

ENVIRONMENT SOUTHLAND

Science Integration Manager

Role description

About us

Our mission

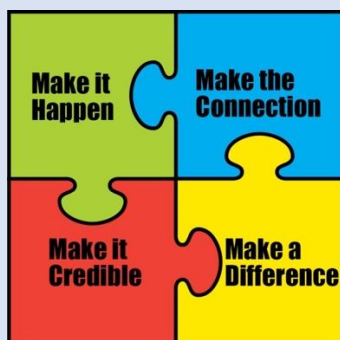
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at ES, we -



Role purpose

The **Science Integration Manager** is responsible for the overall performance of the **Science Integration Team** by overseeing the co-ordination, development and execution of the science strategy, ensuring alignment across multiple scientific disciplines and departments.

You will lead a team of scientists and technicians, facilitate the integration of new technologies, data management and methodologies, and drive the alignment of scientific initiatives with organisational goals.

Emphasis is on:

- People leadership
- Supporting the development and implementation of effective science strategy which is aligned with Environment Southland goals and market trends.
- Overseeing the integration of scientific research, technology and data into practical applications that drive organisational results.
- Evaluating scientific trends, technologies, and methodologies to provide an effective, efficient science programme that aligns with council outcomes and strategic direction.

About your role

Grade: 21

Pathway: L7

Group/Division: Science Group /
Science Integration Team

Reports to:
GM Science/Chief Scientist

Who you will be working with

Direct reports:

- Principal Scientist Hydrology
- Principal Scientist
Freshwater
- Environment Scientist
Natural Hazards
- Team Leader Data
Management and Analytics

Indirect reports:

- Environmental Data
Management Officers

Key relationships

External:

- Science Steering and
Advisory Groups
- Research and funding
partners and providers
- Community and special
interest groups
- Professional and industry
associations
- Key sector and special
interest groups
- Territorial Local Authorities
and Central Government
- Consultants and advisors
- Ratepayers and landowners
- Iwi

Internal:

- Chief Scientist
- Science teams
- Executive team
- Councillors
- Other staff at Environment
Southland

Delegations

In line with the Environment
Southland Delegations Manual

Your leadership profile – Division leader / Manager

*Your crucial challenge as a **Division leader** is learning to set the direction, rather than just delivering the existing direction. The key to your success will be to influence a wider range of people and provide greater strategic leadership, while continuing to look after people and ensure things get done.*

*To be an effective **Division leader**:*

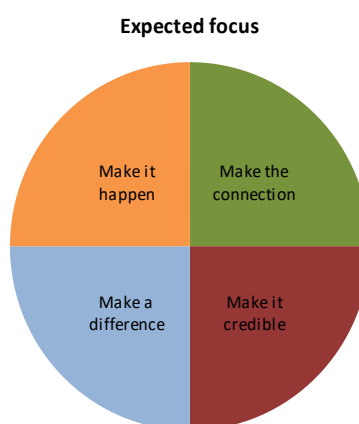
Make the Connection – Establish relationships with a broader range of external stakeholders, build trust and co-operation across Environment Southland, build a customer-centric culture across your division, and empower your direct reports with responsibility for their projects and work programmes.

Make it Happen – Coach people in management and problem-solving skills, develop talent across your division as a whole, and uncover and address any barriers to high performance in your division.

Make a Difference – Contribute to the development of our organisational strategy; hold conversations at the right strategic level; make decisions from a longer-term strategic perspective; and lead business improvement, innovation, and organisational change.

Make it Credible – Build your skills in communicating with diverse audiences, presenting to groups, responding to media inquiries, navigating complex and sensitive conflict situations, and influencing political stakeholders and other senior people.

All elements of the Environment Southland Leadership Competency Framework are of equal importance as a **Divisional leader**.



Your accountabilities

Research and expertise	<ul style="list-style-type: none"> • Lead the delivery of timely scientific outputs in alignment with organisational goals and objectives. • Lead the development and implementation of effective science, research and monitoring strategies. • Ensure optimisation of existing monitoring programmes and drive innovation of new technologies, methods and approaches to streamline monitoring, investigation and research programmes. • Oversee the integration of scientific findings and market trends into practical applications that drive organisational results. • Plan/conduct/coordinate and manage as appropriate science monitoring and investigations that are targeted and effective and contribute to achieving council strategic outcomes. • Develop and implement procedures (e.g. indicators) for environmental reporting including appropriate quality assurance procedures. • Work in partnership with Ngāi Tahu ki Murihiku to enable the inclusion of Māori perspective in the division's work programmes and to provide support for cultural monitoring. • Provide technical advice to other staff, including assistance in evaluating the suitability and effectiveness of strategies and options for policies and methods in regional plans. • Provide technical analysis and policy advice to Council, Council Committees and Environment Court as required. • Maintain awareness of national and international science relevant to your role.
People Leadership	<ul style="list-style-type: none"> • Provide leadership that fosters a positive team environment that develops and promotes engagement and a culture of high performance. • Create opportunities for direct reports to be consulted on and included in decision making that may impact upon team performance outputs. • 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 direct reports to the team. • Support your team to uphold Te Tiriti o Waitangi responsibilities on behalf of Environment Southland, including through fostering a culture of personal development and awareness. • 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). • Role model Council's values and good leadership practice across the leadership peer group, colleagues and team.
Science coordination and communication	<ul style="list-style-type: none"> • Oversee and participate in the transfer of scientific information to the wider organisation, stakeholders and customers. • Identify opportunities for strategic partnerships, collaborations, and external funding in support of the science strategy. • Ensure the integration of scientific research, technology and data across various teams and departments. • Develop processes and systems to enhance the collaboration and flow of information across the organisation.

Data management	<ul style="list-style-type: none"> • Ensure all scientific monitoring and investigations comply with relevant regulatory requirements, industry standards and safety protocols. • Ensure all scientific data is collected and managed in accordance with the Quality Management System, provide on-going continuous improvement and ensure data is fit-for-purpose.
Support team delivery	<ul style="list-style-type: none"> • Ensure all direct reports have clear programmes of work for their teams, and that activities are prioritised and delivered to a good standard on time. • Ensure all direct reports and their teams have the capacity and capability needed to deliver their work, and the tools needed to work efficiently and effectively.
Strategy and vision	<ul style="list-style-type: none"> • Assist with leading the implementation and delivery of Council's strategy from both the division and Environment Southland's leadership forum's perspective. • Actively contribute to focused initiatives that reflect Council's vision and values. • Understand issues across the group and initiate strategic discussions.
Project management	<ul style="list-style-type: none"> • Initiate and manage projects which may be financial, transformational, strategic and/or leadership focused from time to time providing assistance, advice and support as required. • Monitor progress against commitments and report regularly to the GM. • Application in line with Council's corporate project management systems and processes.
Finance (budgets)	<ul style="list-style-type: none"> • Consider issues in terms of cost and effective use of resources. • Understand financial principles. • Develop annual budgets which will contribute to Council's Long-Term Plan, Annual Plan / annual work programmes. • Meet the agreed financial budgets / targets set for the division and its activities. • Provide monthly reports as required, noting key activities, highlights and issues. • Budget reporting (Budgets vs. actual) • Approving operational expenditure (within delegated authority).
Continuous improvement	<ul style="list-style-type: none"> • Proactively seek, promote and implement ideas and initiatives that improve the service levels and business processes that are the responsibility of the position. • Show flexibility, adaptability and a willingness to change and are open to feedback as an opportunity to improve. • Ensure effective and efficient delivery of the division operational activities that meet and/or exceed performance objectives.
Stakeholder relationships / customer service	<ul style="list-style-type: none"> • Establish strong and effective relationships with internal and external stakeholders, including Councillors, iwi, related industry and community interest groups. • Through strong relationships and influence, support organisational change to new ways of working. • Establish and maintain a positive relationship with the media (where applicable) • Promote a 'customer first' and first contact resolution culture so that all customers hold Council in high regard for the way they are treated. • Maintain high level of customer service under all conditions, devising solutions and meeting commitments within timeframes and constraints.
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
- Conduct health, safety and wellbeing investigations following reported incidents, in collaboration with the health, safety and wellbeing rep.
- Prepare and deliver team-specific health, safety and wellbeing induction for new or transferred employees.
- Participate in safety and wellbeing initiatives 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
- Providing collective leadership on Te Tiriti o Waitangi at Environment Southland

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 post-graduate qualification relevant to the role
- A minimum 10 years relevant experience
- Proven experience in effectively leading and managing people
- Proven ability to plan, organize, lead, and control the division activities
- Proven leadership skills with demonstrated ability to articulate the vision and take people on a change journey
- Ability to lead culturally competent teams, able to work alongside tangata whenua and within te ao Māori
- Proven experience working with stakeholders, community groups and iwi.
- A high level of project management experience including meeting project deadlines.
- An ability to think strategically, and to develop a strong organisational focus.
- Skilled at communicating effectively with a diverse range of groups and individuals.
- Experience in coordinating across science disciplines and articulating complex scientific information in resource management processes.
- A high level of presentation skills and ability to tailor science to a wide range of audiences.
- A good understanding of environmental database systems and proven ability for innovation in information dissemination.
- Full current driver's license (and the ability to drive a manual vehicle)

Attributes

- Strong attention to detail and analytical skills
- Ability to inspire, motivate, guide and coach teams from engagement to development.
- Excellent communication skills – both written and verbal.
- Ability to influence through effective application of knowledge and logic.
- Understands the importance of building and maintaining positive durable working relationships.
- 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
- Honesty, integrity and commitment to preserving confidentiality, i.e. can be trusted with confidential information.
- Ability to exercise sound judgment and initiative.
- Excellent customer service skills with the ability to interact with Councillors and staff at all levels within the organization.
- 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.

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 _____