

ENVIRONMENT SOUTHLAND

Team Leader Technical & Design

Role description

About us

Our mission

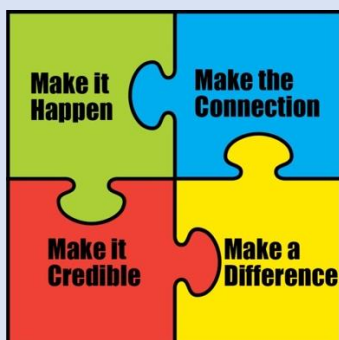
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at ES, we -



Role purpose

The **Team Leader Technical & Design** contributes to the overall performance of the **Catchment Strategy & Technical Team** by providing expert advice and assurance relating to the design of operational work programmes, and the risk mitigations associated with them.

Emphasis is on:

- Team leadership
- Exercising sound judgment and providing technical expertise.
- Supporting team members and managers across the ICM Group to enable operational delivery.
- Coordinating the technical design work required to inform operational delivery, operational contributions to organisational strategy, and policy.
- Oversee the team's inputs to the forward work-planning and asset management approaches.
- Work shoulder to shoulder with the Team Leader Operational Planning to achieve Group and organisational objectives

About your role

Grade: 18

Pathway: L5

Group/Division: ICM Group /
Catchment Strategy & Technical
Team

Reports to: Catchment Strategy
& Technical Manager

Who you will be working with

Direct reports:

- Environmental Engineer
Rivers
- Flood & Risk Information
Officer
- River Engineering Officer

Indirect reports:

- Nil

Key relationships

External:

- Community and special
interest groups
- Iwi partners
- Ratepayers, landowners and
public
- Consultants and advisors
- Professional colleagues and
associations
- Territorial Authorities
- Regional Councils' colleagues
and SIG networks
- Government agencies

Internal:

- ICM Group
- Other staff at Environment
Southland

Delegations

In line with the Environment
Southland Delegations Manual

Your leadership profile – Team Leader

*Your crucial challenge as a **Team Leader** is learning to achieve effectively through others, rather than doing the work yourself. The key to your success will be to look after your team while ensuring that things get done. At the same time, it will become increasingly important for you to lift your communication and influencing skills, while getting comfortable with making decisions in the face of complexity and ambiguity.*

*To be an effective **Team Leader**:*

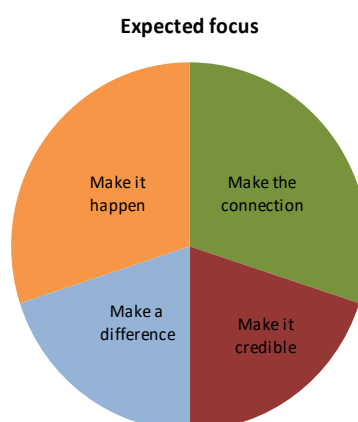
Make the Connection – Empower people by delegating responsibility, build a collaborative team, and help your team to understand and meet customer needs.

Make it Happen – Set clear expectations for your team, support their development, mentor, maintain oversight, hold people to account, and prioritise your time more deliberately (stepping back from the detail).

Make a Difference – Align your team's work with our organisational strategy, help your team to understand our vision, and remember to seek information, ideas, and alternative perspectives from others.

Make it Credible – Take a more deliberate approach to influencing others, navigating politics, and projecting yourself as a confident leader.

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



Your accountabilities

People Leadership	<ul style="list-style-type: none"> • Maintain a high standard of support and proactively assess team resources and/or reallocate workloads as necessary. • Ensure all direct reports have clear performance goals and measures that are aligned with Council's strategic goals and meet regularly (minimum once a month 1:1) to discuss and review progress • Take an active responsibility for the recruitment, induction and ongoing socialisation of new members to the team. • Identify opportunities and support direct reports with on-going development (use the Development guide for people leaders). • Embrace Leader as Coach communication style. (ASK approach, rather than TELL approach).
Design and technical work	<ul style="list-style-type: none"> • Oversee the commissioning and provision of technical design inputs to support operational delivery. • Ensure the group's work programmes and component projects are technically robust, future-focused and designed to deliver benefits, effectively and efficiently, for our communities. • Following an emergency (and / or new information) assist with the review and adjustment of programmed work to respond to emerging risks or areas of concern.
Contribute to the strategic approach to catchment management	<ul style="list-style-type: none"> • Contribute to the organisation's on-going move to an integrated catchment approach. • Where needed, provide expertise, to the development of the floodplain management approach, incorporating biosecurity, biodiversity, and infrastructure considerations. • Provide Technical and Design team inputs into organisational strategies including the Long-Term Plan.
Risk management & assurance	<ul style="list-style-type: none"> • Contribute to risk management reporting and mitigation actions associated with technical design work. • Provide monitoring and reporting to in accordance with regulatory requirements and agreed council procedures. • Contribute, where necessary, to auditing purposes, including for externally funded programmes.
Support team delivery	<ul style="list-style-type: none"> • Ensure all direct reports have clear programmes of work for their area of responsibility, and that activities are prioritised and delivered to a good standard on time. • Ensure all direct reports have the capacity and capability needed to deliver their work, and the tools needed to work efficiently and effectively. • Maintain a high standard of support and proactively assess and/or reallocate workloads as necessary
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"> • Support and participate in projects which may be financial, transformational, strategic and/or leadership focused. • Monitor progress against commitments and report regularly to manager. • Application in line with Council's corporate project management systems and processes.
Financial oversight	<ul style="list-style-type: none"> • Assist with the development of annual budgets which will contribute to Council's Long-Term Plan, Annual Plan / annual work programmes. • Consider the cost and effective use of resources.

	<ul style="list-style-type: none"> • Provide and review monthly reports as required, noting key activities, highlights and issues and budget (e.g. budgets vs. actual) • Approving operational expenditure (within delegated authority).
Continuous improvement	<ul style="list-style-type: none"> • Continually monitor, promote and implement opportunities to improve service delivery and business process. • Show flexibility, adaptability and a willingness to change and are open to feedback as an opportunity to improve. • Support manager to ensure the effective and efficient delivery of team operational activities that meet and/or exceed performance objectives.
Stakeholder relationships / customer service	<ul style="list-style-type: none"> • Develop strong and effective relationships with internal and external stakeholders. • Through strong relationships and influence, support organisational change to new ways of working. • Promote a 'customer first' culture by identifying and giving priority to meet the needs of the customer. • Understand situations from the customer's perspective. • Effectively balances the conflicting demands of various customers.
Other duties	<ul style="list-style-type: none"> • Any other duties as may be required from time to time.

Your health, safety and wellbeing

- Provide visible leadership i.e. Walk the Talk on:
 - How to work safely and take responsibility for keeping self, colleagues, contractors and customers free from harm
 - Report all incidents, near-misses, hazards and accidents promptly
 - Know what to do in the event of an emergency
- Assist manager and health, safety and wellbeing representative with carrying out investigations following reported incidents.
- Prepare and deliver team-specific health, safety and wellbeing induction for new or transferred employees.
- Participate in safety and wellbeing initiative and programmes as required.
- Attend required health and safety training and induction sessions.

Working with Māori

Working at Environment Southland requires all of our staff to uphold the council's Te Tiriti o Waitangi responsibilities as part of their day-to-day role. This might be through the appropriate delivery of functions through various legislation where Te Tiriti o Waitangi or partnering with mana whenua is required or upholding the commitments that our elected councillors have made to Ngāi Tahu ki Murihiku through the Charter of Understanding. Many of our established workstreams and programmes are delivered in partnership with the four papatipu rūnanga of Ngāi Tahu which hold mana whenua in Murihiku Southland.

This will regularly require:

- Understanding and delivery on Te Tiriti o Waitangi obligations for Environment Southland that are identified for your role
- Ensuring partnership and engagement practices are planned for, and suitable to the relationship with Ngāi Tahu ki Murihiku
- Undertaking regular learning and development for the role to support competency in delivering on Te Tiriti o Waitangi responsibilities, as directed

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.
- As a leader, ensure staff attend and participate in exercises and training courses in preparation for effective response.

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.
- A degree in engineering, asset management, infrastructure design, environmental science, or a related field.
- 5+ years of experience in infrastructure design, engineering, preferably within local government or a similar environment.
- Or 5+ years' experience of designing infrastructure or construction or similar operational programmes.
- Experience in effectively leading and supervising people.
- Highly accurate and keen eye for detail.
- Full current driver's license (and the ability to drive a manual vehicle)

Attributes

- Takes accountability, for work and team members. Makes things happen and proactively seeks solutions.
- Honesty, integrity and commitment to preserving confidentiality, i.e. can be trusted with confidential information.
- Committed to understanding and delivering on Te Tiriti o Waitangi matters on behalf of Environment Southland, specific to Murihiku context.
- Interest to develop further capability, in te reo me ona tikanga Māori
- Ability to exercise sound judgment and initiative.

- Excellent communication and customer service skills with the ability to interact with Councillors and staff at all levels within the organization.
- Able to work effectively as part of a team, without close supervision.
- Inspires, motivates, guides and coach's teams from engagement to development.
- Collaborative Leader: Fosters a supportive, team-focused culture, encouraging collaboration and knowledge sharing.
- Adaptable and Resilient: Comfortable working in a changing environment; remains calm under pressure.
- Results-Oriented: Committed to delivering high-quality outcomes on time and within budget.
- Innovative Mindset: Seeks out and champions new ideas and approaches to improve processes and outcomes.
- Strong interpersonal skills - can relate to a cross-section of the community (and, particularly, the rural sector), builds rapport and effective relationships
- Planning – can accurately scope out the length and difficulty of tasks and projects, develops schedules and assignments, anticipates and adjusts for problems, measures performance
- Innovation – is good at implementing new ideas and approaches
- Time management – utilises time effectively and efficiently
- Managing conflict demands – can manage conflicting demands in a fair and productive manner, is seen as balanced despite the conflicting demands of the situation.

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 _____