

ENVIRONMENT SOUTHLAND

Land Sustainability Officer

Role description

About us

Our mission

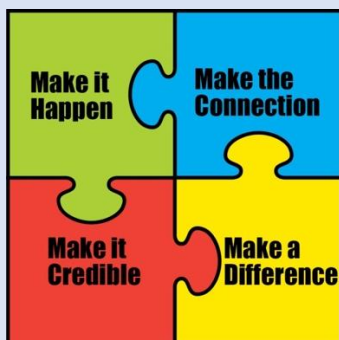
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at ES, we -



Role purpose

The **Land Sustainability Officer** contributes to the overall performance of the **Land Sustainability Team** by providing sound advice and Council-wide integration of programmes in their allocated catchment(s) at an operational level relevant to the needs of the community.

Emphasis is on:

- Acting as a key touchpoint for the catchment community to access, engage and work alongside Environment Southland.
- Fostering relationships and participating in relevant output with iwi, stakeholders and the community to enable Council's land sustainability needs to be met.

About your role

Grade: G15

Pathway: T4

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

Reports to:

Team Leader Land Sustainability

Who you will be working with

Direct reports:

- Nil

Indirect reports:

- Nil

Key stakeholders

External:

- Ratepayers, landowners and members of the public
- Community and special interest groups
- Consultants and Council advisors
- Contractors
- Territorial authorities, Government Departments and SOE's
- Industry Groups
- Research groups and CRI's.

Internal:

- Other team members within the Group
- Regulatory teams
- 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:*

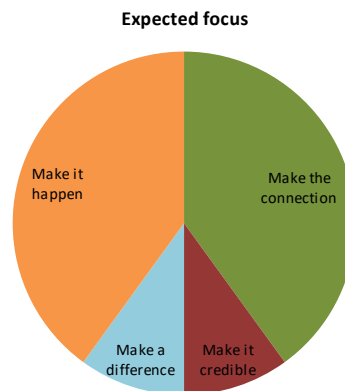
Make it Happen – Show initiative, take accountability and deliver high-quality work on time.

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

Land Sustainability Advice and Programme Delivery	<ul style="list-style-type: none"> • Development and promotion of best management practices for sustainable land management, with an emphasis on an on-farm presence. • Implement programmes and projects. • Development of proposals and plans for protection and enhancement of water quality. • Facilitate solutions to eliminate potential causes of water pollution – especially non-point sources. • Contribute and/or participate planning and implementing a field day programme to disseminate and demonstrate best management practices for sustainable land management. The field days may be delivered by Council or by other organisations. • Contribute to regional field days/shows where Council as a whole has determined a desire to be involved.
Community Partnerships for Sustainable Land Management	<ul style="list-style-type: none"> • Develop community awareness and responsibility for the environment. • Assist in the planning and implementation of community meetings. • Facilitate the establishment of new community groups, as required. • Support the delivery of the EnviroSchools programme where it relates to land sustainability initiatives. • Trial different approaches (technical and community engagement), and evaluate challenges and successes.
Forestry Operations	<ul style="list-style-type: none"> • Work with forestry operators promoting Codes of Practice and best management practices to provide for best environmental outcomes and awareness of environmental needs. • Provide advice and information to private forest owners through farm forestry groups and farm discussion groups and respond to requests from individuals. • Report to the Council on forestry activities and compliance outcomes.
Administration	<ul style="list-style-type: none"> • Monitor and report on changes in land management. • Assist the Manager in meeting the corporate needs of the team associated with administration and planning. • Collate and report observations and/or measurements of land sustainability trends in relevant catchments. • Record work processes and keep these up to date. • Store all appropriate information correctly in the council's document management system, in a timely and accurate manner. This includes a record of all enquiries within the integrated regional information system (IRIS), in a timely and accurate manner. • Respond appropriately to all relevant technical and administrative queries relating to Council procedures and policies on land sustainability. • Proactively partake as a member of the team in developing and/or implementing policy and strategies for the Catchment Integration Division consistent with Council plans and strategies.
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"> • 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.
Finance (budgets)	<ul style="list-style-type: none"> • Consider financial implications of actions.

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. 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

- 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.

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.
- Tertiary qualification in farm systems, resource management or related discipline.
- A demonstrated minimum of one to three years working in sustainable land management or a related field.
- A demonstrated knowledge of New Zealand farming systems in an environmental context, especially:
 - soil health management
 - nutrient management
 - riparian and waterways management
 - farm environment plans
- Highly accurate and keen eye for detail.
- Full current driver's license (and the ability to drive a manual vehicle)

Attributes

- An ability to relate to a cross-section of the community and particularly the rural sector.
- An ability to build and maintain positive relationships with community members and colleagues.
- Good interpersonal skills, especially listening and negotiating.
- Confidence in speaking to or advising groups of people.
- Ability to transfer technical information and expertise to others.
- A "team" player with a commitment to Environment Southland goals.
- Ability to develop realistic timetables, meet deadlines and manage conflicting demands in a fair and productive manner.
- Adaptable, flexible and able to deal effectively with change.
- Ability to exercise sound judgment and initiative.
- Excellent customer service skills.
- Able to work effectively as part of a team, but without close supervision.
- Comfortable working out in the field in all weather and environments

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 _____