

ENVIRONMENT SOUTHLAND

Strategic Property Programme Lead

Role description

About us

Our mission

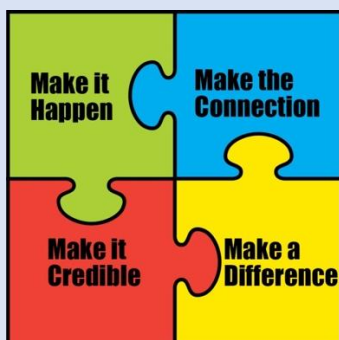
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at ES, we -



Role purpose

The **Strategic Property Programme Lead** contributes to the overall performance of the **Regional Programmes Team** by leading the delivery and transition of the Learning from the Land programme and other complex strategic land initiatives. The role provides programme management, integration, engagement and decision support across multidisciplinary teams, ensuring agreed processes, pilots and land-use decisions are progressed from concept through to implementation.

Emphasis is on:

- Proactively managing Environment Southland's strategic property portfolio through a forward programme of lease, land-use, maintenance and investment decisions.
- Ensure the timing of future investment decisions are clearly identified, consulted upon across Environment Southland and using the Learning From the land framework shaped into governance ready investment decisions.
- Leading implementation of the Learning from the Land programme, including the Titiroa pilot, and applying the established framework and processes to subsequent priority land.
- Coordinating multidisciplinary input across property, land management, environmental science, catchment, policy, finance, legal and operational functions to develop integrated and practical recommendations for both current and future land use scenarios.
- Working in partnership with mana whenua and engaging effectively with lessees, landowners, community organisations and other delivery partners.
- Preparing decision material and governance reporting, maintaining momentum across multiple concurrent workstreams, and ensuring actions, risks, dependencies and lessons are actively managed.

About your role

Grade: 17

Pathway: T5

Group/Division:

Integrated Catchment
Management /
Regional Strategic Programmes

Reports to: Regional Strategic
Programmes Manager

Who you will be working with

Direct reports:

- Nil

Indirect reports:

- Nil

Key relationships

External:

- Ngāi Tahu ki Murihiku, Te Ao Mārama and relevant papatipu rūnanga
- Lesseholders, landowners and land managers
- Government agencies, consultants, contractors and delivery partners
- Community, environmental, education and research organisations

Internal:

- ICM Division Managers and teams
- Catchment Technical and Operations, Biodiversity And Biosecurity, Land Sustainability, Fresh Water Farm Plans, GIS, Science, Policy, Finance, Communications & Engagement teams, and Organisational Development
- Executive Leadership Team and governance groups

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:*

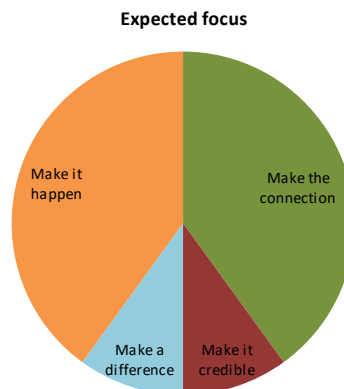
Make it Happen – Show initiative, take accountability and deliver high-quality work on time.

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

Programme leadership and delivery	• Lead and coordinate delivery of the Learning from the Land programme and associated pilots, ensuring agreed outcomes, milestones, budgets, risks, dependencies and actions are actively managed. • Maintain a clear programme plan and coordinate multiple concurrent workstreams from investigation and options development through decision and implementation. • Lead the development of options for the future of the Titiroa weir and tidal gates, and subsequent plans that affect Environment Southland property.
Strategic property programme implementation	• Complete the Titiroa pilot and apply the established programme architecture, decision framework, tools and lessons to subsequent priority land and related strategic programmes. • Translate strategic direction into practical, staged and deliverable land-management actions.
Multidisciplinary coordination and integration	• Coordinate and integrate advice from land sustainability, science, policy, legal, finance, communications and operational specialists. • Ask the right questions, reconcile differing perspectives and ensure recommendations consider environmental, cultural, social, operational and financial outcomes.
Partnership and engagement	• Work in partnership with Ngāi Tahu ki Murihiku and ensure mana whenua perspectives are incorporated throughout programme design, decision-making, implementation, monitoring and learning. • Build effective relationships with lessees, landowners, community organisations, agencies, contractors and other delivery partners.
Decision support, governance reporting and assurance	• Prepare clear, evidence-based options, recommendations, papers and presentations for working groups, the Executive Leadership Team and governance. • Maintain programme documentation, decision records and assurance processes, ensuring integrity, coherence and alignment with Council strategy and statutory responsibilities.
Risk, issues and dependencies	• Identify, assess and actively manage programme risks, issues, dependencies and information gaps, escalating matters where they exceed agreed tolerances. • Track decisions and actions through to completion and maintain clear visibility of programme progress.
Strategy and integrated land outcomes	• Support the development and implementation of a long-term, integrated vision for Environment Southland-owned and managed land, including transition and legacy outcomes. • Ensure programme activities align with Council strategy, statutory responsibilities and broader catchment and regional outcomes.
Finance and commercial management	• Develop and manage programme budgets, procurement and expenditure within delegated authority. • Assess options for value, affordability, revenue, whole-of-life cost and effective use of resources. Track against and forecast to approved annual budgets

Monitoring, learning and continuous improvement	• Working with the internal Environment Southland Organisational Development Team establish and implement practical measures of success and coordinate monitoring, evaluation and learning across the programme. • Capture and apply lessons from pilots to improve programme processes, tools and future land decisions.
Communication and relationships	• Build strong and effective relationships with internal and external partners and stakeholders. • Communicate clearly, credibly and respectfully across a range of audiences. • Present complex technical and strategic matters in accessible, decision-ready terms. • Maintain proactive communication on progress, decisions, risks and information requirements. • Respond to issues and information requests promptly and appropriately.
Other duties	• 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 experience delivering complex programmes or projects from design through implementation.
- A relevant tertiary qualification in programme or project management, planning, property, environmental management, business or a related discipline, or equivalent experience.
- 5-6 years of experience in programme or project management, strategic land or property, environmental management, infrastructure or a related field, preferably within the public sector.
- Proven ability to manage multiple concurrent workstreams and coordinate multidisciplinary teams across organisational boundaries.
- Strong analytical, options-assessment and decision-support skills, including the ability to work constructively with incomplete or contested information.
- Excellent written and verbal communication skills, with experience preparing papers and presenting recommendations to senior leaders or governance groups.
- Demonstrated ability to create accountability and solution-focused delivery among members of project teams and working groups.
- Experience working in partnership with mana whenua and planning engagement appropriate to Te Tiriti o Waitangi responsibilities and the Murihiku context.
- Understanding of property, leases, rural land management or farming systems is desirable; experience in local government, environmental management or regulatory settings would also be advantageous.
- Full current driver's licence.

Attributes

- Delivery and solution focused, with strong follow-through.
- A collaborative generalist with curiosity and an integrated, systems-based view.
- 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
- Honesty, integrity and commitment to preserving confidentiality, i.e. can be trusted with confidential information.
- Strong ability to exercise excellent judgment and take initiative.

- Sound judgement, initiative, integrity and discretion, and comfortable working with ambiguity and competing perspectives.
- Able to work independently and effectively as part of a team, without close supervision.

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 _____