

ENVIRONMENT SOUTHLAND

Programme Manager Resilient Infrastructure Fund (RIF)

Role description

About us

Our mission

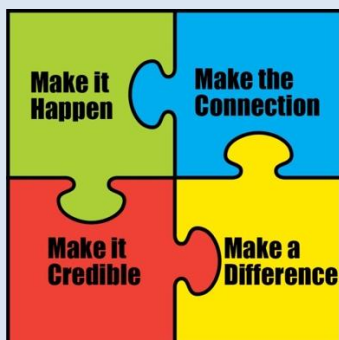
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at ES, we -



Role purpose

The **Programme Manager Resilient Infrastructure Fund (RIF)** contributes to the overall performance of the **Integrated Catchment Management (ICM) Group** by providing project management, delivery and engagement support on complex regionally significant projects.

Emphasis is on:

- Assisting the ICM Group Managers to manage the delivery of complex multi-agency projects.
- Driving the delivery of one or more flagship projects from design to completion.
- Support and work with partners and stakeholders to manage and provide governance reporting for these projects.

About your role

Grade: 19

Pathway: L6

Group/Division: Integrated Catchment Management Group

Reports to: GM ICM

Who you will be working with

Direct reports:

- Programme Coordinator Resilient Infrastructure Fund (RIF)

Indirect reports:

- Nil

Key relationships

External:

- Kanoa / MBIE
- Iwi
- Stakeholders
- Community groups and the public
- Contractors

Internal:

- ICM Managers and teams
- Other staff at Environment Southland

Delegations

In line with the Environment Southland Delegations Manual

Your leadership profile – Programme Manager

*Your crucial challenge as a **Programme Manager** 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 an effective **Programme Manager**:*

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

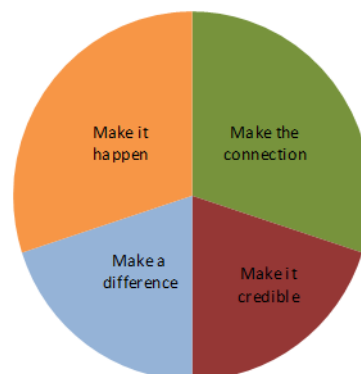
Make it Happen – Set clear expectations, mentor, maintain oversight, hold people to account, and prioritise your time more deliberately (stepping back from the detail).

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 Manager**, you will have a stronger focus on Make it Happen and Make the Connection.

Expected focus



Your accountabilities

Programme management	<ul style="list-style-type: none"> • Ensure that programmes are delivered on time, within budget, and to the required quality standards. • Ensure consolidated planning, tools and reporting are provided. • Manage and report up with programme data, including budgets, risks and progress updates. • Provide timely information to management, governors, partners and stakeholders, ensuring consistency and accuracy. • Leading compliance responses for Crown scrutiny, audits, milestone verification, and outcome reporting. • Assure that controls are in place to avoid funding at risk — formally linking procurement, contract variations, and change control. • Oversee supporting probity registers and Value for Money assessments. • Actively manage a live programme risk register, integrating cost escalation, supply risk, land access dependencies, and consenting constraints. • Regularly review decision logs, change control tracking, and forecasting of delivery confidence to brief senior management and Council.
Stakeholder and community engagement	<ul style="list-style-type: none"> • Develop and maintain strong relationships with key stakeholders, including government agencies, contractors, and suppliers. • Act as the primary point of contact for stakeholders, addressing their needs and concerns, and ensuring their satisfaction. • Approve the scheduling and content of programme workshops and key stakeholder and community briefings. • Act as the key management contract for internal and external communications.
Risk management	<ul style="list-style-type: none"> • Identify and manage risks associated with programmes and accounts.
Governance reporting, assurance and documentation	<ul style="list-style-type: none"> • Prepare regular reports on programme progress, financial performance, and stakeholder feedback. • Ensure the overall integrity and coherence of programmes, focusing on internal consistency and alignment with broader organisational goals.
Strategy and vision	<ul style="list-style-type: none"> • Support the implementation and delivery of Council’s strategy • Review and approve papers and dashboards for Executive, Council committees, RIF reviews. • Ensure cross-workstream reporting for political, mana whenua and RIF oversight
Other ES Projects	<ul style="list-style-type: none"> • Participate in projects which may be financial, transformational, strategic and/or leadership focused from time to time • Application in line with Council’s corporate project management systems and processes.
Lead across teams	<ul style="list-style-type: none"> • Actively contribute to the alignment between council staff, contractors and external stakeholders. • Oversee the coordination of programme activities across council functions and workstreams. • Act as the first point of contact for management queries relating to RIF projects.
Finance (budgets)	<ul style="list-style-type: none"> • Ensure procurement compliance, contract variations, and change approvals link to programme funding agreements; approve spend forecasts vs funding cashflows changes and flag risks early. • Consider expenditure in terms of cost and effective use of resources. • Approve operational expenditure (within delegated authority).

	<ul style="list-style-type: none"> • Ensure funding, and reporting processes are followed correctly and in compliance with Council and RIF contractual requirements. • Manage contract deliverables and compliance requirements with project milestones. • Provide assurance for audits and reviews with supporting accurate records and evidence.
Continuous improvement	<ul style="list-style-type: none"> • Continually seek opportunities to improve services for your customers (internal or external). • Show flexibility, adaptability and a willingness to change and are open to feedback as an opportunity to improve.
Partnership and stakeholder relationships / customer service	<ul style="list-style-type: none"> • Initiate and develop strong and effective relationships with internal and external partners and stakeholders. • Manage and oversee co-design elements, cultural values documentation, and engagement protocols. • Ensure infrastructure investment supports Te Ao Māori outcomes and local capacity building. • Understand situations from the customer's perspective. • Keep customers up to date about progress of queries/requests/projects • Maintain clear communication
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.
- 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 fulfil the requirements of the key accountabilities specified for this position.
- A tertiary degree in a relevant field, such as project management, or business administration
- 10 years of experience in programme management, or a similar role, preferably within the public sector.
- Preferred knowledge of Programme Management software such as Microsoft Project or other software.
- Preferred certification in Project Management Professional (PMP) or equivalent.
- Strong analytical skills to interpret data and make informed decisions.
- Proven ability to manage projects and coordinate activities effectively.
- Ability to think critically and proactively solve complex issues.
- Ability to command respect, create a sense of accountability and solution-focused delivery amongst members of project teams/working groups
- Highly accurate and keen eye for detail.
- Full current driver's license

Attributes

- Delivery and solution focused
- Excellent communication skills – both written and verbal – with partners and stakeholders.
- 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.

- Strong ability to exercise excellent judgment and take initiative.
- Excellent customer service skills.
- 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 _____