

ENVIRONMENT SOUTHLAND

Programme Coordinator Resilient Infrastructure Fund (RIF)

About us

Our mission

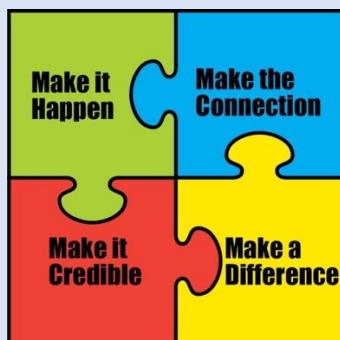
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at ES, we -



Role purpose

The **Programme Coordinator Resilient Infrastructure Fund (RIF)** contributes to the overall performance of the **ICM Group** by providing support for initiation, development, reporting, and ongoing delivery of approved, pan-organisation, partnership programmes.

Emphasis is on:

- Programme coordination and duties across the various projects and work streams.
- Coordinating contracts.
- Tracking and reporting programme design and deliverables.
- Working closely with the programme manager.
- Assisting in the development and maintenance of robust, effective internal procedures.

About your role

Grade: 14

Pathway: S6

Group/Division: ICM Group

Reports to: Programme Manager
Resilient Infrastructure Fund (RIF)

Who you will be working with

Direct reports:

- Nil

Indirect reports:

- Nil

Key relationships

External:

- Landowners
- Community groups
- Tangata Whenua
- Department of Conservation
- General public
- Local Authorities, Government Departments
- Fonterra and other similar agencies as needed.

Internal:

- ICM Group
- Other staff at Environment Southland

Delegations

In line with the Environment Southland Delegations Manual

Your leadership profile – Individual Contributor

Your crucial challenge as an Individual Contributor is to find a way to add value while working effectively with others.

*To be an effective **Individual contributor**, aim to:*

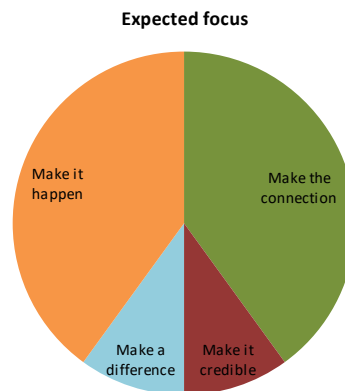
Make it Happen – Show initiative, take accountability and deliver high-quality work on time.

Make the Connection – Focus on meeting your customers' needs and work collaboratively as part of your team.

Make it Credible – Communicate clearly, show integrity, and focus on building your professional skills.

Make a Difference – Show curiosity, make thoughtful and evidence-based decisions, and aim to understand the wider context for your work.

While all elements of the Environment Southland Leadership Competency Framework are important, as an **Individual Contributor**, you will have a stronger focus on Make it Happen and Make the Connection.



Your accountabilities

Programme administration and coordination	<ul style="list-style-type: none"> • Ensure capital project monitoring captures cost, schedule, scope and benefits delivery against climate resilience outcomes. • Maintain delivery confidence assessments; support independent audit, assurance and milestone verification processes required under Kānoa funding agreements. • Develop, maintain and update programme schedules ensuring milestones and deadlines are clearly tracked. • Maintain project and programme related records and reporting including document management. • Coordinate contractual matters, including requests for tender, contract renewal, and auditing. • Coordination of design, consenting, construction, and asset-handover reporting requirements. • Reporting of delivery against asset service outcomes (LoS + climate resilience) • Assurance that programme reporting aligns with Long-Term Plan infrastructure funding and depreciation treatment • Maintain accurate programme records, registers and documentation in line with council and Kanoa requirements. • Coordinate and prepare regular status reports, dashboards and updates for leadership and governance groups. • Coordinate and contribute to systems for QA processes and ensure compliance with required standards and regulatory requirements. • Support the development and improvement of processes and databases, to effectively improve the oversight of RIF projects. • Assist with managing the successful delivery of the programmes from initiation to closure, assisting to ensure they are completed on time, within budget, and meet the objectives set. • Assist with identifying risks and issues that arise within the programmes. • Maintain a live programme risk register, integrating cost escalation, supply risk, land access dependencies, and consenting constraints • Keep decision logs, change control tracking, and forecasting of delivery confidence • Supporting probity registers and Value for Money assessments
Meeting and communication support	<ul style="list-style-type: none"> • Organise programme meetings workshops and key stakeholder’s briefings. • Support the programme manager with preparation of information updates. • Liaise with Council communications staff on communication standards set by relevant strategy and plans in relation to Kanoa funded projects. • Act as the central coordination point for internal and external communications • Record and distribute minutes, actions points and follow-ups to ensure accountability.
Strategy and vision	<ul style="list-style-type: none"> • Support the implementation and delivery of Council’s strategy • Preparing papers and dashboards for ICM governance, Council committees, Kānoa reviews • Coordinating cross-workstream reporting for political, mana whenua and Kānoa oversight
Coordination across Teams	<ul style="list-style-type: none"> • Support alignment between council staff, contractors and external stakeholders • Ensure programme activities are coordinated across council functions and workstreams. • Act as the first point of contact for operational queries relating to RIF projects.

Finance (budgets)	<ul style="list-style-type: none"> • Maintain oversight of procurement compliance, contract variations, and change approvals linked to programme funding agreements; track spend forecasts vs funding cashflows to flag risks early • Consider financial implications of actions. • Ensure procurement, funding, and reporting processes are followed correctly and in compliance with Council and RIF contractual requirements. • Track contract deliverables and compliance requirements with project milestones. • Support programme audits and reviews with 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.
Stakeholder relationships / customer service	<ul style="list-style-type: none"> • Develop strong and effective relationships with internal and external stakeholders. • Track and coordinate co-design elements, cultural values documentation, and engagement protocols • Track how infrastructure investment supports Te Ao Māori outcomes and local capacity building • Respond appropriately. • 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

- Work safely and take responsibility for keeping self, colleagues, contractors and customers free from harm
- Report all incidents, near-misses, hazards and accidents promptly
- Communicate whereabouts when out of the office (e.g. use Where Am I, Get Home Safe)
- Activity risk assessments are completed as part of planning for all field-based activities prior to work being undertaken, with relevant parties
- Know what to do in the event of an emergency
- 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.
- Minimum 3-5 years of experience in project coordination and/or programme management.
- NZ Certificate / Diploma in Project Management
- Preferred knowledge of Programme Management software such as Microsoft Project or other software.
- Experience working with stakeholders, community groups and iwi preferable.
- Experience in understanding various disciplines and articulating information with clarity.
- Proven experience in project management techniques, systems and information processing and presenting.
- Competency in MS Word, Excel and Outlook.
- Highly accurate and keen eye for detail.
- Full current driver's license

Attributes

- Good communication skills – both written and verbal.
- 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.
- 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 _____