

Job Description

My Position

Position:	Product Owner – Environmental Applications
Section:	Environmental Data & Monitoring
Group:	Environmental Services
Responsible to:	Team Leader - Environmental Data
Job Purpose:	• Manage a structured work program to maintain and improve applications for the Environmental Data and Monitoring team. • Lead the capture, analysis and prioritisation of business requirements aligned to the organisational objectives of the Environment Science Group • Maintain and optimise the application roadmap and supporting processes to ensure consistent prioritisation for development. • Provide link between the science group and IT, ensuring requirements are clear, traceable and aligned to outcomes. • Establish user testing criteria and coordinate with stakeholders to implement user acceptance of development outputs. • Research and investigate industry trends, products and technologies to incorporate into future development strategies. • Support improved access and use of systems through structured processes and continuous improvement.

Our Council

Our District Vision:	Thriving and resilient Tasman communities <i>Kia manawaroa te tai o Aorere</i>
Our Purpose:	Delivering Public Value <i>Kia whai hua mā te marea</i>

Our Values

We support our Vision and Purpose through living our values.

Auahatanga – Innovation. *I orea te tuatara, ka patu ki waho. A problem solved by continuing to find solutions.*

- We love ideas, big or small
- We delivery differently
- We learn and grow
- We give it a go
- We are brave and challenge the status quo

Kawenga – Responsibility. *Kia ū ki te pai. Stay resolute to that which is good.*

Manaakitanga – Caring/ Sharing. *Te tohu o te rangatira, he manaaki. The sign of a leader is how they support, protect and respect others.*

- Helpfulness and respect guide us
- Our mana encourages and lifts others up
- Care and empathy are a priority
- We are always welcoming
- We freely share knowledge

Whanaungatanga – Relationships. *He aroha whakatō, he aroha puta mai. If kindness is given then kindness shall be received.*

- We honour our commitments
- We act professionally with integrity
- We are honest and open
- We bring the right attitude to work
- Safety and wellbeing come first
- We connect, listen and involve
- We believe in collective success
- Our stories create shared meaning
- We embrace diversity
- We are kind and nurturing

My Group

Role of the Environmental Services Group

The Environmental Services Group are the Tasman region's front-line providers of environmental information, science expertise, and natural infrastructure management. We provide respected specialist expertise across a range of land, water and ecological disciplines, and serve as the region's natural hazards advisor during times of emergency. Our dedicated teams also carry out extensive environmental control and protection work across the region, including biosecurity, catchment enhancement, coastal erosion, and river management works.

The Group also looks after most of the Council's regulatory functions which facilitate the development and use of land, water, and coastal resources, and which regulate activities in order to protect and improve public health and safety and the environment, and to minimise nuisance and harm to people and places. The functions undertaken include building control, resource consenting and compliance, environmental health (including food safety), alcohol licensing, animal control, parking control, biosecurity and maritime safety.

We achieve this by demonstrating the principles of Te Tiriti, investing wisely in business process improvement, data management, people, tools, and science, and by respecting, supporting and enabling those that rely on our work. Our information systems and specialist advice provide a wealth of environmental understanding, enabling our Council and communities to make empowered decisions.

My Key Result Areas

My Priorities	
What am I supposed to do?	How well am I supposed to do it?
Product Strategy • Maintain and communicate an integrated view of environmental applications and their current state. • Align products with the strategic goals of the Group. • Timelines to deliver strategy are developed and clearly articulated. • Maintain structured processes for capturing and assessing new work Provide evidence and analysis to support prioritisation and investment decisions. •	Product Strategy • The current state of environmental applications is well understood and documented. • Issues and requirements with current applications are captured. • Required strategic direction for environmental products is evident and communicated. • Methodology to initiate new work is clearly understood and agreed to by stakeholders Budget owners have knowledge of financial requirements to progress the roadmap.
Stakeholder Collaboration • Work with stakeholders to identify, analyse, and document business needs and requirements. • • Ensure requirements are clearly defined and aligned to business outcomes. • Communicate progress, risks and changes clearly and consistently. • Be the main point of contact for both the business and IT teams to align product objectives.	Stakeholder Collaboration • Active involvement in managing product applications from environmental science teams is evident. • Agreement is achieved from all stakeholders on strategy and roadmap delivery. • Any delays of delivery or changes in focus are well communicated in advance. • A proactive approach to establishing and enhancing communication between IT, partners and business units.

	The Product Owner is seen and known to be the key link for science development initiatives.
Backlog and Lifecycle Management - Maintain backlogs using structured prioritisation based on value, risk and strategic alignment. - Ensure backlog items include clear context, benefits and acceptance criteria. - Regularly review backlogs to identify trends and improvement opportunities. - Consideration given to product lifecycle management to reduce backlogs over time. - Monitor product performance to identify areas of improvement, synergies and optimisation.	Backlog and Lifecycle Management - Backlog tasks follow a clear criterion for assessment and acceptance. - Backlog lists are regularly reviewed and reported on. - New and updated products have clearly defined maintenance approach to limit excessive backlog tasks. - A process is developed and applied to identify end of life or non-performing products where there is an identified and defensible cost/benefit for replacement.
Delivery Practices - Collaborate with development teams to plan and execute work plans effectively. . - Actively participate and collaborate in planning and development phases of projects to ensure deliverables are being met. - Contribute to reports and information sharing to business stakeholders on progress with timelines and scope of projects. - Coach and mentor stakeholders to engage with the development process where applicable.	Delivery Practices - Participation in the software development process is evident and acknowledged by IT practitioners, both internal and external. - Development teams get timely and useful feedback from the environmental business units. - Proactive guidance and empowering stakeholder participation in the development process is evident.
Market Research - Stay informed of both environmental and IT industry trends in relation to the Group's product development roadmap. - Liaise with practitioners in other councils and environmental organisations to incorporate novel solutions to improve product functions. - Look for synergies to work collaboratively with other practitioners across the industry to deliver cost effective product development.	Market Research - Product development pathways include new technologies and ideas to enhance functionality and performance. - Robust business cases are prepared to allow accurate cost/benefit analysis of new developments. - A nationally co-operative approach is undertaken across Councils and the wider industry.

My Contribution	
Accountability	- I take responsibility for my performance, decisions and actions and how these impact on others. - I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it. - I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable. - I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.
Customer Focus	- I focus on the needs of our customers and provide all of them with outstanding service. - I treat all people with respect, and I deliver on the commitments I make. - My actions are fair and build trust with my colleagues, customers and our community.
Relationship Building	- I build and maintain genuine relationships with my colleagues, customers and our community. - I actively listen to others and am supportive, friendly and helpful. - I respect all cultures and act in ways that make others feel included and valued.
Resilience & Adaptability	- I support new ways of working and am able to be flexible and calm when facing change or difficult situations. - I am digitally confident and participant in opportunities to learn how to apply digital business technology and tools to my work. - I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.

Motivation & Drive	
• I take responsibility for my own learning and development and welcome feedback to improve my performance. • I effectively plan, manage and prioritise my work and deliver it on time. • I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.	
Collaboration & Inclusion	
• I actively contribute to the achievement of team goals and objectives. • I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.	
Civil Defence Emergency Management	
• I provide assistance and support during civil defence / emergency management activities. • I participate in civil defence and emergency management training.	
Working within te ao Māori	
• I have the appropriate level of knowledge and understanding of the principles and application of Te Tiriti o Waitangi for my role. • I have the appropriate level of knowledge of Tikanga Māori (customs and practices) and Te Reo Māori (Māori language) for my role. • I have the appropriate level of knowledge of Council's engagement protocols with the whānau, hapū and iwi of te Taihū for my role. • I foster a culturally inclusive environment by actively engaging with and respecting Māori perspectives and practices in my work.	

My Delegations

I have no staff or financial responsibilities. However, the Council may from time to time delegate to me specified powers and duties which I must exercise with due care and diligence.

My Competencies

My Qualifications and Experience:

- A Degree in Computer Science, Information Technology or an Environmental Science discipline.
- At least five years of experience in IT product management or development experience related to product management.
- Understanding of software development methodologies.
- Skilled at gathering business requirements and documentation as well as process analysis at both a high and detailed level.
- Experience in the implementation of a range of project and programme management techniques and methodologies.
- High level of digital literacy, particularly the Microsoft Office suite and database applications.
- Environmental science knowledge would be advantageous.
- Product owner or Business Analysis certification would be advantageous.

My Personal Attributes:

- Able to work constructively and collaboratively in a cross functional team environment to achieve strategic objectives.
- Shows initiative, seeks continuous improvement, sound judgement and a disposition to solving problems.
- Ability to devise and implement work programmes and work unsupervised, sometimes within tight time constraints.
- A collaborator with a strong action orientation with proven ability to deliver.
- Communicates clearly and can present technical concepts to non-technical audiences.
- A drive and focus on improving and achieving a better business outcome.
- A well organised, positive, friendly helpful manner and willingness to share information.
- Ability to adapt to changing situations and requirements.
- Excellent written and verbal communication and inter-personal skills.

- Good understanding of the principles of Te Tiriti o Waitangi and Tikanga Māori.

My Agreement

My Name:

My Signature:

Date: