group

Reports to: Freshwater Programme Lead

Who you will be working with

Direct reports:

- Nil

Indirect reports:

- Freshwater Farm Plan Advisors

Key stakeholders

External:

- Runanga and Te Ao Marama
- Assure Quality
- Community and special interest groups
- Ratepayers, landowners and public
- Consultants and advisors
- Professional colleagues and associations
- Territorial Authorities and other Regional Councils

Internal:

- Land Sustainability officers
- Managers
- Other staff at Environment Southland

Delegations

In line with the Environment Southland Delegations Manual

Your leadership profile – Individual Contributor

Your crucial challenge as an Individual Contributor is to find a way to add value while working effectively with others.

*To be an effective **Individual contributor**, aim to:*

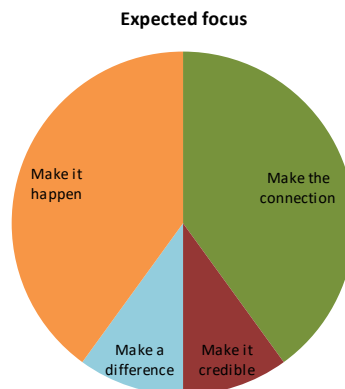
Make it Happen – Show initiative, take accountability and deliver high-quality work on time.

Make the Connection – Focus on meeting your customers' needs and work collaboratively as part of your team.

Make it Credible – Communicate clearly, show integrity, and focus on building your professional skills.

Make a Difference – Show curiosity, make thoughtful and evidence-based decisions, and aim to understand the wider context for your work.

While all elements of the Environment Southland Leadership Competency Framework are important, as an **Individual Contributor**, you will have a stronger focus on Make it Happen and Make the Connection.



Your accountabilities

Programme co-ordination	<ul style="list-style-type: none"> • Assist with managing the successful delivery of the Freshwater operational strategy from initiation to closure, ensuring it is completed on time, within budget, and meets the objectives set. • Assist with identifying risks and issues that arise within the programme, proactively identifying solutions and making adjustments to keep projects on track. • Apply in practice to customers, knowledge of Southland Farm Plans including all related components of the project including all relevant regulatory aspects. • Collaborate across various departments to define programme goals and milestones. • Manage the relationship between Council and Assure Quality in co-ordination with the Freshwater programme lead. • Co-ordinate all enquiries related to the certification and auditing functions within the farm plan project. • Co-ordinate, review and update regional training of certifiers and auditors. • Co-ordinate and assist with training for new positions of Farm Plans Co-ordinator within the wider freshwater programme.
Quality Assurance	<ul style="list-style-type: none"> • Assist with the quality assurance process of certifiers and auditors including receiving and processing file reviews • Evaluate the effectiveness of the quality assurance system, understanding lessons learned to continually improve the system that provides assurance to Council
Stakeholder engagement and relationship management	<ul style="list-style-type: none"> • Help to build strong and enduring relationships with stakeholders and organisations by proactive communications including organising meetings and co-ordinating workshops • Possess an in-depth knowledge of the Southland Farm Plan guidance materials and provide support to Freshwater Farm Plan co-ordinators and Land Sustainability officers • Build strong and enduring relationships with farmers. Provide support and assistance in helping them to develop their own Southland Farm Plans • Lead and assist with feedback from stakeholders by ensuring questions and enquires are responded to in a timely manner • Understand situations from all stakeholder perspectives. • Work with media organisations (in collaboration with the Communications team) to help provide progress updates of freshwater projects including farm plans e.g. radio talks, media enquiries
Strategy and vision	<ul style="list-style-type: none"> • Support the implementation and delivery of Council's strategy
Project management	<ul style="list-style-type: none"> • Participate in projects which may be financial, transformational, strategic and/or leadership focused from time to time • Monitor progress against commitments and report regularly to Freshwater Programme lead • Application in line with Council's corporate project management systems and processes.
Finance (budgets)	<ul style="list-style-type: none"> • Assist Freshwater programme lead with budgets and forecasted expenditure requirements • Consider financial implications of actions.
Continuous improvement	<ul style="list-style-type: none"> • Continually seek opportunities to improve services for customers (internal or external). • Show flexibility, adaptability and a willingness to change and are open to feedback as an opportunity to improve.

	<ul style="list-style-type: none"> • Work alongside the Freshwater programme lead in reviewing and updating all Farm Plan project related processes to ensure the project is fit for purpose
Other duties	<ul style="list-style-type: none"> • Any other duties as may be required from time to time.

Your health, safety and wellbeing

- Work safely and take responsibility for keeping self, colleagues, contractors and customers free from harm
- Report all incidents, near-misses, hazards and accidents promptly
- Communicate whereabouts when out of the office (e.g. use Where Am I, Get Home Safe)
- Activity risk assessments are completed as part of planning for all field-based activities prior to work being undertaken, with relevant parties
- Know what to do in the event of an emergency
- Participate in safety and wellbeing initiative and programmes as required
- Attend required health and safety training and induction sessions.

Working with Māori

- Engage with iwi in a way that demonstrates understanding of the nature of the relationship between iwi and Council as reflected in the principles of Te Tiriti o Waitangi and Council's values, policies and practice.
- Communicate and engage with mana whenua and mataawaka, demonstrating an understanding of tikanga, and on the basis of informed understanding of issues of significance to Māori throughout Murihiku.

Your civil defence and emergency response responsibilities

All staff of Environment Southland may be required to undertake Civil Defence or Biosecurity duties in the event of an emergency. Training will be given as appropriate.

- Fulfil allocated Civil Defence and emergency response roles, as assigned.
- Manage or assist with other emergency responses that are required.
- Participate in Civil Defence and emergency response initiatives and programmes as required.

Confidentiality, privacy and recordkeeping

All staff of Environment Southland are required to collect, retain, and maintain sensitive, confidential and personal information. Training will be given as appropriate to:

- Manage all information with care and respect in accordance with the Public Records Act 2005, Privacy Act 2020, Local Government Official Information and Meetings Act 1987 and all other relevant Local Government legislation.
- Retain information, regardless of format, e.g. records and data in official organisational systems.
- Ensure no sensitive, confidential, or personal information is inappropriately shared internally or externally without the appropriate approval.
- Report a privacy breach to the organisational Privacy Officer if a situation should occur.

Your experience, knowledge and qualifications

Knowledge/Experience

- Demonstrated knowledge to fulfil requirements of the key accountabilities specified for this position.
- Demonstrated knowledge of freshwater related challenges and the role of farm production systems in freshwater outcomes.
- Sound knowledge of all aspects the Southland Farm Plan implementation project
- Sound knowledge of the key engagement materials Council will use to support farmers and how to apply this knowledge in practice.
- Sound knowledge of all regulatory aspects of farm planning including all relevant rules in the Freshwater Farm Plan Regulations and the Southland Water and Land Plan, Appendix N.
- Strong communication skills, with experience presenting to management and stakeholders.
- Tertiary qualification in agriculture / farm production systems or environmental management or a minimum of 3 years' experience in freshwater management or related fields.
- Highly accurate and keen eye for detail.
- Excellent problem-solving, organizational, and analytical skills.
- Full current driver's license (and the ability to drive a manual vehicle)

Attributes

- Strong communication skills – both written and verbal.
- Honesty, integrity and commitment to preserving confidentiality, i.e. can be trusted with confidential information.
- Ability to exercise sound judgment and initiative.
- Good customer service skills
- Able to work effectively as part of a team, but without close supervision.

Performance Review

We have a Professional Development Programme (PDP) that is the basis for performance assessment at all levels of the organisation. There is at least one formal meeting, annually, between the team member and their people leader, along with a six-month review and regular monthly catch-ups.

Acknowledgement

I _____ have received a copy of the job description and have read and understand the duties and responsibilities and key relationships described therein.

Signature _____

Date _____