ENVIRONMENT SOUTHLAND

Deputy Harbourmaster

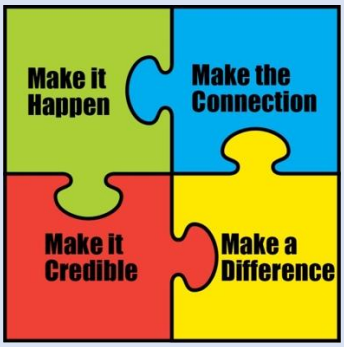
Role description

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 role of the **Deputy Harbourmaster** is to assist the Regional Harbourmaster with maritime (including inland waterways) and harbour responsibilities. This will include work to develop, implement and review procedures and practices such as safety and risk management systems, as well as enable maritime safety in collaboration with the local, regional, and national authorities, boating NGO's, representative bodies, user groups and the public to enhance the safety of maritime activities throughout the regions waterways.

The Deputy Harbourmaster will give effect to all relevant legislation under the Maritime Transport Act (1994), Local Government Act, Biosecurity Act, Maritime Rules, Bylaws and Council's objectives, including responding to maritime incidents as necessary.

Emphasis is on:

- Supporting the Regional Harbourmaster in ensuring the safe navigation of all coastal waters, lakes and navigable waterways of the Southland region, through the provision of public education, community engagement and the implementation and maintenance of sound safety and risk management systems.

Note:

1) This position may require some work to be completed outside Environment Southland's normal hours of work of 8:00 am to 5:00 pm Monday to Friday.

2) The position will require participation in a duty roster which may involve response outside the normal working day and at weekends. The Council provisions relating to alcohol, vehicle use, and being in the Invercargill locality to be able to respond, apply. The successful applicant may be required to reside within 10 km of the office to meet the requirements of on-call response

About your role

Grade: 16
Pathway: T4

Group/Division: Strategy & Regulation Group / Maritime Team

Reports to: Regional Harbourmaster / Maritime Manager

Who you will be working with

Direct reports:

- Navigation Safety Officer

Indirect reports:

- Nil

Key stakeholders

External:

- Tangata Whenua
- Maritime New Zealand
- Resource Users/Council clients/customers
- Other Local Authorities
- Community and special interest groups
- Government departments/SOEs/NGOs
- General public/ratepayers
- Owners and Masters of vessels and Pilots
- Other Maritime Managers and Harbourmasters
- Emergency services
- Coastguard
- Water safety and recreation groups
- Ship agents
- New Zealand Cruise Association

Internal:

- Strategy & Regulation Group
- Managers
- Other staff at Environment Southland

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:*

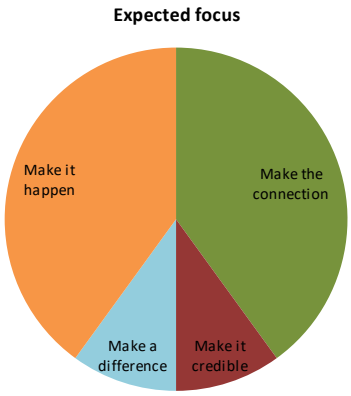
Make it Happen – Show initiative, take accountability and deliver high-quality work on time.

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

Maritime and harbours	• Deputise for the Regional Harbourmaster in their absence as required. • Administer Council's maritime functions as requested by the Regional Harbourmaster, including navigation safety, bylaw and licencing enforcement, oil transfer operations, complaint response, managing navigational aids, and other maritime responsibilities • As required by the Regional Harbourmaster [noting any limitations as directed], discharge responsibilities of a "Deputy Harbourmaster" under the Local Government Act (1974) • Carry out regular inspections and patrols to ensure and manage compliance with the Maritime Transport Act (1994), ES Bylaws and other applicable legislation • Operate the Harbourmaster vessels in an appropriate manner, in accordance with Maritime Operator Safety Systems and all other legal requirements • Undertake examination and appointment of pilots and exempt holders as required • Supervise and provide direction to Navigation Safety and Honorary Enforcement Officers
Maritime safety	• Support the Regional Harbourmaster in overseeing the safe navigation, maritime safety and risk activities for the waterways of Southland, consistent with statutory powers and functions discharged under the Maritime Transport Act (1994) and other applicable legislation. • As required by the Regional Harbourmaster, assist with the installation, removal and maintenance of navigational aids. • During on-water operations, such as operating the Harbourmaster vessels, report any accidents, incidents, maintenance concerns or other H&S matters to the Harbourmaster promptly. • Work with stakeholders to resolve non-compliance with ES statutory functions. • Maintain and give effect to Harbour Risk Assessment processes and procedures, the Port and Harbour Marine Safety Code (PHMSC) and Maritime Operators Safety System (MOSS). • Undertake and report on effective risk management activities, with a continuous improvement focus. • Partner with other Council teams to ensure follow up of non-compliant activities.
Incidents and accidents	• Assist with maritime incident response as required by the Harbourmaster. • Assist with the co-ordination of action of ES's maritime oil spill responsibilities. • As delegated, act as a key liaison between ES, Maritime New Zealand (MNZ) and other parties as needed during an incident response
Maritime engagement	• Public Education and Stakeholder Management • Maintain effective, professional relationships and partnerships with all internal and external stakeholders. • Build and maintain constructive relationships with key industry bodies, community groups and waterborne activity groups. • Provide proactive education to the public on maritime safety. • Provide education and guidance to those at risk of non-compliance. • In partnership with the Harbourmaster and Communications Engagement Advisor, develop innovative and engaging safety and education campaign material. • Present at public and community meetings, as required. • Present at Leadership Team (LT) meetings and Council, as required. • Contribute to continuous improvement and feedback processes through liaison between ES and the community. • Ensure timely handover of feedback received to the appropriate party.

People Leadership	• Maintain a high standard of support and proactively assess team resources and/or reallocate workloads as necessary. • 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 members to the team. • 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).
Support team delivery	• Ensure all direct reports have clear programmes of work for their area of responsibility, and that activities are prioritised and delivered to a good standard on time. • Ensure all direct reports have the capacity and capability needed to deliver their work, and the tools needed to work efficiently and effectively. • Maintain a high standard of support and proactively assess and/or reallocate workloads as necessary
Strategy and vision	• Support the implementation and delivery of Council's strategy
Project management	• Participate in projects which may be financial, transformational, strategic and/or leadership focused from time to time • Application in line with Council's corporate project management systems and processes.
Finance (budgets)	• Consider financial implications of actions.
Continuous improvement	• Continually seek opportunities to improve services for your customers (internal or external). • Show flexibility, adaptability and a willingness to change and are open to feedback as an opportunity to improve.
Stakeholder relationships / customer service	• Develop strong and effective relationships with internal and external stakeholders. • Respond appropriately. • Understand situations from the customer's perspective. • Keep customers up to date about progress of queries/requests/projects • Maintain clear communication
Other duties	• Oil Spill Response - Training up to alternate Regional On-Scene Commander will be required to assist with any oil spill response. There may be a requirement to lead and direct an oil spill response in the absence of the designated Regional On-Scene Commander. • 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 representative with carrying out investigations following reported incidents.

- Prepare and deliver team-specific health, safety and wellbeing induction for new or transferred employees.
- 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.
- 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 fulfill requirements of the key accountabilities specified for this position.
- A minimum maritime qualification of a Skipper Restricted Limits (SRL) certificate of Competency, with at least 5 years' experience in this role.
- At least 5 years' proven experience in the boating, maritime and/or harbour management industry. Experience in the southern fiords would be an advantage, but not essential.
- Training in marine oil spill response is desirable.
- Experience in investigation of incidents and accidents.
- Strong desire for, and understanding of, customer service focus.
- A thorough knowledge and understanding of the relevant legislation.
- Ability to provide and communicate technical advice and information clearly and effectively (both oral and written) within and across disciplines, to Council, Executive and staff, to associates and peers, and to the public.
- Ability to consult, liaise, and develop and maintain valued and effective working relationships with Iwi and key stakeholders.
- Competent in the use of computers.
- Full current driver's license
- Ability to drive vehicles with a manual or automatic transmission – Essential.

Attributes

- Have a genuine interest in, and commitment to, maritime and harbours management and quality environmental outcomes.
- Enthusiasm for working within a small team.
- Ability to work without close supervision, and exercise judgement on when to consult others.
- Versatile, open-minded and innovative in seeking solutions.
- Work effectively in stressful situations.
- Ability to devise, design and construct objectives to achieve goals.
- Willingness to comply with established approved policies and procedures (e.g., health & safety).
- Willingness to promote and demonstrate the values of the organisation.
- Willingness to share information.
- Willingness to pursue personal and professional development initiatives.

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 _____