

ENVIRONMENT SOUTHLAND

Governance and Risk Manager

Role description

About us

Our mission

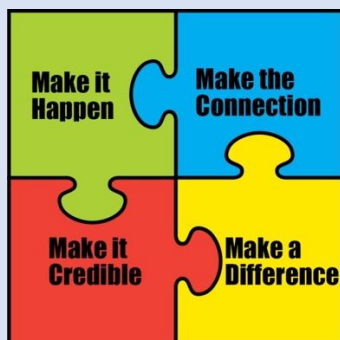
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at ES, we -



Role purpose

The **Governance and Risk Manager** is responsible for ensuring that the machinery of Council is delivered efficiently; providing support and advice to Council and elected members on democracy matters (policy and protocols, elections, training and development etc); and ensuring Council is assured that it is operating within its legislative framework and that risks are governed and assured to agreed tolerances.

This includes:

- Servicing of, and provision of advice to, Committees (delivery through PAs/Committee Support).
- Elections, representation reviews, etc.
- Councillor training and development, and remuneration.
- Councillor policies, code of conduct, conflict of interest
- Local Government Official Information and Meetings Act 1987 (LGOIMA).
- Internal audit and risk services.

This role will be subject to a Ministry of Justice Police Check & Credit Check.

About your role

Grade: 21

Pathway: L7

Group/Division: People & Governance Group / Governance & Risk Team

Reports to: General Manager
People & Governance

Who you will be working with

Direct reports:

- Principal Advisor Governance
- Governance Administrator

Indirect reports:

- Nil

Key relationships

External:

- Other local Councils, agencies and organisations
- Electoral Commission, Office of the Auditor-General, Ombudsman and other Crown Entities and Officers of Parliament
- Special interest groups
- Suppliers and contractors

Internal:

- Chair and Councillors
- Executive team
- People leaders
- Other staff at Environment Southland

Delegations

In line with the Environment Southland Delegations Manual

Your leadership profile – Division leader / Manager

*Your crucial challenge as a **Division leader** is learning to set the direction, rather than just delivering the existing direction. The key to your success will be to influence a wider range of people and provide greater strategic leadership, while continuing to look after people and ensure things get done.*

*To be an effective **Division leader**:*

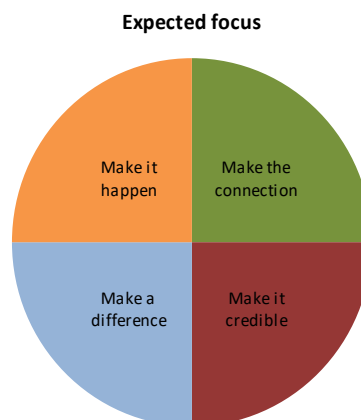
Make the Connection – Establish relationships with a broader range of external stakeholders, build trust and co-operation across Environment Southland, build a customer-centric culture across your division, and empower your direct reports with responsibility for their projects and work programmes.

Make it Happen – Coach people in management and problem-solving skills, develop talent across your division as a whole, and uncover and address any barriers to high performance in your division.

Make a Difference – Contribute to the development of our organisational strategy; hold conversations at the right strategic level; make decisions from a longer-term strategic perspective; and lead business improvement, innovation, and organisational change.

Make it Credible – Build your skills in communicating with diverse audiences, presenting to groups, responding to media inquiries, navigating complex and sensitive conflict situations, and influencing political stakeholders and other senior people.

All elements of the Environment Southland Leadership Competency Framework are of equal importance as a **Divisional leader**.



Your accountabilities

People Leadership	• Provide leadership that fosters a positive team environment that develops and promotes engagement and a culture of high performance. • Create opportunities for direct reports to be consulted on and included in decision making that may impact upon team performance outputs. • 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 • Take an active responsibility for the recruitment, induction and ongoing socialisation of new direct reports to the team. • Support your team to uphold Te Tiriti o Waitangi responsibilities on behalf of Environment Southland, including through fostering a culture of personal development and awareness. • Identify opportunities and support direct reports with on-going development (use the Development guide for people leaders). • Embrace Leader as Coach communication style. (ASK approach, rather than TELL approach). • Role model Council's values and good leadership practice across the leadership peer group, colleagues and team.
Governance and risk	• Provide advice and support to the Chief Executive and governance on risk and democracy/governance matters. • Ensure Council operates effectively and lawfully, including through the development and management of systems, programmes, strategies and procedures that ensure governance, legislative and corporate obligations are met. • Undertake regular reviews of legislative compliance. • Support managers to ensure risk is managed. • Ensure Council has a programme of internal audit to improve practice and ensure compliance. • Advise on internal and external governance structures for projects and issues management and ensures governance structures we are part of (Trusts and CCOs) are properly overseen and managed by Council. • Ensure the Business Continuity Plan is maintained and improved to ensure stability and resilience in the face of operational interruptions. • Champion the use of compliance and governance software to drive efficiency and effectiveness.
Support team delivery	• Ensure all direct reports have clear programmes of work for their teams, and that activities are prioritised and delivered to a good standard on time. • Ensure all direct reports and their teams have the capacity and capability needed to deliver their work, and the tools needed to work efficiently and effectively.
Strategy and vision	• Assist with leading the implementation and delivery of Council's strategy from both the division and Environment Southland's leadership forum's perspective. • Actively contribute to focused initiatives that reflect Council's vision and values. • Understand issues across the group and initiate strategic discussions.
Project management	• Initiate and manage projects which may be financial, transformational, strategic and/or leadership focused from time to time providing assistance, advice and support as required. • Monitor progress against commitments and report regularly to the GM. • Application in line with Council's corporate project management systems and processes.

Finance (budgets)	• Consider issues in terms of cost and effective use of resources. • Understand financial principles. • Develop annual budgets which will contribute to Council's Long-Term Plan, Annual Plan / annual work programmes. • Meet the agreed financial budgets / targets set for the division and its activities. • Provide monthly reports as required, noting key activities, highlights and issues. • Budget reporting (Budgets vs. actual) • Approving operational expenditure (within delegated authority).
Continuous improvement	• Proactively seek, promote and implement ideas and initiatives that improve the service levels and business processes that are the responsibility of the position. • Show flexibility, adaptability and a willingness to change and are open to feedback as an opportunity to improve. • Ensure effective and efficient delivery of the division operational activities that meet and/or exceed performance objectives.
Stakeholder relationships / customer service	• Establish strong and effective relationships with internal and external stakeholders, including Councillors, iwi, related industry and community interest groups. • Through strong relationships and influence, support organisational change to new ways of working. • Establish and maintain a positive relationship with the media (where applicable) • Promote a 'customer first' and first contact resolution culture so that all customers hold Council in high regard for the way they are treated. • Maintain high level of customer service under all conditions, devising solutions and meeting commitments within timeframes and constraints.
Other duties	• Any other duties as may be required from time to time.

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
- Conduct health, safety and wellbeing investigations following reported incidents, in collaboration with the health, safety and wellbeing representative.
- Prepare and deliver team-specific health, safety and wellbeing induction for new or transferred employees.
- Participate in safety and wellbeing initiatives 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
- Providing collective leadership on Te Tiriti o Waitangi at Environment Southland

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

- Appropriate tertiary qualifications in business and administration, law or a relevant field of expertise (e.g. Emergency Risk Management or Health & safety), or equivalent experiences.
- Strong technical knowledge and previous experience managing risk at an enterprise level.
- Experience in the application of legislation and statutory requirements.
- Familiarity with the machinery of government (local or central government)
- Ability to lead culturally competent teams, able to work alongside tangata whenua and within te ao Māori
- Proven leadership skills with demonstrated ability to articulate the vision and take people on a change journey.
- Proven ability to plan, organize, lead, and control the division activities.

Attributes

- Political nous
- A strong people/service ethic
- Good relationship and stakeholder management skills
- 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
- Excellent communication skills, written and oral.
- Good analytical skills and an ability to exercise sound judgement and initiative.
- Honesty, integrity and commitment to preserving confidentiality, i.e. can be trusted with confidential information.
- Ability to promote and demonstrate the values of Environment Southland.
- Full current driver's license

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 _____