

ENVIRONMENT SOUTHLAND

Senior Site Supervisor Resilient Infrastructure Fund (RIF) Role description

About us

Our mission

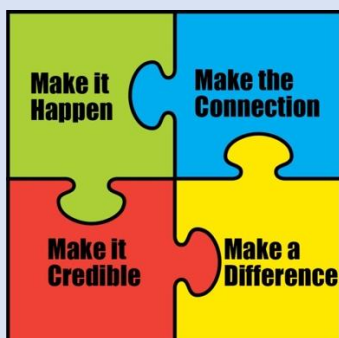
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at Environment Southland, we -



Role purpose

The role of the **Senior Site Supervisor Resilient Infrastructure Fund (RIF)** is to provide independent on-site supervision, technical assurance and construction leadership during delivery of Environment Southland capital projects.

The role ensures construction activities are carried out in accordance with approved drawings, specifications, methodologies, consent conditions, contractual requirements, and all health, safety and environmental obligations. The Senior Site Supervisor supports Project Managers through expert site-based advice, early issue identification and resolution, and authoritative reporting to reduce construction, quality, safety and compliance risks.

Emphasis is on:

- Providing input into procurement documentation
- Providing consistent on-site oversight during construction activities
- Monitoring compliance with approved designs, specifications and methodologies
- Early identification and resolution of complex construction issues
- Constructability and sequencing advice to Project Managers
- Clear, evidence-based reporting to support informed decision-making

About your role

Grade: 16

Pathway: T4

Group/Division: ICM Group / Resilient Infrastructure Fund

Reports to: Programme Manager RIF

Who you will be working with

Direct reports:

- Nil

Indirect reports:

- Nil

Key stakeholders

External:

- Contractors and subcontractors
- Consultants
- Landowners and members of the public
- Tangata Whenua

Internal:

- Project Managers
- Technical & Design Team
- Consents, Safety and Environmental staff
- Asset Management and Operations teams
- 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:*

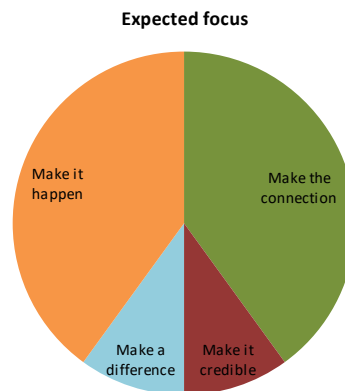
Make it Happen – Show initiative, take accountability and deliver high-quality work on time.

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

Site supervision and construction oversight	<ul style="list-style-type: none"> • Provide input into procurement documentation • Maintain a regular on-site presence during construction activities • Monitor construction works against approved drawings, specifications, methodologies and inspection requirements • Provide oversight of workmanship, sequencing and construction practices • Identify non-conformances, defects or quality concerns and ensure corrective actions are implemented
Health, safety and environmental compliance	<ul style="list-style-type: none"> • Monitor compliance with health and safety plans, environmental management plans and consent conditions • Immediately escalate unsafe practices or significant compliance issues • Support a strong safety culture on site through visible oversight and engagement
Progress, cost and change awareness	<ul style="list-style-type: none"> • Verify contractor progress claims against work completed on site • Identify discrepancies, emerging claims risks, scope creep or potential variations • Provide timely advice to Project Managers on risks to programme, cost or quality
Risk, issue and change management	<ul style="list-style-type: none"> • Proactively identify construction, interface and delivery risks • Apply practical, experience-based solutions to on-site issues • Support assessment of defects, variations, claims or disputes from a site perspective
Coordination and integration	<ul style="list-style-type: none"> • Support effective communication between contractors, consultants and the Project Manager • Assist with site meetings, inspections and handover activities
Reporting, documentation and assurance	<ul style="list-style-type: none"> • Provide clear, concise and professional site reports and photographic records • Maintain accurate site records suitable for audit, assurance and contractual purposes • Support internal and external audits, reviews or investigations as required
Strategy and vision	<ul style="list-style-type: none"> • Support the implementation and delivery of Council's strategy
Mentoring, coordination and continuous improvement	<ul style="list-style-type: none"> • Provide coaching and mentoring to other Site Supervisors or inspectors as appropriate • Support consistency in supervision practices, reporting and standards across projects • Capture lessons learned and contribute to continuous improvement of capital delivery
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

Experience

- 7-8 years' experience providing senior site supervision or construction oversight on civil or infrastructure projects
- Strong ability to interpret construction drawings, specifications and methodologies
- Demonstrated experience identifying and resolving complex site-based issues
- Sound understanding of health, safety and environmental compliance obligations
- Experience supporting Project Managers with construction advice and risk management
- High level of computer literacy for reporting and recordkeeping
- Full, clean, current driver's licence

Attributes

- High level of professional judgement and attention to detail
- Confident, clear communicator able to challenge constructively
- Credible and authoritative presence on construction sites
- Mentoring mindset with willingness to share knowledge
- Resilient, organised and dependable
- Strong commitment to safety, quality and public sector accountability

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 _____