

# ENVIRONMENT SOUTHLAND

## Freshwater Farm Plan Advisor (Fixed term)

### Role description

### About us

#### Our mission

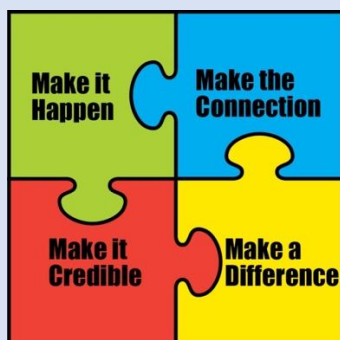
Working with the community to enhance Southland's environment.

#### Our vision:

A thriving Southland (Te taurikura o Murihiku)

#### Our values:

Here at Environment Southland, we -



### Role purpose

The purpose of this role is to assist the freshwater programme by supporting the implementation of Freshwater Farm Plans in the Southland region. This includes successfully engaging with the community, catchment groups, industry stakeholders and farmers.

Emphasis is on:

- Assisting with the implementation of freshwater farm plans in the Southland region
- Engaging and building relationships with Southland farmers and growers
- Supporting farmers and growers on their journey toward farm plan certification
- Acting as a key touch point for matters relating to the delivery of Freshwater Farm Plan implementation at Environment Southland.
- Working across Environment Southland divisions to support freshwater outcomes and lead change

## About your role

**Grade:** 14

**Pathway:** T3

**Group/Division:** Community and Engagement

**Reports to:** Freshwater Programme lead

**Who you will be working with**

**Direct reports:**

- Nil

**Indirect reports:**

- Nil

**Key stakeholders**

**External:**

- Farmers
- Community and special interest groups
- Iwi

**Internal:**

- Freshwater Programme Team
- Land Sustainability staff
- 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:*

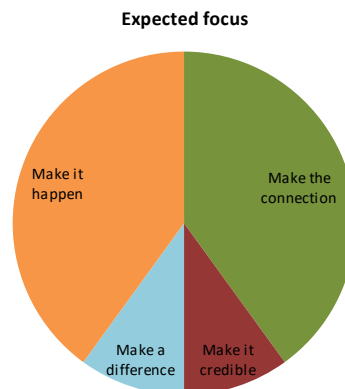
**Make it Happen** – Show initiative, take accountability and deliver high-quality work on time.

**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

<b>Farm Plans</b>	<ul style="list-style-type: none"> <li>• Apply in practice to farmers, growers and catchment groups, knowledge of Southland Farm Plans including all related components of the project and all relevant regulatory aspects.</li> <li>• Work one on one with farm operators, providing support, resources and expert advice in progressing their farm plans to be ready for certification.</li> <li>• Demonstrate expertise in Southland Farm Planning including all related components of the project including all relevant regulatory aspects.</li> <li>• Assist with the successful delivery of the Freshwater operational strategy</li> <li>• Identify risks and issues that arise within the programme, proactively identifying solutions and working to help keep projects on track.</li> <li>• Collaborate across various departments to ensure project objectives are on track and cross divisional needs are included.</li> <li>• Be proactive in building a positive team culture that values engagement, accountability and continuous improvement</li> <li>• Assist with the development of Freshwater Farm Plan related resources like templates, tools, processes, and videos to support farmer and community understanding of the Freshwater Farm plan requirements.</li> <li>• Assist with (and lead when required) preparation of information for the Farm Plan Project Control Group including setting agendas, chairing, and taking minutes.</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Provide advice to farmers and growers regarding farm plan quality assurance processes that ensure a high standard, consistency and fit for purpose</li> <li>• Provide advice to farmers and growers relating to certification standards and auditing requirements of Southland Farm Plans</li> <li>• Respond to enquiries related to the certification and auditing functions within the farm plan project.</li> <li>• Assist with management and updates to regional training of certifiers and auditors.</li> <li>• Assist with providing training to certifier applicants.</li> </ul>
<b>Stakeholder engagement</b>	<ul style="list-style-type: none"> <li>• Establish relationships with catchment groups by working alongside them to establish collective approaches for developing and actioning freshwater farm plans that are consistent with regional requirements</li> <li>• Help to build strong and enduring relationships with stakeholders and organisations by proactive communications including organising on-farm visits and participating in workshops and catchment group meetings.</li> <li>• Organise and lead Farm Plan workshops with Catchment groups including presenting material in a teaching capacity</li> <li>• Prepare and deliver presentations on programme work including farm plan advice and regulatory updates to catchment groups</li> <li>• Demonstrate expert knowledge of the Southland Farm Plan guidance materials and impart this knowledge to provide support to farmers and growers.</li> <li>• Provide support and assistance in helping them to develop their own Southland Farm Plans</li> <li>• Lead and assist with feedback from farmers and growers by ensuring questions and enquires are responded to in a timely manner</li> <li>• Understand situations from all stakeholder and farmer/grower perspectives.</li> <li>• Keep farmers and growers up to date about how they are progressing in their journey toward farm plan certification</li> <li>• Maintain clear communication</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>Assist the Freshwater Programme Lead by providing feedback on related aspect of the farm plan implementation project.</li> <li>Application in line with Council's corporate project management systems and processes.</li> </ul>
<b>Finance (budgets)</b>	<ul style="list-style-type: none"> <li>Consider financial implications of actions.</li> <li>Assist Freshwater Programme Lead with forecasted expenditure requirements</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>Show flexibility, adaptability and a willingness to change and are open to feedback as an opportunity to improve.</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 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 fulfil requirements of the key accountabilities specified for this position.
- Strong understanding of freshwater related challenges and the role of farm production systems in freshwater outcomes.
- Sound understanding of all aspects the Southland Farm Plan implementation project
- Sound knowledge of the key engagement materials Council will use to support farmers and how to apply this knowledge in practice.
- Sound knowledge of all regulatory aspects of farm planning including all relevant rules in the Freshwater Farm Plan Regulations and the Southland Water and Land Plan, Appendix N.
- Strong communication skills, with experience in engaging farmers and growers.
- Tertiary qualification in agriculture / farm production systems or environmental management or minimum 4-5 years' experience in freshwater management or related fields.
- Good problem-solving, organisational, and analytical skills.
- Full current driver's license (and the ability to drive a manual vehicle)

### Attributes

- Honesty, integrity and commitment to preserving confidentiality, i.e. can be trusted with confidential information.
- 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.
- Ability to exercise sound judgment and initiative.
- Good customer services skills
- Able to work effectively as part of a team, but without close supervision and complete tasks on time.

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