

ENVIRONMENT SOUTHLAND

Team Leader Land Sustainability

Role description

About us

Our mission

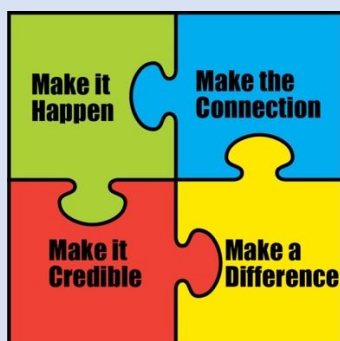
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at ES, we -



Role purpose

Through the Integrated Catchment Model (ICM) and a wider partnership approach, act as a key touchpoint for the catchment community to access, engage and work alongside Council.

Emphasis is on:

- Providing sound advice and Council-wide integration of programmes for allocated catchment(s) at a strategic level and relevant to the needs of the Council.
- Fostering relationships and participate in relevant output with iwi, key stakeholders and the community to enable Council's land sustainability needs to be met.
- Leading, coaching, and supervising a team, including facilitating professional development; providing guidance, support and mentoring; conveying an effective work ethic; supervising workloads; and monitoring and reporting on performance.

About your role

Grade: 18

Pathway: L5

Group/Division: Community & Engagement Group / Land Sustainability Team

Reports to: Land Sustainability Manager

Who you will be working with

Direct reports:

- Senior Land Sustainability Officer
- Land Sustainability Officers

Indirect reports:

- Nil

Key stakeholders

External:

- Community and special interest groups
- Tangata Whenua
- Ratepayers, landowners and public
- Consultants and advisors
- Professional colleagues and associations
- Territorial Authorities and other Regional Councils

Internal:

- Community & Engagement Group
- Other 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**:*

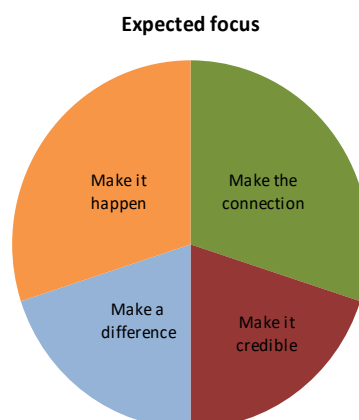
Make the Connection – Empower people by delegating responsibility, build a collaborative team, and help your team to understand and meet customer needs.

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.



Your accountabilities

People Leadership	<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).
Programme management	<ul style="list-style-type: none"> • In conjunction with colleagues and relevant teams across the organisation, prepare and implement work programmes/plans and set priorities to ensure an integrated view of the work in the [Oreti, Mataura/Waituna, Waiau/Aparima] catchment(s). • Provide leadership and direction to work in the [Oreti, Mataura/Waituna, Waiau/Aparima] catchment(s). • Prepare project proposals, project plans and budgets relating and assign resources for the team in consultation with relevant internal staff for catchments. • Develop community awareness and responsibility for the environment through Community Partnerships for Sustainable Land Management. • Coordinate Council attendance at and contribution to events. • Identify and provide opportunities for and promote integration of catchment activities across Council
Programme delivery	<ul style="list-style-type: none"> • Liaise with the relevant colleagues and maintain connection with other teams who are working in the [Oreti, Mataura/Waituna, Waiau/Aparima] catchment(s) to ensure consistency of programme delivery. • Develop and promote practices for sustainable land management across all sectors with an emphasis on an on-farm presence. • Develop community awareness and responsibility for the environment through Community Partnerships for Sustainable Land Management. • Coordinate Council attendance at and contribution to events where Council objectives can be met. • Identify and provide opportunities for and promote integration of organisation wide extension services wherever possible.
Contribution to policy development	<ul style="list-style-type: none"> • Provide technical analysis and policy advice to Council, Council committees, management and other divisions. • Ensure that systems and procedures are put in place to achieve the key outcomes and targets defined in the Work Plan and the Council's Annual Plan.
Support team delivery	<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
Reporting	<ul style="list-style-type: none"> • Prepare and present reports for Committees or Council as required. • Prepare reports, media releases, newsletters and other forms of documentation for internal and external use, liaising with communications team.

	<ul style="list-style-type: none"> • Contribute to long term and annual planning processes, budget preparation, forecasting and reporting. • Report on progress and allocation of budgets. • Develop and implement property/restoration plans in the catchments and manage on ground projects relevant to the role as required. • Provide input and/or where appropriate lead the development of regional and catchment templates and resources. • Ensure that all forms of reporting are completed.
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 rep 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 an appropriate discipline is required
- A minimum of 7 years appropriate working experience, including between 3–5 years in a team leadership role
- Proven budgetary experience, including preparation, implementation and reporting
- Completion of the Intermediate Nutrient Management course is desirable.
- Experience contributing to the development or refinement of policy or plans
- Ability to communicate information and advice, both oral and written, to the Council staff, the Councillors and the public
- Ability to consult, liaise, develop and maintain relationships with Iwi and other key stakeholders within the community as well as to collaborate effectively with other groups within Council.

- Project and time management skills
- Ability to retain an overview of diverse activities
- Ability to manage conflicting demands in a fair and productive manner
- A medium-term planner with emphasis on analytical skills
- Ability to speak to individuals and groups of the public on contentious issues
- Full current driver's license (and the ability to drive a manual vehicle)
- 4WD experience

Attributes

- Self-motivated, able to meet deadlines and develop realistic timetables
- Ability to relate to a cross-section of the community and particularly the rural sector
- Strong interpersonal skills and self confidence
- A team player with a commitment to Environment Southland's goals
- Can do, positive attitude no matter how demanding the situation
- A strong ethic for continuous improvement
- Excellent organisation skills and an ability to work without close supervision, and exercise judgment on when to consult others
- Ability to be versatile, open minded and innovative in seeking solutions
- Team player who can build effective and functional relationships with a wide variety of personnel including developing and maintaining professional networks.

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 _____