ENVIRONMENT SOUTHLAND

Rivers Manager

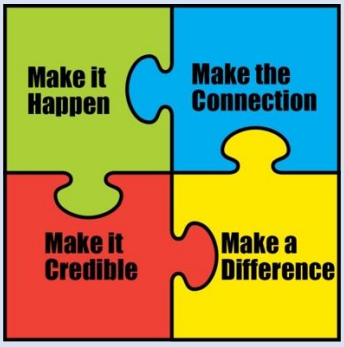
Role description

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 Environment Southland, we -



Role purpose

The role of the **Rivers Manager** is to lead the integrated planning, design and delivery of Environment Southland's operational responsibilities under the Resource Management Act, and other relevant legislation. The role is accountable for the performance of the combined operational delivery for river teams, technical, design and planning functions within the Integrated Catchment Management Group.

This includes:

- providing strong people leadership that builds engagement, capability, accountability and a high-performance culture;
- integrating operational, technical, design and planning expertise to manage flood risk, river management, and infrastructure through a catchment-based approach;
- overseeing the development, design, assurance, monitoring and cost-effective delivery of annual and long-term work programmes, including asset maintenance, repairs and emergency works;
- providing joined-up operational and technical advice to organisational strategy, policy, investment decisions and responses to legislative change; and
- working in partnership with mana whenua, communities, stakeholders and other ICM managers to deliver robust, compliant, efficient and resilient outcomes.

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

About your role

Grade: 21
Pathway: L7

Group/Division: Integrated Catchment Management / River Operations, Technical & Design

Reports to: GM Integrated Catchment Management

Who you will be working with

Direct reports:

- Team Leader River Operations x2
- Flood Risk Management Project Manager
- Team Leader Technical & Design
- Team Leader Operational Planning

Indirect reports:

- River & Drainage Supervisors
- Technical, Design & Operational Planning team members

Key relationships

External:

- Mana whenua
- Ratepayers, landowners and public
- Contractors, consultants and advisors
- Territorial Authorities and other Regional Councils
- Catchment liaison committees
- Research & professional organisations, Crown

Internal:

- Executive team
- ICM Group
- Chair of Regional Services Committee

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**:*

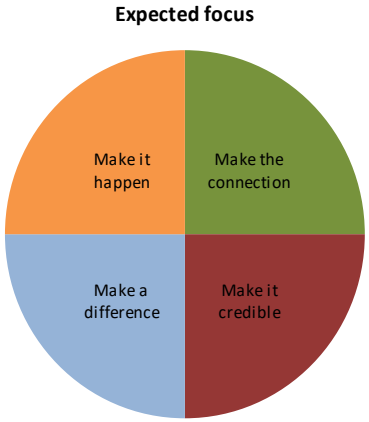
Make the Connection – Establish relationships with a broader range of external stakeholders, build trust and co-operation across Environment Southland, build a customer-centric culture across your division, and empower your direct reports with responsibility for their projects and work programmes.

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.
Strategy and integrated catchment management	• Contribute operational and technical leadership to Council strategy, the Long-Term Plan, annual planning, policy, and responses to national legislative or policy change. • Advance an integrated catchment approach that brings together river management, flood risk, climate resilience, infrastructure, asset management and community engagement. • Identify cross-group issues, initiate joined-up discussions and provide clear operational, technical and design advice to decision makers.
Programme planning, design and delivery	• Develop and deliver annual and long-term operational programmes on time, within budget and to agreed quality, quantity, location, regulatory and procedural requirements. • Oversee technically robust and future-focused planning, investigation, design and consenting for complex programmes, including flood protection infrastructure, asset maintenance, repairs and emergency works. • Ensure work aligns with the Environmental Code of Practice, regional values, funding policy, asset management approaches and corporate project management systems. • Coordinate operational, technical and design resources across teams and with other ICM managers, adjusting programmes in response to emergencies, new information and emerging risk.
Monitoring, assurance and reporting	• Monitor delivery, benefits, cost-effectiveness, risk and compliance across work programmes and projects, maintaining documentation and records suitable for audit and externally funded programmes. • Provide programme-wide assurance and regular reporting to the GM, Executive, Council and committees on performance, commitments, risks, budgets and emerging issues.
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	• Respond to emergency work requests outside of normal hours. • 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

- Demonstrated knowledge to fulfil requirements of the key accountabilities specified for this position.
- A relevant tertiary qualification in environmental science, natural resource management, engineering, asset management or a related field.
- At least 10 years' relevant experience, including effective leadership of people in technical and operational settings and substantial programme or project management experience.
- Strong knowledge of river and land management, flood risk, infrastructure or environmental management, with the ability to integrate technical advice into practical operational delivery.
- Demonstrated ability to plan, organise, lead, deliver, control and report on complex programmes, including budgets, risk, assurance, regulatory compliance and long-term work planning.
- Strong strategic, analytical and critical-thinking skills, with the ability to interpret evidence, solve complex problems and recommend durable, practical solutions.
- Proven change leadership, facilitation and stakeholder engagement skills, including the ability to communicate clearly with Councillors, mana whenua, communities, technical specialists, senior leaders and the public.
- Politically savvy and experience dealing with sensitive and confidential issues.
- Ability to lead culturally competent teams, work alongside tangata whenua and operate effectively within te ao Māori and the Murihiku context.
- Political awareness, sound judgement and experience handling sensitive and confidential matters.
- A full current driver licence, including the ability to drive a manual vehicle.

Attributes

- Inspired by Environment Southland's values
- Delivery and solution focused, with a strong commitment to high-quality outcomes on time and within budget.
- Clear and credible communicator with strong customer service and relationship skills.
- Adaptable and resilient, remaining calm and constructive in a changing or pressured environment.
- Committed to Te Tiriti o Waitangi responsibilities in the Murihiku context and to developing capability in te reo Māori me ōna tikanga.
- Interest to develop further capability, in te reo me ona tikanga Māori
- Innovative and improvement minded, while maintaining disciplined compliance with regulatory requirements and Council procedures.
- Collaborative Leader: Fosters a supportive, team-focused culture, encouraging collaboration and knowledge sharing.
- Adaptable and Resilient: Comfortable working in a changing environment; remains calm under pressure.
- Results-Oriented: Committed to delivering high-quality outcomes on time and within budget.
- Ethical and Professional: Maintains high standards of integrity, confidentiality, and accountability.
- Innovative Mindset: Seeks out and champions new ideas and approaches to improve processes and outcomes.

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 _____