

ENVIRONMENT SOUTHLAND

Strategic Science Advisor

To manage and deliver timely, high-quality science information, advice and services which enable council outcomes to be achieved.

About us

Our mission

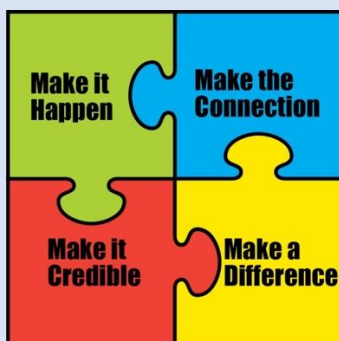
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at ES, we -



Role purpose

The **Strategic Science Advisor** contributes to the overall performance of the **Science Group** by providing professional advice and leadership to ensure science operating frameworks are implementable and connect with the strategic direction and outcomes of the Council.

The role also supports the translation of science, economics and Mātauranga Māori to the regulatory and operational functions of Council, to ensure alignment and consistency of approach.

The role will do this through collaboration across the business, to guide continuous improvement, a high performing culture of delivery, customer focus and organisational alignment.

About your role

Grade: 21

Pathway: T7

Group/Division: Science Group

Reports to: GM Science

Who you will be working with

Direct reports:

- Nil

Indirect reports:

- Nil

Key stakeholders

External:

- Representative bodies, agencies and organisations
- Customers of Environment Southland's monitoring and science functions
- General public
- Public Research Organisations
- Statutory bodies, including government departments, other local authorities
- Iwi

Internal:

- Executive Team
- Science colleagues
- Integrated Catchment Management (ICM) colleagues
- Strategy & Policy colleagues
- Regional Planning colleagues
- Regulatory colleagues
- Communications & Partnerships colleagues
- Land Sustainability and Freshwater Programme colleagues
- Other ES Managers and staff
- Councillors

Delegations

In line with the Environment Southland Delegations Manual

Your leadership profile – Strategic Advisor

*Your crucial challenge as a **Strategic Advisor** is for you to lift your communication and influencing skills, while getting comfortable with making decisions in the face of complexity and ambiguity.*

To be effective:

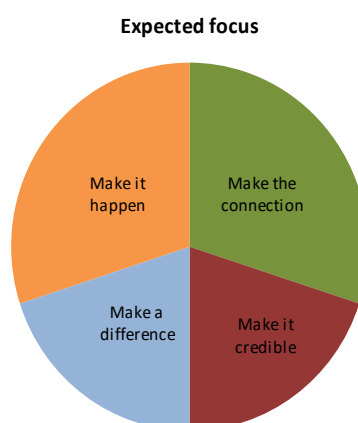
Make the Connection – Empower people by enabling them to take responsibility and collaborate. Understand and meet customer needs.

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

Make a Difference – Align your work with our organisational strategy, help people 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 **Strategic Advisor**, you will have a stronger focus on Make it Happen and Make the Connection.



Your accountabilities

Operational direction and implementation	• Provide leadership of a work programme that seeks to ensure that our monitoring and science function focused strategies, policies and processes are efficiently and effectively implemented. Contribute to others work programmes where the same is required. • Provide leadership of work programmes to continually improve Council's science operating framework. • Work collaboratively with other Council functions to ensure they meet Council outcomes along with statutory requirements and customer service and community goals. • Provide input to Council's strategies, policies and the design and implementation of its science operating framework; taking ownership of the work programme, as required, to ensure our strategies, goals and policies can be implemented in an efficient and effective manner within the context of the business' regulatory functions. • Enable the delivery of Council's monitoring and science functions so our community and development outcomes are met, as well as meeting customer needs in an effective and efficient way. • Resolve areas of risk or liability for the organisation before they become issues and escalate potential issues to the General Manager as needed. • Input to the review of budgets, risk and system performance and identify opportunities for efficiencies / savings. • Monitor and report on performance and provide input to financial and output reporting. • Provide quality technical reports to Council and the community, ensuring these are accurate, relevant, clear, complete, and technically sound and credible. • Lead any review and refinement or continuous improvement of relevant business process. • Ensure up to date knowledge and understanding of any national regulatory reform and emerging future sector trends are shared, where relevant • Update any necessary strategies, policies plans and processes as required.
Strategy, Policy & Planning	• Ensure the development and management of the implementation of good quality monitoring and science policies, plans, processes and services that promote compliance with the law, continuous improvement, cost appropriate fees and charges, and improved customer services. • Lead on ensuring that science strategies, policies, plans, processes and services can be implemented in an efficient and effective manner and achieve Council's outcomes. • Support engagement with iwi, external stakeholders and customers with respect to the work programme. • Ensure cross organisation engagement and collaboration in the development of strategies, policies and regional plans to optimise the efficient and effective implementation of the same, while delivering on Council's outcomes
Science programme design and delivery	• Ensure cross organisation engagement and collaboration in the development of science investigations and processes. • Frequent liaison with Science Group Managers regarding the design and delivery of agreed work programmes. • Provide support to these managers in mentoring of team members and sense-checking direction of travel and the implementation of strategies, policy and processes, as requested / required.

	• In collaboration with the science group managers, provide advice and information, including on relevant legislation, Council plans, and strategy processes.
Mentoring and collaboration	• Work with monitoring and science functions across the organisation to develop and maintain close working relationships with team members to design and implement solutions. • Mentor team members to develop a positive, high trust culture, which delivers high levels of customer service, performance and teamwork. • Develop and maintain a high level of collaboration across the team ensuring there is an integrated approach to service delivery resulting in the best possible customer experience. • Facilitate the technical mentoring of the team, directly or indirectly including opportunities for professional development. • Actively contribute to focused initiatives that reflect Council's vision and values; proactively contribute to a cohesive Council-wide approach to regulatory strategy, policy and processes and their implementation and the broader leadership of the organisation through the implementation and delivery of Council's vision and mission. • Actively assist with strategic thinking/planning and organisational development. • Proactively contribute and/or manage organisational change projects, as required. • Employ frequent communication across the wider organisation to share insights and learnings.
Reporting	• Provide technical and performance reports as required.
Strategy and vision	• Support the implementation and delivery of Council's strategy
Project management	• Support and participate in projects which may be financial, transformational, strategic and/or leadership focused. • Monitor progress against commitments and report regularly to manager. • Application in line with Council's corporate project management systems and processes.
Finance (budgets)	• Consider expenditure in terms of cost and effective use of resources. • Approve operational expenditure (within delegated authority).
Continuous improvement	• Continually monitor, promote and implement opportunities to improve service delivery and business process. • Show flexibility, adaptability and a willingness to change and are open to feedback as an opportunity to improve. • Support manager to ensure the effective and efficient delivery of team operational activities that meet and/or exceed performance objectives.
Stakeholder relationships / customer service	• Develop strong and effective relationships with internal and external stakeholders. • Through strong relationships and influence, support organisational change to new ways of working. • Promote a 'customer first' culture by identifying and giving priority to meet the needs of the customer. • Understand situations from the customer's perspective. • Effectively balances the conflicting demands of various customers.
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
- Assist manager and health, safety and wellbeing rep with carrying out investigations following reported incidents.
- 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 knowledge to fulfill requirements of the key accountabilities specified for this position
- A minimum 10 years experience in environmental science, modelling and resource management
- A post-graduate qualification in a relevant science field
- Extensive knowledge of relevant legislation pertaining to the science and monitoring functions of a regional council
- Experience leading multidisciplinary science activities, including state of the environment reports, court procedures and evidence preparation
- Experience in conveying complex technical information to diverse audiences
- Strong and effective interpersonal and mentoring skills
- Demonstrated ability to engage a diverse range of people and influence with indirect or no authority
- An ability to work effectively at both strategic and tactical levels
- Demonstrated ability to build a culture of trust and performance during a period of transformational change
- Sound report writing and editing skills
- Good organisational skills and an ability to work under tight time constraints to produce quality work
- An ability to deal with conflict and a knowledge of how to resolve it in a non-adversarial manner.

Attributes

- Inspired by Environment Southland's values
- 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 – both written and verbal.
- Honesty, integrity and commitment to preserving confidentiality, i.e. can be trusted with confidential information.
- Excellent communication and customer service skills with the ability to interact with Councillors and staff at all levels within the organization.
- Good initiative, analytical and judgement
- Political awareness.

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 _____