

# ENVIRONMENT SOUTHLAND

## Group Programme & Planning Lead

### Role description

### About us

#### Our mission

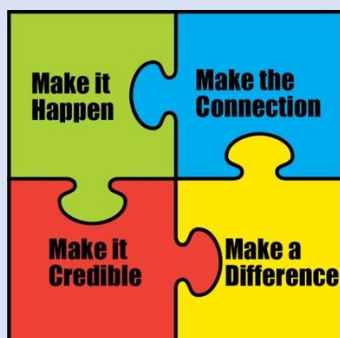
Working with the community to enhance Southland's environment.

#### Our vision:

A thriving Southland (Te taurikura o Murihiku)

#### Our values:

Here at ES, we -



### Role purpose

The Group Programme & Planning Lead is responsible for leading the development of a single umbrella programme of work for the entire Community & Engagement group, ensuring all activity is planned, coordinated and delivered on time and within agreed budgets.

Emphasis is on:

- Development of a comprehensive work programme and plan for Council's Community & Engagement group.
- Maintaining oversight of the work programme's roll-out and ongoing implementation.
- Supporting the General Manager Community & Engagement to bring three distinct functions together to ensure greater collaboration and efficiency across the group in terms of delivery.
- Increasing engagement levels with the group throughout the wider organisation.
- Monitoring and reporting on both individual projects and the work programme as a whole.

## About your role

**Grade:** 18

**Pathway:** T5

**Group/Division:** Community & Engagement

**Reports to:** General Manager  
Community & Engagement

**Who you will be working with**

**Direct reports:**

- Nil

**Indirect reports:**

- Nil

**Key relationships**

**External:**

- Community and special interest groups
- Ratepayers, landowners and public
- Consultants and advisors.

**Internal:**

- Community & Engagement Group
- Other Council staff

**Delegations**

In line with the Environment Southland Delegations Manual

## Your leadership profile – Programme Lead

*Your crucial challenge as a **Programme Lead** is for you to lift your communication and influencing skills, while getting comfortable with making decisions in the face of complexity and ambiguity.*

*To be effective:*

**Make the Connection** – Empower people by enabling them to take responsibility and collaborate. Understand and meet customer needs.

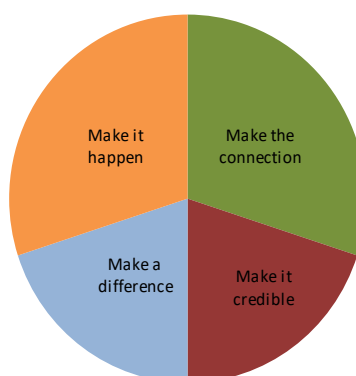
**Make it Happen** – Set clear expectations, mentor, maintain oversight, hold people to account, and prioritise your time more deliberately (stepping back from the detail).

**Make a Difference** – Align your work with our organisational strategy, help people 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 **Programme Lead**, you will have a stronger focus on Make it Happen and Make the Connection.

Expected focus



## Your accountabilities

<b>Development and management of Group work programme</b>	<ul style="list-style-type: none"> <li>• Facilitate the development of programme plans, timelines and deliverables to ensure progress is monitored and tracked.</li> <li>• Review and update plans, timelines and deliverables, as required.</li> <li>• Manage risks and issues that arise within the programme, proactively identifying solutions and making adjustments to keep projects on track.</li> <li>• Lead business planning processes for the Group.</li> </ul>
<b>Monitoring and reporting</b>	<ul style="list-style-type: none"> <li>• Monitor the allocation and usage of resources (people, finances, and tools) to ensure they are effectively utilized across programmes.</li> <li>• Communicate programme progress, milestones, and issues to the General Manager and other key stakeholders on a regular basis.</li> <li>• Develop and deliver presentations, reports, and updates that outline programme achievements, risks, and recommendations.</li> <li>• Provide technical and performance reports as required.</li> </ul>
<b>Group coordination</b>	<ul style="list-style-type: none"> <li>• Support the General Manager to: <ul style="list-style-type: none"> <li>◦ Ensure that all members of the Group are aligned with the programme's objectives and deliverables.</li> <li>◦ Develop a collaborative team environment, ensuring clear communication and alignment across internal stakeholders.</li> </ul> </li> <li>• Act as the main point of contact for programme-related issues, ensuring the appropriate stakeholders are informed and involved when necessary.</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>• 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> </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>• Cultivate and maintain strong relationships with internal partners and stakeholders to ensure smooth programme execution.</li> <li>• Develop strong and effective relationships with 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>

## 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 rep with carrying out investigations following reported incidents.
- 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

- Demonstrated knowledge to fulfill requirements of the key accountabilities specified for this position.
- Tertiary qualification in programme design and planning and/or programme and project management.
- Sound knowledge and 7+ years' experience in business planning, reporting and performance management.
- Experience preparing management reporting and business writing.
- Knowledge of local government.

### Attributes

- Highly accurate and keen eye for detail.
- Well-developed problem-solving skills.
- Excellent collaboration skills.
- 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
- Proven ability in making connections between various aspects of the organisation and the potential implications for their work.
- 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.
- Honesty, integrity and commitment to preserving confidentiality, i.e. can be trusted with confidential information.
- Able to work effectively as part of a team, but without close supervision.
- Full current driver's license (and the ability to drive a manual vehicle)

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