

# ENVIRONMENT SOUTHLAND

## Freshwater Farm Plan Advisor (Fixed term)

### Role description

### About us

#### Our mission

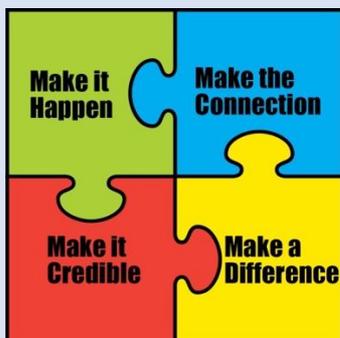
Working with the community to enhance Southland's environment.

#### Our vision:

A thriving Southland (Te taurikura o Murihiku)

#### Our values:

Here at ES, we -



### Role purpose

The purpose of this role is to assist the freshwater programme by supporting the implementation of Freshwater Farm Plans in the Southland region. This includes successfully engaging with the community, catchment groups, industry stakeholders and farmers.

Emphasis is on:

- Assisting with the implementation of freshwater farm plans in the Southland region
- Engaging and building relationships with Southland farmers and growers
- Supporting farmers and growers on their journey toward farm plan certification

## About your role

**Grade:** 13

**Pathway:** T3

**Group/Division:** Community and Engagement

**Reports to:** Freshwater Programme lead

**Who you will be working with**

**Direct reports:**

- Nil

**Indirect reports:**

- Nil

**Key stakeholders**

**External:**

- Farmers
- Community and special interest groups
- Iwi

**Internal:**

- Freshwater Programme Team
- 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:*

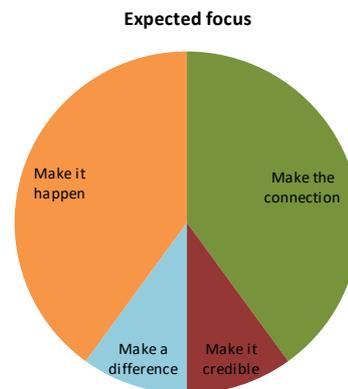
**Make it Happen** – Show initiative, take accountability and deliver high-quality work on time.

**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

<b>Farm Plans</b>	<ul style="list-style-type: none"> <li>• Apply in practice to farmers, growers and catchment groups, knowledge of Southland Farm Plans including all related components of the project and all relevant regulatory aspects.</li> <li>• Help with enquiries related to the certification and auditing functions within the farm plan project.</li> <li>• Assist with the successful delivery of the Freshwater operational strategy</li> <li>• Assist with identifying risks and issues that arise within the programme, proactively identifying solutions and working to help keep projects on track.</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Assist farmers and growers with farm planning aspects that ensure a high standard, consistency and fit for purpose</li> <li>• Provide advice to farmers and growers relating to certification standards and auditing requirements of Southland Farm Plans</li> </ul>
<b>Stakeholder engagement</b>	<ul style="list-style-type: none"> <li>• Establish relationships with catchment groups by working alongside them to establish collective approaches for developing and actioning freshwater farm plans that are consistent with regional requirements</li> <li>• Help to build strong and enduring relationships with stakeholders and organisations by proactive communications including organising on-farm visits and participating in engagement workshops.</li> <li>• Demonstrate expert knowledge of the Southland Farm Plan guidance materials and impart this knowledge to provide support to farmers and growers.</li> <li>• Provide support and assistance in helping them to develop their own Southland Farm Plans</li> <li>• Lead and assist with feedback from farmers and growers by ensuring questions and enquires are responded to in a timely manner</li> <li>• Understand situations from all stakeholder and farmer/grower perspectives.</li> <li>• Keep farmers and growers up to date about how they are progressing in their journey toward farm plan certification</li> <li>• Maintain clear communication</li> </ul>
<b>Strategy and vision</b>	<ul style="list-style-type: none"> <li>• Support the implementation and delivery of Council's strategy</li> </ul>
<b>Project management</b>	<ul style="list-style-type: none"> <li>• Assist the Freshwater Programme Lead by providing feedback on related aspect of the farm plan implementation project.</li> <li>• Application in line with Council's corporate project management systems and processes.</li> </ul>
<b>Finance (budgets)</b>	<ul style="list-style-type: none"> <li>• Consider financial implications of actions.</li> <li>• Assist Freshwater Programme Lead with forecasted expenditure requirements</li> </ul>
<b>Continuous improvement</b>	<ul style="list-style-type: none"> <li>• Continually seek opportunities to improve services for your customers (internal or external).</li> <li>• Show flexibility, adaptability and a willingness to change and are open to feedback as an opportunity to improve.</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• Any other duties as may be required from time to time.</li> </ul>

## 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.
- Strong understanding of freshwater related challenges and the role of farm production systems in freshwater outcomes.
- Sound understanding 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 in engaging farmers and growers.
- Tertiary qualification in agriculture / farm production systems or environmental management or minimum 3 years' experience in freshwater management or related fields.
- Good problem-solving, organizational, and analytical skills.
- Full current driver's license (and the ability to drive a manual vehicle)

### Attributes

- Honesty, integrity and commitment to preserving confidentiality, i.e. can be trusted with confidential information.
- Ability to exercise sound judgment and initiative.
- Good customer services skills
- Able to work effectively as part of a team, but without close supervision and complete tasks on time.

## 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 \_\_\_\_\_