

# ENVIRONMENT SOUTHLAND

## Team Leader Air & Terrestrial Sciences

### Role description

#### About us

##### Our mission

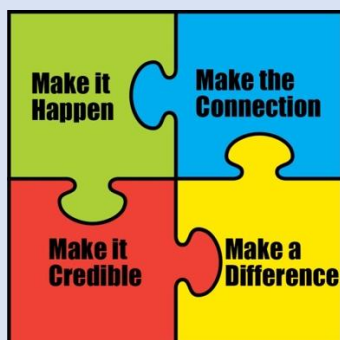
Working with the community to enhance Southland's environment.

##### Our vision:

A thriving Southland (Te taurikura o Murihiku)

##### Our values:

Here at ES, we -



### Role purpose

The **Team Leader Air & Terrestrial Sciences** contributes to the overall performance of the **Science Investigations and Operations Team** by leading the Air and Terrestrial Sciences teamwork programme comprising of: air quality, soils and land, wetlands, and terrestrial ecology.

Emphasis is on:

- Team Leadership
- Developing, coordinating, reviewing and implementing scientific monitoring programmes/ investigations in alignment with council outcomes & strategic direction.
- Coordinating and translating diverse science disciplines.
- Participating in and supporting the development of science strategy and implementation.

As a Team Leader, you will work in the Air, Land, Freshwater and Climate Change science and information space, leading and working as part of a multi-disciplinary team. A key responsibility will be to develop science capacity to meet strategic outcomes. This will require the ability to develop and maintain key supporting relationships and to convey complex information to multiple audiences. Your knowledge across the sciences combined with your systems thinking ability will enable pathways to be explored for your and other teams to contribute and develop unique, robust solutions for a range of simple to complex issues. You will need to have a high/expert level of understanding and experience in Soil and Land science, with the ability to coordinate, translate and communicate science effectively and have the ability to mentor and develop staff.

**Note** - This position may require some work to be completed outside of Environment Southland's normal hours of work of 8:00 am to 5:00 pm Monday to Friday.

## About your role

Grade: 19

Pathway: L6

**Group/Division:** Science Group /  
Science Investigations &  
Operations Team

**Reports to:** Science Investigations  
& Operations Manager

### Who you will be working with

#### Direct reports:

- Environmental Scientists
- Contractors and summer students, as required

#### Indirect reports:

- Nil

### Key stakeholders

#### External:

- Community and special interest groups
- Tangata Whenua
- Science Steering and Advisory Groups
- Research and funding partners and providers
- Professional and industry associations
- Key sector and special interest groups
- Territorial Local Authorities and Central Government
- Consultants and advisors
- Ratepayers and landowners

#### Internal:

- Science Team
- Managers
- Councillors
- Other staff at Environment Southland

### Delegations

In line with the Environment Southland Delegations Manual

## Your leadership profile – Team Leader

*Your crucial challenge as a **Team Leader** is learning to achieve effectively through others, rather than doing the work yourself. The key to your success will be to look after your team while ensuring that things get done. At the same time, it will become increasingly important for you to lift your communication and influencing skills, while getting comfortable with making decisions in the face of complexity and ambiguity.*

*To be an effective **Team Leader**:*

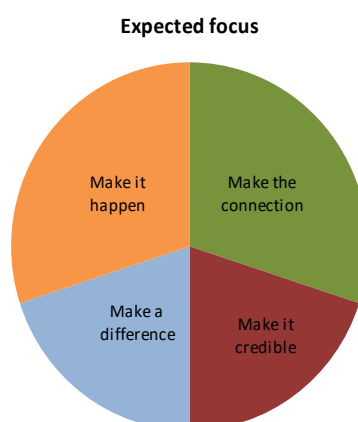
**Make the Connection** – Empower people by delegating responsibility, build a collaborative team, and help your team to understand and meet customer needs.

**Make it Happen** – Set clear expectations for your team, support their development, mentor, maintain oversight, hold people to account, and prioritise your time more deliberately (stepping back from the detail).

**Make a Difference** – Align your team's work with our organisational strategy, help your team to understand our vision, and remember to seek information, ideas, and alternative perspectives from others.

**Make it Credible** – Take a more deliberate approach to influencing others, navigating politics, and projecting yourself as a confident leader.

While all elements of the Environment Southland Leadership Competency Framework are important, as a **Team Leader**, you will have a stronger focus on Make it Happen and Make the Connection.



## Your accountabilities

|                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>People Leadership</b>                         | <ul style="list-style-type: none"> <li>• Maintain a high standard of support and proactively assess team resources and/or reallocate workloads as necessary.</li> <li>• Ensure all direct reports have clear performance goals and measures that are aligned with Council's strategic goals and meet regularly (minimum once a month 1:1) to discuss and review progress</li> <li>• Take an active responsibility for the recruitment, induction and ongoing socialisation of new members to the team.</li> <li>• Identify opportunities and support direct reports with on-going development (use the Development guide for people leaders).</li> <li>• Embrace Leader as Coach communication style. (ASK approach, rather than TELL approach).</li> </ul>                                                                                                                                                                                                                                                     |
| <b>Science coordination and communication</b>    | <ul style="list-style-type: none"> <li>• Support the development and implementation of science, research and monitoring strategies.</li> <li>• Participate in the transfer of scientific information to the wider organisation, stakeholders and the community and oversee the team's support of programmes, projects and processes led by other parts of Council.</li> <li>• Develop and maintain good working relationships with the science and research community, in particular adopting a pro-active approach with respect to addressing Environment Southland's research, science and technology (RS&amp;T) needs, identifying opportunities for partnerships and translating external science back into the organisation.</li> <li>• Work in partnership with Ngāi Tahu ki Murihiku to enable the inclusion of Maori perspective in the division's work programmes and to provide support for cultural monitoring.</li> <li>• Support the implementation and delivery of Council's strategy.</li> </ul> |
| <b>Provision of special advice and expertise</b> | <ul style="list-style-type: none"> <li>• Maintain awareness of national and international science relevant to air quality, land, freshwater, and climate change.</li> <li>• Provide technical advice to Environment Southland planning and other staff; including assistance in evaluating the suitability and effectiveness of options for policies and methods in regional plans.</li> <li>• Provide technical analysis and policy advice to Council, Council Committees and Environment Court as required.</li> <li>• Assist in identifying the issues related to air/land/freshwater/climate change science management (and interconnectivity with other systems) and the information required for their resolution and be able to articulate a strategic assessment.</li> </ul>                                                                                                                                                                                                                            |
| <b>Monitoring investigations and research</b>    | <ul style="list-style-type: none"> <li>• Plan/conduct/coordinate and manage as appropriate: air/land/freshwater/climate change monitoring and investigations that are targeted and effective and contribute to achieving council strategic outcomes.</li> <li>• Develop and implement procedures (e.g. indicators) for measuring and reporting on the state of Southland's resources including appropriate quality assurance procedures.</li> <li>• Ensure optimisation of existing monitoring programmes and the exploration of new innovative technologies and ideas to streamline Southland's monitoring, investigations and research.</li> </ul>                                                                                                                                                                                                                                                                                                                                                            |
| <b>Support team delivery</b>                     | <ul style="list-style-type: none"> <li>• Ensure all direct reports have clear programmes of work for their area of responsibility, and that activities are prioritised and delivered to a good standard on time.</li> <li>• Ensure all direct reports have the capacity and capability needed to deliver their work, and the tools needed to work efficiently and effectively.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                     | <ul style="list-style-type: none"> <li>• Maintain a high standard of support and proactively assess and/or reallocate workloads as necessary</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>• Prepare and maintain project and programme documentation. Provide leadership and direction to project teams. Ensure the delivery of key outputs and manage budgets. Initiate and supervise external contracts as required. Report against milestones.</li> <li>• Support and participate in projects which may be financial, transformational, strategic and/or leadership focused.</li> <li>• Monitor progress against commitments and report regularly to manager.</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 expenditure in terms of cost and effective use of resources.</li> <li>• Approve operational expenditure (within delegated authority).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Continuous improvement</b>                       | <ul style="list-style-type: none"> <li>• Continually monitor, promote and implement opportunities to improve service delivery and business process.</li> <li>• Show flexibility, adaptability and a willingness to change and are open to feedback as an opportunity to improve.</li> <li>• Support manager to ensure the effective and efficient delivery of team operational activities that meet and/or exceed performance objectives.</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>• Through strong relationships and influence, support organisational change to new ways of working.</li> <li>• Promote a 'customer first' culture by identifying and giving priority to meet the needs of the customer.</li> <li>• Understand situations from the customer's perspective.</li> <li>• Effectively balances the conflicting demands of various customers.</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

- Provide visible leadership i.e. Walk the Talk on:
  - How to work safely and take responsibility for keeping self, colleagues, contractors and customers free from harm
  - Report all incidents, near-misses, hazards and accidents promptly
  - Know what to do in the event of an emergency
- Assist manager and health, safety and wellbeing rep with carrying out investigations following reported incidents.
- Prepare and deliver team-specific health, safety and wellbeing induction for new or transferred employees.
- 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.
- As a leader, ensure staff attend and participate in exercises and training courses in preparation for effective response.

## 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 post-graduate qualification (MSc or PhD) is required in a relevant science discipline.
- A minimum of 9-10 years relevant experience.
- A high level of project management experience, experience with meeting project deadlines.
- Demonstrated team leadership/ management skills.
- Knowledge of the key environmental issues of the Southland region.
- A broad and thorough understanding of air quality, soils and land, freshwater and climate change.
- Demonstrated competence in environmental science
- A good understanding of relevant resource management legislation.
- Ability to produce useful scientific outputs and advice to a high professional standard.
- Experience working with stakeholders, community groups and Iwi.

- Ability to develop and maintain strategic research collaborations.
- An ability to think strategically, and to develop a strong organisational focus.
- Skilled at communicating effectively – particularly listening, writing, and networking with diverse groups and individuals.
- Experience in coordinating various natural resource science disciplines and articulating the information in complex resource management issues.
- A high level of presentation skills and ability to tailor science to a wide range of audiences.
- Understanding of environmental database systems and proven ability for innovation in information dissemination and willing to share information.
- Proven ability in the use of computers, spreadsheets, GIS and modelling packages and analytical methods.
- Full current driver's license

#### **Attributes**

- Excellent communication skills and well-developed interpersonal skills (flexibility, listening skills).
- Ability to lead projects and to work as part of a team as well as to work independently.
- Strong attention to detail and analytical skills.
- Creative, innovative, practical and able to solve problems.
- Enjoys working with and through other people to achieve positive outcomes.
- Ability to influence through effective application of knowledge and logic.
- Understands the importance of building and maintaining positive durable working relationships both internally and with external stakeholders.
- Honesty, integrity, enthusiasm and energy.
- Values and respects other people's contributions, work pressures and responsibilities.
- Understands the importance of using sound judgement, by weighing up relevant options and evaluating potential outcomes to ensure decisions are based on well thought out processes.
- Willingness to promote and demonstrate the values of the organisation.
- Experience mentoring staff.
- Awareness and understanding of tikanga Māori.
- Ability to inspire, motivate, guide and coach teams from engagement to development.

### **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 \_\_\_\_\_