

ENVIRONMENT SOUTHLAND

Team Leader Environmental Monitoring

Leads the environmental monitoring programme so that council outcomes can be achieved.

About us

Our mission

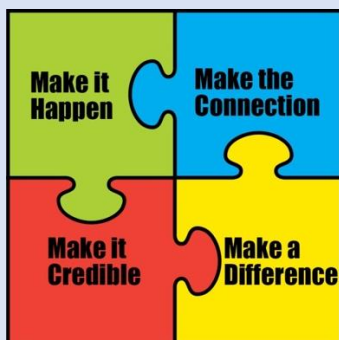
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at ES, we -



Role purpose

The **Team Leader Environmental Monitoring** contributes to the overall performance of the **Science Investigations and Operations Team** by managing and leading a team of technicians in the collection and processing of environmental data. You will be responsible for overseeing field operations for the State of the Environment (long-term) monitoring programmes, ensuring these programmes are run effectively and efficiently, while also guiding and mentoring team members in their professional development.

Emphasis is on:

- People leadership
- Assisting in the implementation of scientific monitoring and investigations
- Supporting continuous improvement and effective operation of environmental data management
- Driving innovation in data collection methods and technology; and,
- Participating in the 24-hour Flood Warning Service.

This position may require some work to be completed outside of Environment Southland's normal hours of work of 8:00 am to 5:00 pm Monday to Friday.

About your role

Grade: 17

Pathway: L5

Group/Division: Science Group / Science Investigations & Operations Team

Reports to: Science Investigations & Operations Manager

Who you will be working with

Direct reports:

- Environmental Monitoring Specialist
- Senior Environmental Technical Officers
- Environmental Technical Officers

Indirect reports:

- Nil

Key stakeholders

External:

- Iwi
- Research and funding partners and providers
- Community and special interest groups
- Professional and industry associations
- Territorial Local Authorities and Central Government
- Consultants and advisors

Internal:

- Chief Scientist
- Divisional Managers
- Councillors
- 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**:*

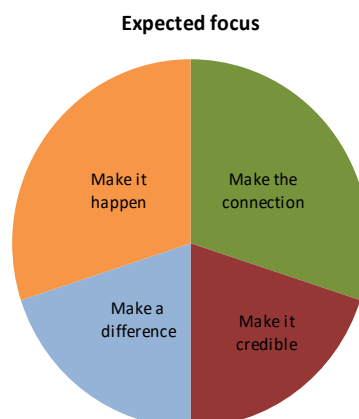
Make the Connection – Empower people by delegating responsibility, build a collaborative team, and help your team to understand and meet customer needs.

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

Monitoring	<ul style="list-style-type: none"> • Deliver timely scientific outputs in alignment with organisational goals and objectives. • Ensure all scientific monitoring and investigations comply with relevant regulatory requirements, industry standards and safety protocols. • Supervise and participate in the collection, processing and management of State of the Environment (long-term) environmental monitoring data. • Ensure equipment and capital items utilised in science monitoring and investigations are maintained, calibrated and available for use in accordance with organisational requirements. • Drive innovation in environmental data collection through new methods, approaches and technological advancements to streamline and improve monitoring capability. • Assist in the provision of an efficient and effective 24-hour flood warning service. Be available to support flood warning duties outside of normal working hours
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).
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.
Science coordination and delivery	<ul style="list-style-type: none"> • Support the development and implementation of science, research and monitoring strategies. • Participate in the transfer of scientific information to the wider organisation, stakeholders and the community and oversee the team's support of programmes, projects and processes led by other parts of Council. • Develop and maintain good working relationships with the science and research community, in particular adopting a pro-active approach with respect to addressing Environment Southland's research, science and technology (RS&T) needs, identifying opportunities for partnerships and translating external science back into the organisation. • Liaise with science project leads to ensure optimisation and delivery of environmental monitoring. Assist in the design and implementation of monitoring systems as required. • Effectively contribute to data quality and assurance systems.
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 directed by the Science Investigations and Operations Manager 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 graduate qualification in a relevant science discipline
- A minimum 5 years relevant work experience including at least 3 years proven leadership experience
- Proven experience in environmental monitoring, sampling and audit procedures
- A good working knowledge of Quality Management Systems.
- Understanding of environmental monitoring and data systems with a proven track record for innovation and willingness to share information
- Proven ability in the use of spreadsheets, database management and geospatial methods
- An ability to learn new computer programmes is essential
- Proven experience in effectively leading and managing people
- High level of project management experience and meeting deadlines
- Experience in working effectively in transdisciplinary teams
- Highly accurate and keen eye for detail.
- Experience working with stakeholders, community groups and iwi
- Awareness and understanding of tikanga Māori
- Full current driver's license with the ability to drive a manual vehicle

Attributes

- Ability to work in an office and field-based environment. Be willing to work outdoors in all weather conditions.
- Creative, innovative, practical and able to solve problems
- Ability to influence through effective application of knowledge and logic
- Understands the importance of building and maintaining positive durable relationships
- Ability to inspire, motivate, guide and coach teams from engagement to development
- Values and respects other knowledge systems
- Excellent communication skills – both written and verbal.
- Honesty, integrity, enthusiasm and commitment to preserving confidentiality, i.e. can be trusted with confidential information.
- Ability to exercise sound judgment and initiative.
- Able to work effectively as part of a team, but without close supervision.

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 _____