

# ENVIRONMENT SOUTHLAND

## Team Leader Strategy and Organisational Planning

### Role description

### About us

#### Our mission

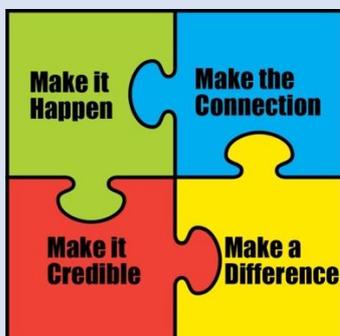
Working with the community to enhance Southland's environment.

#### Our vision:

A thriving Southland (Te taurikura o Murihiku)

#### Our values:

Here at ES, we -



### Role purpose

The **Team Leader Strategy and Organisational Planning** is responsible for leading a team to assist in the development and implementation of strategy and assist in the effective and efficient coordination and delivery the Council's core planning and reporting activities. This includes what is required to fulfil its responsibilities under the Local Government Act 2002 and the Council's annual business planning cycle.

Emphasis is on:

- Providing strong leadership of the team.
- Supporting the development of strategy.
- Supporting the development, implementation, monitoring and evaluation of programmes of work giving effect to strategy.
- Providing strategic advice.
- Leading the development, coordination and implementation of the Council's planning and reporting frameworks.
- Ensuring the Council's planning and reporting processes meet statutory requirements and deliver transparent, integrated and high-quality plans and reports that align with strategic priorities and community outcomes.
- Working closely with internal and external stakeholders, maintaining accountability for key deliverables, and driving continuous improvement in organisational performance.
- Exercising sound judgment to determine issues of relevance, importance, and necessity.

## About your role

**Grade:** G19

**Pathway:** L6

**Group/Division:** Strategy & Regulation Group / Strategy & Policy Team

**Reports to:** Strategy & Policy Manager

### Who you will be working with

#### Direct reports:

- Senior Advisor Strategy
- Senior Advisor Insight
- Senior Advisor Business Planning
- Senior Advisor Local Government
- Strategy and Policy Assistant

#### Indirect reports:

- Nil

### Key relationships

#### External:

- Tangata whenua
- Central government agencies
- Territorial Authorities (within Southland)
- Other Regional Councils
- External stakeholders such as community groups and industry and industry groups
- Contractors and professional agencies
- Universities and Crown Research Institutes

#### Internal:

- Executive
- Managers
- All staff
- Councillors

### 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**:*

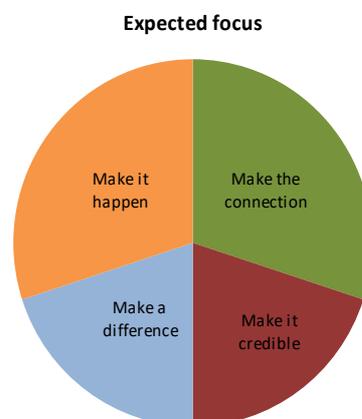
**Make the Connection** – Empower people by delegating responsibility, build a collaborative team, and help your team to understand and meet customer needs.

**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

<b>People Leadership</b>	<ul style="list-style-type: none"> <li>• Maintain a high standard of support and proactively assess team resources and/or reallocate workloads as necessary.</li> <li>• 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</li> <li>• Take an active responsibility for the recruitment, induction and ongoing socialisation of new members to the team.</li> <li>• Identify opportunities and support direct reports with on-going development (use the Development guide for people leaders).</li> <li>• Embrace Leader as Coach communication style. (ASK approach, rather than TELL approach).</li> </ul>
<b>Strategic Leadership</b>	<ul style="list-style-type: none"> <li>• Support the development, review, and implement strategic plans, strategies, and policies in collaboration with the manager.</li> <li>• Support environmental scanning and insight generation. Identify emerging trends, challenges, and opportunities to inform strategic direction.</li> <li>• Provide alignment between council strategies, national policies, and statutory frameworks (e.g. Resource Management Act, Local Government Act).</li> </ul>
<b>Portfolio<sup>1</sup> Management and Leadership</b>	<ul style="list-style-type: none"> <li>• Provide portfolio oversight, facilitate cross-organisational alignment, monitor progress and evaluate effectiveness.</li> <li>• Ensure portfolio activities give effect to strategy.</li> <li>• Provide clear and consistent communication regarding portfolio status, risks and changes.</li> </ul>
<b>Statutory Planning</b>	<ul style="list-style-type: none"> <li>• Coordinate the development of key statutory documents, including the Long-term Plan (LTP), Annual Plan, and associated policies.</li> <li>• Ensure compliance with all relevant legislative and regulatory requirements, including those outlined in the Local Government Act 2002.</li> <li>• Collaborate with Finance, divisional managers, and other stakeholders to align financial, operational, and performance elements within the plans.</li> </ul>
<b>Business Planning</b>	<ul style="list-style-type: none"> <li>• Lead the coordination and execution of the annual business planning process.</li> <li>• Work closely with divisional managers and Executive to gather input and ensure that business planning aligns with strategic priorities and goals.</li> <li>• Develop tools, templates, and guidelines to support divisions in preparing and submitting their business plans.</li> <li>• Manage timelines and deliverables to ensure all plans are completed on time.</li> <li>• Collaborate with Finance, HR, and other divisions to ensure that business plans are supported by appropriate budgeting, resource allocation, and staffing plans.</li> <li>• Act as a liaison between operational teams and Executive to ensure smooth communication and the effective execution of plans.</li> </ul>
<b>Performance Monitoring and Reporting</b>	<ul style="list-style-type: none"> <li>• Lead the development of the Annual Report and other performance monitoring documents ensuring accuracy, transparency and compliance with statutory requirements.</li> <li>• Establish key performance indicators (KPIs) and metrics to track the progress and effectiveness of annual business plans.</li> <li>• Oversee the collection, analysis and reporting of organisational performance data.</li> <li>• Implement systems and processes to monitor progress against strategic goals and improve accountability.</li> </ul>

	<ul style="list-style-type: none"> <li>• Produce regular reports for Executive and Council, providing insights into performance, identifying potential risks, and recommending adjustments as needed.</li> <li>• Facilitate regular reviews and updates to ensure that business plans remain relevant and actionable throughout the year.</li> </ul>
<b>Section 17a Reviews</b>	<ul style="list-style-type: none"> <li>• Lead the planning and coordination of Section 17a service delivery reviews, ensuring timely and accurate completion.</li> <li>• Work with various divisions to gather information, evaluate service performance, and implement recommendations to enhance efficiency and effectiveness.</li> </ul>
<b>Support team delivery</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Ensure all direct reports have the capacity and capability needed to deliver their work, and the tools needed to work efficiently and effectively.</li> <li>• Maintain a high standard of support and proactively assess and/or reallocate workloads as necessary</li> </ul>
<b>Project management</b>	<ul style="list-style-type: none"> <li>• Support and participate in projects which may be financial, transformational, strategic and/or leadership focused.</li> <li>• Monitor progress against commitments and report regularly to manager.</li> <li>• Application in line with Council’s corporate project management systems and processes.</li> <li>• Identify potential risks and challenges within annual business plans and propose solutions to mitigate these risks.</li> </ul>
<b>Finance (budgets)</b>	<ul style="list-style-type: none"> <li>• Consider expenditure in terms of cost and effective use of resources.</li> <li>• Approve operational expenditure (within delegated authority).</li> </ul>
<b>Continuous improvement</b>	<ul style="list-style-type: none"> <li>• Continually monitor, promote and implement opportunities to improve service delivery and business process.</li> <li>• Show flexibility, adaptability and a willingness to change and are open to feedback as an opportunity to improve.</li> <li>• Support manager to ensure the effective and efficient delivery of team operational activities that meet and/or exceed performance objectives.</li> </ul>
<b>Stakeholder relationships / customer service</b>	<ul style="list-style-type: none"> <li>• Develop strong and effective relationships with internal and external stakeholders.</li> <li>• Through strong relationships and influence, support organisational change to new ways of working.</li> <li>• Promote a ‘customer first’ culture by identifying and giving priority to meet the needs of the customer.</li> <li>• Understand situations from the customer’s perspective.</li> <li>• Effectively balances the conflicting demands of various customers.</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>

<sup>1</sup> A portfolio is structured work area that organises and directs a collection of programmes, projects and initiatives around an organisational priority to give effect to strategy.

## 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

- Tertiary qualification in policy, public administration, business management, environmental management, law or a related field.
- Proven experience (minimum 9 years) in strategy, business or corporate planning, or a related field, with a strong understanding of local government processes.
- Demonstrated knowledge of the Local Government Act 2002, including experience in developing Long-term Plans, Annual Plans, and Annual Reports.
- Familiarity with regional council functions.
- Prior leadership or team management experience, with the ability to coach, motivate, and develop staff.
- Excellent project management skills, capable of juggling multiple priorities and delivering results within strict deadlines.
- Strong analytical and problem-solving skills, with attention to detail and the ability to interpret complex information.
- Exceptional communication and interpersonal skills, with the ability to influence and engage stakeholders at all levels.
- Full current driver's license

### Attributes

- 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.
- Ethical and Professional: Maintains high standards of integrity, confidentiality, and accountability.
- Innovative Mindset: Seeks out and champions new ideas and approaches to improve processes and outcomes.
- 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
- Excellent communication skills – both written and verbal.
- Excellent communication and customer service skills with the ability to interact with Councillors and staff at all levels within the organization.

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