

# ENVIRONMENT SOUTHLAND

## Governance Advisor (LGOIMA)

### Role description

#### About us

##### Our mission

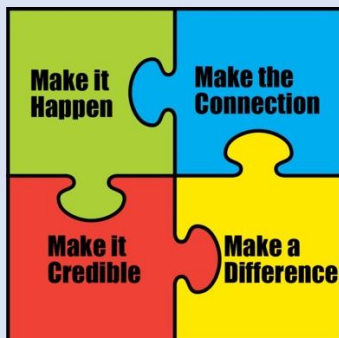
Working with the community to enhance Southland's environment.

##### Our vision:

A thriving Southland (Te taurikura o Murihiku)

##### Our values:

Here at Environment Southland, we -



### Role purpose

The **Governance Advisor (LGOIMA)** is responsible for coordinating and managing Environment Southland's obligations under the **Local Government Official Information and Meetings Act 1987 (LGOIMA)** and the **Privacy Act 2020**.

The role ensures that official information and privacy requests are processed lawfully, consistently, and within statutory timeframes, while supporting Environment Southland's commitment to openness, transparency, good governance, and public trust. The role also builds organisational capability by providing advice, guidance, and education to staff and elected members.

## About your role

**Grade:** 15

**Pathway:** T4

**Group/Division:** People & Governance / Governance & Risk

**Reports to:** GM People and Governance

**Who you will be working with**

**Direct reports:**

- N/A

**Indirect reports:**

- N/A

**Key stakeholders**

**External:**

- External requestors
- Ombudsman
- Privacy Commissioner
- Legal Advisors

**Internal:**

- General Managers
- Other managers, team leaders and staff
- Executive Officer
- Chief Advisor
- Communications Team
- Information Management Team

**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:*

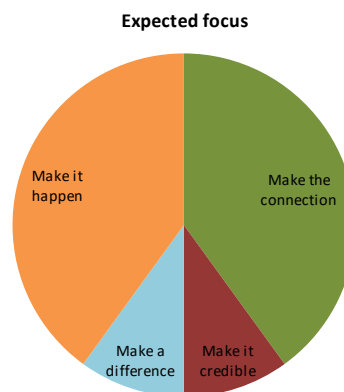
**Make it Happen** – Show initiative, take accountability and deliver high-quality work on time.

**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

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| <b>Official Information and Privacy Request Management</b>     | <ul style="list-style-type: none"> <li>• Coordinate the end-to-end management of all LGOIMA and Privacy Act requests received by Environment Southland.</li> <li>• Assess incoming requests to confirm applicability, scope, ownership, and whether transfer, extension, legal review and/or consultation is required.</li> <li>• Allocate requests to appropriate business units and work collaboratively with subject-matter experts to compile relevant information.</li> <li>• Monitor and manage statutory timeframes, ensuring extensions and transfers are applied appropriately and communicated clearly.</li> <li>• Review draft responses prior to release, including application of withholding grounds, redactions, and public-interest considerations, in consultation with legal advisors where required.</li> <li>• Oversee/manage proactive release of information process</li> <li>• Support the completion of difficult, complex and/or voluminous requests for information (LGOIMA or Privacy) as required and time permitting.</li> </ul> |
| <b>Advice, Guidance, and Organisational Capability</b>         | <ul style="list-style-type: none"> <li>• Provide timely, practical advice to staff, senior leaders, and elected members on LGOIMA and Privacy Act obligations.</li> <li>• Support managers and report writers to improve the quality, clarity, and defensibility of official information responses.</li> <li>• Develop and maintain guidance material, templates, and internal procedures to support consistent and compliant practice across the organisation.</li> <li>• Deliver targeted training or coaching to lift organisational understanding of LGOIMA and Privacy responsibilities.</li> </ul>  |
| <b>Ombudsman, Privacy Commissioner &amp; Escalated Matters</b> | <ul style="list-style-type: none"> <li>• Manage responses to Ombudsman complaints, investigations, and reviews relating to LGOIMA and Privacy matters.</li> <li>• Support the resolution of complex, sensitive, or high-risk requests, working closely with legal advisors, the Communications team, and General Managers as required.</li> <li>• Identify systemic issues arising from Ombudsman feedback and recommend improvements to policy, process, or practice.</li> </ul>   |
| <b>Systems, Reporting, and Continuous Improvement</b>          | <ul style="list-style-type: none"> <li>• Maintain and continuously improve systems for tracking, monitoring, and reporting on LGOIMA and Privacy requests.</li> <li>• Analyse trends, risks, and emerging issues and prepare reports for the Executive Leadership Team, Risk and Assurance Committee, and/or Council as required.</li> <li>• Drive proactive release initiatives and transparency reporting to improve public access to information.</li> <li>• Monitor legislative changes, Ombudsman guidance, and sector best practice, and make appropriate changes to our practice to ensure Environment Southland remains compliant and future-focused.</li> </ul>  |
| <b>Governance &amp; Professional Practice</b>                  | <ul style="list-style-type: none"> <li>• Operate with a high degree of integrity, discretion, and political awareness in a complex public-sector environment.</li> <li>• Contribute to the broader People &amp; Governance function by supporting strong governance, risk management, and statutory compliance.</li> </ul>  |
| <b>Strategy and vision</b>                                     | <ul style="list-style-type: none"> <li>• Support the implementation and delivery of Council's strategy</li> </ul>   |
| <b>Project management</b>                                      | <ul style="list-style-type: none"> <li>• Participate in projects which may be financial, transformational, strategic and/or leadership focused from time to time</li> <li>• Application in line with Council's corporate project management systems and processes.</li> </ul>   |

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| <b>Finance (budgets)</b>                            | <ul style="list-style-type: none"> <li>Consider financial implications of actions.</li> </ul>  |
| <b>Continuous improvement</b>                       | <ul style="list-style-type: none"> <li>Continually seek opportunities to improve services for your customers (internal or external).</li> <li>Drive continuous improvement in all democracy matters to ensure good meeting hygiene, professionalism in our outward facing work, good standards of customer service and efficiency and effectiveness.</li> <li>Show flexibility, adaptability and a willingness to change and are open to feedback as an opportunity to improve.</li> </ul> |
| <b>Stakeholder relationships / customer service</b> | <ul style="list-style-type: none"> <li>Develop strong and effective relationships with internal and external stakeholders.</li> <li>Respond appropriately.</li> <li>Understand situations from the customer's perspective.</li> <li>Keep customers up to date about progress of queries/requests/projects</li> <li>Maintain clear communication</li> </ul>   |
| <b>Other duties</b>                                 | <ul style="list-style-type: none"> <li>Any other duties as may be required from time to time.</li> </ul>   |

## Your health, safety and well-being

- 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

- A relevant tertiary qualification or an equivalent body of knowledge and experience for a minimum of 5+ years
- A good understanding of the Local Government Official Information Act, Privacy Act and/or Public Records Act
- Legal background and/or experience of working with legislation required.
- Government experience (local or central government or broader public sector)
- Experienced administrator and report writer
- Experienced in the use of the Microsoft Office packages
- A good attention to detail and an ability to proofread documents for quality and accuracy

### Attributes

- Able to work effectively as part of a team, but without close supervision
- Highly organised and able to manage multiple workstreams simultaneously
- Honesty, integrity and commitment to preserving confidentiality
- 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
- Excellent communication and customer service skills
- Sound judgment and initiative
- Politically astute
- Media savvy
- Full current driver's license

## 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 \_\_\_\_\_