

ENVIRONMENT SOUTHLAND

Team Leader Resource Management Monitoring

Role description

About us

Our mission

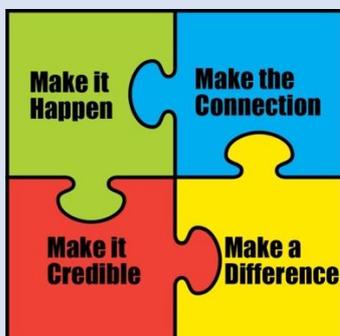
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at ES, we -



Role purpose

The **Team Leader Resource Management Monitoring** contributes to the overall performance of the **Resource Management Team** by leading Council's monitoring compliance team to efficiently and effectively fulfil its responsibilities under the Resource Management Act, Local Government Act, Criminal Procedures Act, Bill of Rights Act, Evidence Act and Sentencing Act and other Acts in respect to environmental compliance and enforcement.

Emphasis is on:

- Team leadership
- Managing monitoring and compliance activities with the RMA and associated regulations and take appropriate action when required.
- Understanding when enforcement actions are required
- Assisting the team to contribute and develop unique and robust solutions to complex compliance issues
- Conveying complex consenting and environmental decisions to multiple audiences
- Having the knowledge and ability to inform individuals, companies and other regulatory authorities of enforcement outcomes which can result in a maximum sentence of 2 years imprisonment and \$600,000 fine with professionalism while maintaining inter-agency relationships.

Authorities

This position requires the successful application to hold a Warrant which allows functions and powers to be exercised under the Biosecurity Act 1993, Resource Management Act 1991, Local Government Act 2002, Local Government Act 1974 and Building Act 2004. As such a clean criminal record is required and is to be maintained during employment in this position.

About your role

Grade: 18

Pathway: L5

Group/Division: Strategy & Regulation Group / Resource Management Team

Reports to: Resource Management Manager

Who you will be working with

Direct reports:

- Compliance monitoring staff

Indirect reports:

- Nil

Key stakeholders

External:

- Ratepayers
- Members of the public
- Government agencies

Internal:

- Resource Management Team
- Consents Team
- Other Council 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.

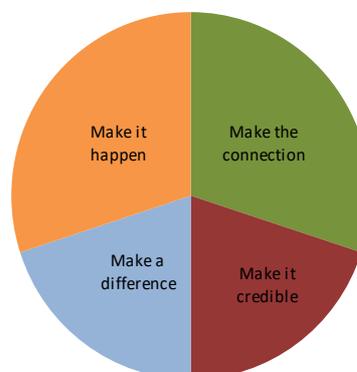
Make it Happen – Set clear expectations for your team, support their development, mentor, maintain oversight, hold people to account, and prioritise your time more deliberately (stepping back from the detail).

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.

Expected focus



Your accountabilities

| | |
|--|---|
| <p>People Leadership</p> | <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). |
| <p>Manage monitoring programmes</p> | <ul style="list-style-type: none"> • Manage workload and supervise the workloads of allocated staff: <ul style="list-style-type: none"> ○ collate and coordinate monitoring programmes to ensure compliance monitoring policy goals are met • Receive, audit, and report on applications. • Professionally deal with media and LGOIMA enquiries and ensure compliance with statutory timeframes. • All dealings with defence counsel are professional, legally robust and meet disclosure timeframes. • Evidence provided is in accordance with and meets the requirements of the Evidence Act 2006. • Peer review and undertake QA/QC checks on the work of team • Ensure appropriate advice is provided to on-call staff when requested, including being available to on call staff when needed outside of normal working hours. |
| <p>Support team delivery</p> | <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 |
| <p>Improvement and maintenance of internal procedures</p> | <ul style="list-style-type: none"> • Lead the revision and refinement of processes using the Continual Improvement Process: <ul style="list-style-type: none"> ○ actively seek effective ideas and trial and adopt these where appropriate. • Ensure the maintenance of a Quality Management System, such as ISO19001. • Ensure adherence to internal policies and procedures. • Create and maintain compliance procedural documentation and ensure this is effectively utilised by the team. • Deal with difficult customers: <ul style="list-style-type: none"> ○ ensure emerging issues and trends are identified and brought to the manager’s attention in a timely manner ○ ensure all customers are treated fairly. |
| <p>Provide advice and information</p> | <ul style="list-style-type: none"> • Provide advice and information on the RMA, Council plans, consent processes and existing consents internal and external parties: <ul style="list-style-type: none"> ○ ensure advice and information provided is current, relevant, accurate and technically sound ○ ensure the response is timely and in compliance with the appropriate performance targets. |

| | |
|--|--|
| Environmental compliance – consent/planning focus | <ul style="list-style-type: none"> • Work alongside the Consents, Policy and Planning teams to develop robust and enforceable consents and plan rules: <ul style="list-style-type: none"> ○ provide technical expertise and tacit knowledge so that rules and consent conditions are defensible, intra-vires, certain and enforceable ○ provide feedback and advice to Policy and Planning teams regarding plan rules. |
| 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. |
| Finance (budgets) | <ul style="list-style-type: none"> • Consider expenditure in terms of cost and effective use of resources. • Approve 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

- 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.
- 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 fulfill requirements of the key accountabilities specified for this position.
- A tertiary qualification in a relevant science and/or resource management discipline or New Zealand Certificate in Regulatory Compliance (Operational Knowledge & Practice Level 4)
- An understanding of the resource consent application process and associated management issues.
- Sound knowledge of the Resource Management Act 1991.
- A minimum of five years relevant experience, preferably in a monitoring role in an enforcement organisation.
- A minimum of two years of proven supervision or management of staff
- An ability to communicate effectively in both written and oral forms, with Council staff and Councillors, associates and peers, and the public generally.

- An ability to supervise and instruct staff in the matters relating to compliance inspections, safe field work and the Resource Management Act generally.
- An ability to supervise and instruct staff in the matters relating to Criminal Procedures Act, Victims of Offences Act, Criminal Disclosure Act, Crown Law Prosecution Guidelines, Evidence Act and Sentencing Act.
- An ability to consult, liaise, and develop and maintain valued and effective working relationships with Iwi and key stakeholders.
- An ability to deal with conflict and knowledge of how to resolve it in a non-adversarial manner.
- Be able to devise, design, and construct objectives to achieve goals, for both personal and organisational achievement.
- Be competent in the use of computers.
- Full current driver's license (and the ability to drive a manual vehicle)

Attributes

- Ability to inspire, motivate, guide and coach teams from engagement to development.
- Honesty, integrity and commitment to preserving confidentiality, i.e. can be trusted with confidential information.
- Ability to exercise sound judgment and initiative.
- Have a genuine interest in, and commitment to, resource management and the environment generally.
- Be able to work in both a team environment, and alone when the situation requires.
- Be self-motivated and set high personal standards.
- Be willing to promote and demonstrate the values of Environment Southland.
- Be willing to share information.
- Be willing to pursue personal and professional development initiatives.
- Be versatile, open-minded, and innovative.

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 _____