

ENVIRONMENT SOUTHLAND

Senior Advisor Local Government

Role description

About us

Our mission

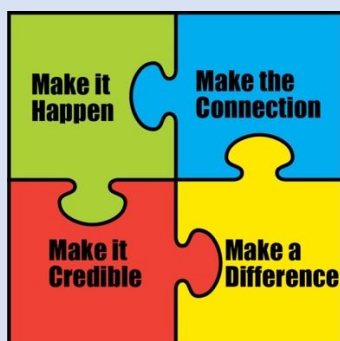
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at ES, we -



Role purpose

The **Senior Advisor Local Government** plays a vital role to ensure the Council meets its statutory obligations under the Local Government Act 2002.

Emphasis is on:

- Working closely with the Team Leader, contributing expertise to key statutory processes including the development of the Long-term Plan (LTP), Annual Plan and Annual Report, and Section 17a service delivery reviews.
- Close collaboration with internal and external stakeholders to maintain compliance, align organisational activities to relevant legislation, and help improve statutory planning and reporting processes.
- Engaging with internal and external stakeholders.
- Exercising sound judgment to determine issues of relevance, importance, and necessity.

About your role

Grade: 17

Pathway: T5

Group/Division: Strategy & Regulation Group / Organisational Planning & Reporting Team

Reports to

Team Leader Organisational Planning & Reporting

Who you will be working with

Direct reports:

- Nil

Indirect reports:

- Nil

Key relationships

External:

- Tangata whenua
- Territorial Authorities (within Southland)
- Other Regional Councils
- Ratepayers

Internal:

- Executive
- Managers
- Team Leaders
- Councillors

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:*

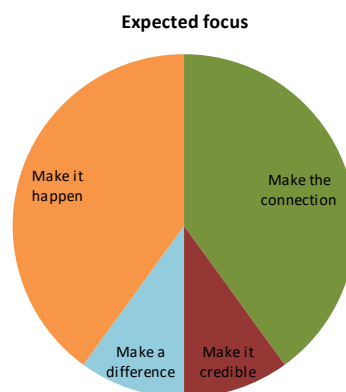
Make it Happen – Show initiative, take accountability and deliver high-quality work on time.

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

Statutory Planning	<ul style="list-style-type: none"> • Provide specialist advice and hands-on support in the preparation and publication of the LTP and Annual Plan (and associated policies) and Annual Report, ensuring compliance with statutory requirements. • Interpret and apply relevant sections of the Local Government Act 2002, advising on best practices for compliance and highlighting any implications for Council operations. • Work closely with finance, divisional managers, and the Team Leader to align financial, operational, and performance components within statutory plans.
Section 17a Reviews	<ul style="list-style-type: none"> • Assist in planning and coordinating Section 17a service delivery reviews, ensuring all required information is gathered and analysed effectively. • Evaluate service performance data, produce insights, and recommend improvements to enhance efficiency, effectiveness, and value for the community.
Continuous Improvement and Compliance	<ul style="list-style-type: none"> • Identify opportunities to streamline or enhance reporting and compliance processes, ensuring they remain robust, transparent, and aligned with evolving regulations. • Keep abreast of changes in local government legislation or related guidelines, communicating potential impacts to the Team Leader and relevant stakeholders. • 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.
Project and Administrative Support	<ul style="list-style-type: none"> • Contribute to assigned projects—such as financial, transformational, or strategic initiatives—by providing local government expertise and monitoring progress. • Prepare agendas, meeting notes, and relevant documentation for workshops and committee sessions. • Provide updates and progress reports as required. • Coordinate with the Team Leader to set and meet deadlines for the delivery of statutory documents and reviews.
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

- 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

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.

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 or a related field.
- Proven experience, 7+ years in local government, statutory planning or policy.
- Strong understanding of the Local Government Act 2002 and related legislative frameworks.
- Proficiency in planning, project coordination, and performance reporting processes.

- Excellent analytical skills, with the ability to interpret and apply legislation, produce clear insights, and recommend practical solutions.
- Solid communication and interpersonal skills, capable of building relationships and influencing stakeholders at all levels.
- Demonstrated ability to communicate clearly and collaboratively with diverse stakeholders.
- Full current driver's license

Attributes

- Maintains a strong focus on accuracy, compliance, and the finer points of local government requirements.
- Demonstrates initiative in problem-solving and process improvement.
- Works effectively in a team setting and fosters positive relationships across the organisation.
- 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
- Thrives in a dynamic environment and responds well to changing priorities or legislative updates.
- Exercises sound judgment, confidentiality, and discretion when handling sensitive information.
- Excellent communication skills – both written and verbal.
- 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 organisation.

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 _____