ENVIRONMENT SOUTHLAND

Principal Advisor Strategy

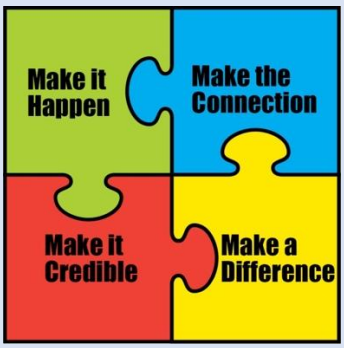
Role description

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

As part of the **Strategy and Policy Team** the **Principal Advisor Strategy** will contribute to critical strategic functions within the organisation. These include the development of strategy, corporate plans and defined priorities, identifying and managing strategic relationships and partnerships, and facilitating integrated work programmes. It is important that we are working towards adaptive, consistent and collaborative approaches and responses to the challenges faced by communities and the environment.

Emphasis is on:

- Being a trusted source on developing strategy and strategic approaches.
- Ensuring we are working in a strategic manner and towards our organisational objectives and outcomes.
- Leading and facilitating portfolios of work.
- Facilitating a collaborative way of working through effective strategy.

About your role

Grade: 19
Pathway: T6

Group/Division: Strategy & Regulation Group / Strategy & Policy Team

Reports to: Strategy & Policy Manager

Who you will be working with

Direct reports:

- Nil

Indirect reports:

- Nil

Key stakeholders

External:

- Councillors and mana whenua representatives
- Central government agencies (including regional staff)
- Territorial Authorities
- Other Regional Councils
- External stakeholders and partners

Internal:

- General Managers
- Division Managers
- Other Council staff

Delegations

In line with the Environment Southland Delegations Manual

Your leadership profile – Principal

*Your crucial challenge as a **Principal** 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 an effective **Principal**:*

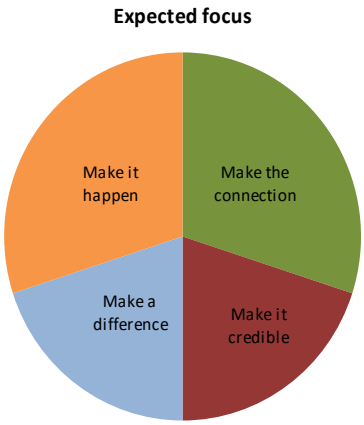
Make the Connection – Empower people by enabling them to take responsibility and collaborate. Understand and meet customer needs.

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 **Principal**, you will have a stronger focus on Make it Happen and Make the Connection.



Your accountabilities

Strategy, Strategic Plans and Initiatives	• Support the development and implementation of a centre of excellence for the development of community and organisational strategy alongside the Manager and wider team. • Lead and support the embedding of strategic thinking and planning approaches across the organisation (operations, process and culture). • Provide advice and support across the organisation in planning and developing strategy and strategic thinking. • Play a key role in the identification, development and management of cross-organisation work programmes and initiatives. • Lead on-going environmental scanning, inclusive of emerging issues and opportunities, to provide advice and insight to inform strategy and organisational decision making. • Support the development and implementation of performance monitoring and management frameworks and reporting. • Contribute to the coordination and facilitation of working groups to support strategy development and/or specific projects or programmes of work. • Contribute to the development and continuous improvement of processes, tools and frameworks within the group and across the organisation. • Contribute to public consultation processes when necessary, including feedback and submission processes. • Research and integrate key local, national and international trends and issues into advice and recommendations. • Supporting work programmes to be informed by national and international best practice. • Recommendations and advice reflect the needs and views of tangata whenua and the community.
Portfolio[1] Management and Leadership	• Provide portfolio oversight, facilitate cross-organisational alignment, monitor progress and evaluate effectiveness. • Ensure portfolio activities give effect to strategy. • Provide clear and consistent communication regarding portfolio status, risks and changes.
Programme management and coordination	• Independently lead the scoping, planning and delivery of key projects and programmes of work. • Analyse requirements, evaluate feasibility and risks, develop proposals and lead the implementation of projects, determining timeframes, funding and procedures. • Provide leadership and direction to projects/programmes ensuring contributors know what they are required to do and by when. • Prepare and oversee relevant project/programme budgets. • Where required, build an in-depth and up-to-date knowledge of relevant legislation and proposed legislative changes, central government and regional initiatives and partnership issues that impact on associated programmes of work. • Support the delivery against key milestones. • Support accurate reporting as required (e.g. status reports, exception and change reporting) and contribute to project review and evaluation. • Manage external contracts including writing contracts and briefs, and ensuring satisfactory delivery.
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	• Consider expenditure in terms of cost and effective use of resources
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.

[1] A portfolio is structured work area that organises and directs a collection of programmes, projects and initiatives around an organisational priority to give effect to strategy.

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.
- 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.
- 10 years' experience in relevant roles that include relationship management and strategic advice.
- A relevant tertiary qualification is required for this role.
- Proven skills in strategic planning theory and execution and the ability to translate strategic priorities into operational reality.
- Strong analytic, critical thinking, problem solving and decision-making skills, with an ability to simplify complex issues into their component parts, exercise good judgement and be accountable
- Ability to think conceptually, identifying and understanding the impacts and relevance of certain environmental challenges in a wider context e.g. climate change.
- Strong stakeholder relationship management and engagement skills with understanding of the importance of building and maintaining working relationships both internally and with external stakeholders.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.

- Acts with honesty, transparency and empathy for people and communities and is able to show initiative, drive and influence change and inspire commitment to achieve Council outcomes.
- Highly developed written and oral communication skills and an ability to communicate complex information to a range of audiences in an appropriate manner.
- Exceptional organisation skills with ability to effectively plan and organise work and be able to manage competing deadlines
- Demonstrated ability to successfully manage large, leading multiple, complex, or not well-defined projects.
- Sound understanding of Te Tiriti o Waitangi (Treaty of Waitangi).
- Excellent analytical and research skills, using multiple sources of information, including qualitative and quantitative analysis of complex issues that contributes to decision-making

Attributes

- Operates with integrity, openness, empathy and honesty, respecting diversity and other's needs.
- Self-motivated with a high degree of initiative, proactively in seeking and solutions.
- Sound judgement and initiative, and the ability to make effective decisions, problem solve and resolve conflicting points of view.
- Be part of and contribute to an effective team and organisation.
- Values driven individual with alignment to Environment Southland's values (both in theory and evidenced in behaviour).
- The ability to influence and persuade by effectively communicating verbally and in writing - and to understand the importance of pitch and tone.
- The ability to clarify objectives of unclear or ambiguous assignments and to present back clarity of direction.
- The ability to cope with a variety of work and sometimes difficult situations.
- Ability to anticipate change, remain flexible and to be innovative.
- Curious – seeks to understand and explore the why.

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 _____