

ENVIRONMENT SOUTHLAND

River & Drainage Operations Supervisor

Role description

About us

Our mission

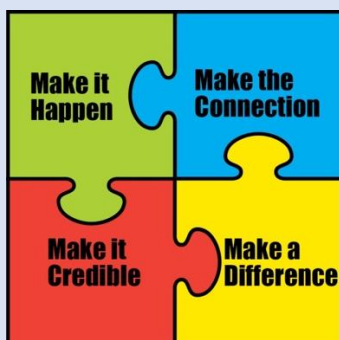
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at Environment Southland, we -



Role purpose

The **River & Drainage Operations Supervisor** contribute to the delivery of Environment Southland's flood protection, river management and drainage objectives through the planning, coordination and delivery of operational projects across assigned catchments and separate rating districts.

The role combines frontline operational leadership, stakeholder engagement, contractor management and environmental stewardship to support resilient communities, productive landscapes and healthy river systems.

The position involves regular field work across a range of terrain and environmental conditions, including remote river and drainage environments.

Emphasis is on:

- Contributing to balanced operational outcomes that recognise environmental, flood protection, drainage, infrastructure and community considerations.
- Preparing, promoting, gaining approval and implementing projects to meet the requirements of the separate rating districts as assigned.
- Coordinating and supporting operational delivery associated with sediment extraction, channel maintenance, vegetation control and river management activities.
- Assisting the team leader in meeting the corporate needs of the team associated with administration and planning.
- Being or developing into a competent catchment operations practitioner managing complex environmental infrastructure systems.

About your role

Grade: 15

Pathway: T4

Group/Division: Integrated Catchment Management / Operations Delivery

Reports to: Team Leader River Operations

Who you will be working with

Direct reports:

- Nil

Indirect reports:

- Provide day-to-day operational coordination and oversight of contractors

Key relationships

External:

- Ratepayers, landowners and members of the public
- Ratepayers' representative groups
- Contractors and consultants
- Staff of other local authorities, Government Departments and SOE's
- Special interest groups
- Tangata Whenua

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:*

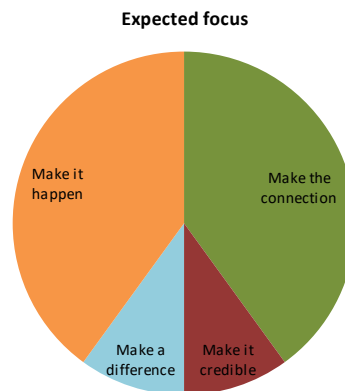
Make it Happen – Show initiative, take accountability and deliver high-quality work on time.

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

Separate Rating Districts Project Management	<ul style="list-style-type: none"> • Prepared, promote, gain approval and implement projects to meet the requirements of the separate rating districts as assigned. • Establish and maintain an effective liaison with ratepayers, ratepayer representatives, interest groups and affected parties. • Meet all reporting and financial management requirements associated with the assigned projects. • Comply with relevant legislation, Council policy, Annual Plans and Work Plans. • Promote environmentally responsible operational practices while maintaining flood protection and drainage objectives. • Provide day-to-day operational coordination and oversight of contractors to ensure works are delivered safely, efficiently and to required environmental and operational standards.
Catchment Planning	<ul style="list-style-type: none"> • Assist the team to meet its responsibilities associated with gravel extraction from watercourses • Assist the team to meet its objectives in developing and promoting best management practices associated with land and water resources. • Undertake engineering, legal and resource investigation surveys assigned.
Administration	<ul style="list-style-type: none"> • Assist the team leader in meeting the corporate needs of the Operations Delivery Team associated with administration and planning.
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

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.
- A tertiary qualification equivalent to NZCE plus 3 years work experience OR 7+ years' work experience in Civil Engineering Project Management or Contractor Management, with

- experience in land and water issues associated with river and drainage management preferred.
- Written skills in report writing and presenting detailed information
- Competency using operational technologies including GIS, mobile field applications, digital reporting systems, preferred
- Competency using Microsoft Office applications.
- Highly accurate and keen eye for detail.
- Full, current driver's license and the ability to safely operate 4WD vehicles

Attributes

- Ability to exercise sound operational judgement and make practical decisions within dynamic field environments.
- Strong communication skills – both written and verbal.
- Ability to relate to a cross-section of the community and particularly the rural sector
- Interpersonal skills, especially listening and negotiation
- Confidence in speaking to / advising groups of people
- 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.
- 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.

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 _____