Job Description

tasman district council | Te Kaunihera o te tai o Aorere

My Position

Position: **Environmental Science Manager**

Section: Environmental Science

Group: Environmental Services

Responsible to: Group Manager – Environmental Services

Responsible for:

- Team Leader – Catchments & Land Use
- Team Leader – Natural Hazards
- Team Leader – Soil & Contaminants
- Principal Scientist – Freshwater & Estuarine Ecology
- Principal Scientist – Water & Special Projects
- Administration Officer – Environmental Services

Job Purpose:

- To provide strategic leadership and management to a multidisciplinary Environmental Science Section and support staff, building capability, accountability, professional standards and succession across Council's environmental science functions.
- To be accountable for the strategic leadership, prioritisation and assurance of Council's environmental science, natural hazards and catchment work programmes, ensuring they deliver effective science and operational services, meet statutory obligations, manage organisational risk, and inform long-term policy, investment and service delivery decisions.
- To lead and oversee the environmental science evidence base needed to meet Council's statutory obligations and national direction and provide advice that supports planning, consenting, compliance, natural hazard management, policy implementation and community decision-making.
- To lead and oversee Council's natural hazards function, including the identification, assessment, communication and management of natural hazard risks.
- To lead and oversee Council's catchment programmes that deliver Council's statutory functions for sustainable land and water management, natural hazard reduction, policy implementation and community outcomes.
- To provide strategic oversight of the scientific advisory function, ensuring complex environmental evidence is translated into clear, defensible and influential advice for elected members, ELT, internal decision-makers, iwi, external partners and the community.
- To lead and coordinate environmental science and technical input into Council's major plan development and reform work ensuring future policy and investment decisions are informed by integrated, robust and defensible evidence.
- To ensure Council understands whether its environmental policies, plans, investment decisions and interventions are effective, through clear monitoring, evaluation, reporting and advice on environmental outcomes, risks and future priorities.
- To represent Council as a trusted and influential environmental science leader, contributing expertise to regional and national networks to deliver Council's environmental science, hazards and catchment functions more efficiently and effectively.

Our Council

Our District Vision: Thriving resilient Tasman

Kia manawaroa te tai o Aorere

Our Purpose: Delivering Public Value

Kia whai hua mā te marea

Our Values

We support our Vision and Mission through living our values.

Auahatanga – *Innovation. I orea te tuatara, ka patu ki waho. A problem solved by continuing to find solutions.*

- We love ideas, big or small
- We delivery differently
- We learn and grow
- We give it a go
- We are brave and challenge the status quo

Kawenga – *Responsibility*. *Kia ū ki te pai. Stay resolute to that which is good.*

- We honour our commitments
- We act professionally with integrity
- We are honest and open
- We bring the right attitude to work
- Safety and wellbeing come first

Manaakitanga – *Caring/ Sharing. Te tohu o te rangatira, he manaaki. The sign of a leader is how they support, protect and respect others.*

- Helpfulness and respect guide us
- Our mana encourages and lifts others up
- Care and empathy are a priority
- We are always welcoming
- We freely share knowledge

Whanaungatanga – *Relationships.* *He aroha whakatō, he aroha puta mai. If kindness is given then kindness shall be received.*

- We connect, listen and involve
- We believe in collective success
- Our stories create shared meaning
- We embrace diversity
- We are kind and nurturing

My Group

Role of the Environmental Services Group

The Environmental Services Group are the Tasman region's front-line providers of environmental information, science expertise, and natural infrastructure management. We provide respected specialist expertise across a range of land, water and ecological disciplines, and serve as the region's natural hazards advisor during times of emergency. Our dedicated teams also carry out extensive environmental control and protection work across the region, including biosecurity, catchment enhancement, coastal erosion, and river management works.

The Group also looks after most of the Council's regulatory functions which facilitate the development and use of land, water, and coastal resources, and which regulate activities in order to protect and improve public health and safety and the environment, and to minimise nuisance and harm to people and places. The functions undertaken include building control, resource consenting and compliance, environmental health (including food safety), alcohol licensing, animal control, parking control, biosecurity and maritime safety.

We achieve this by demonstrating the principles of Te Tiriti, investing wisely in business process improvement, data management, people, tools, and science, and by respecting, supporting and enabling those that rely on our work. Our information systems and specialist advice provide a wealth of environmental understanding, enabling our Council and communities to make empowered decisions.

My Key Result Areas

My Priorities	
What am I supposed to do?	How well am I supposed to do it?
Strategic Leadership, Statutory Assurance and Section Performance • Be accountable for the strategic leadership, statutory assurance, prioritisation and performance of the Environmental Science Section, including people, budgets, risk, work programmes and service delivery. • To lead and oversee the environmental science evidence base needed to meet Council's statutory obligations and national direction across air quality, freshwater health, groundwater quality and quantity, estuarine health, land and soil resources, and contaminated land, including monitoring, investigations, environmental information, trend and risk assessment, and advice that supports planning, consenting, compliance, natural hazard management, policy implementation and community decision-making. • To provide organisational assurance that Council's environmental science functions are delivered using sound stewardship, good practice, efficient processes, defensible evidence and appropriate management of legal, reputational, financial, environmental and public safety risks. • Develop and maintain section work programmes, activity inputs, environmental management plans and delivery plans that are clear, realistic, affordable and appropriately resourced. • Lead the coordination and implementation of the Science and Information Strategy and ensure it remains relevant to Council's current and future decision-making needs. • Identify opportunities for business improvement, external funding, partnerships and shared delivery arrangements that improve the efficiency and effectiveness of the section's work.	**Strategic leadership, Statutory Assurance and Section Performance** • Section priorities are clearly defined, risk-based, affordable and aligned with statutory obligations, the Long Term Plan, Annual Plan, Activity Management Plans, organisational risk priorities and Council outcomes. • Staff understand their responsibilities, delegations, work priorities and accountabilities, and are supported to deliver high-quality outcomes. • The Science and Information Strategy provides a clear framework for science investment, advice, monitoring, information management and policy support. • External funding and partnership opportunities are actively pursued where they add value, improve delivery or reduce pressure on Council resources. • Lead and coordinate science and technical input into major plan development and reform processes, including spatial planning, natural environment planning and built environment/land-use planning.
Strategic Environmental Science, Evidence and Decision Support • Oversee the science programmes, investigations and advice required to understand the state, trends, risks and pressures affecting Tasman's air, freshwater, groundwater, estuaries, land, soil and contaminated land. • Ensure monitoring and investigation programmes support Council's statutory responsibilities, national direction, policy implementation, consenting, compliance and community decision-making. • Ensure environmental science is translated into clear, credible and useful advice for Council, internal teams, iwi, landowners, external partners and the community.	**Strategic Environmental Science, Evidence and Decision Support** • Council has reliable, accessible and defensible environmental information to support planning, consenting, compliance, hazard management, policy and operational decisions. • Science programmes are targeted to current and emerging priorities and are delivered to agreed standards, timeframes and budgets. • Advice and reporting are timely, fit for purpose, understandable and trusted by Council, internal customers, stakeholders and the community. • Science and technical input into plan development is integrated, timely, evidence-based and supports defensible policy choices, investment decisions and statutory processes.
Soil and Land programme leadership • Oversee Council's soil and contaminants programme, including HAIL information, contaminated land advice, productive land assessments, soil health information, land capability information and support for sustainable land-use decision-making.	**Soil and Land Programme Leadership** • HAIL and contaminated land information is current, quality-assured, accessible and used consistently to support statutory and operational decisions.

• Ensure contaminated land information and advice support NESCS administration, resource consent decisions, LIM/PIM responses, policy development, public information requests and the management of risks to people and the environment. • Ensure highly productive land, land capability and productive land information supports implementation of national direction, plan development, consenting, land-use planning and monitoring of policy effectiveness.	• Contaminated land advice for consents, LIM/PIM, planning and public enquiries is timely, defensible and appropriately risk-based. • Productive land, soil and land capability information is robust, fit for purpose and supports Council's planning, consenting and land management responsibilities.
Natural Hazard Risk Management and Statutory Advice • Oversee Council's natural hazards function, including hazard identification, mapping, modelling, risk assessment, communication and advice. • Ensure regional and district council statutory obligations are met and hazard information, planning, consenting, LIM/PIM, emergency management, infrastructure and climate adaptation decisions are supported by sound, current and defensible science and advice. • Ensure natural hazards advice supports regional and district planning, consenting, LIM/PIM processes, emergency management, infrastructure planning and climate adaptation. • Promote collaboration with internal teams, external agencies and technical specialists to improve understanding and management of natural hazard risks.	**Natural Hazard Risk Management and Statutory Advice** • Hazard information is current, evidence-based, quality-assured and suitable for statutory and operational use. • Planning, consenting, LIM/PIM, emergency management and adaptation decisions are supported by clear and defensible natural hazards advice. • Natural hazards work programmes are managed within approved budgets, agreed levels of service and risk priorities.
Integrated Catchment Programmes Leadership • Lead and oversee catchment programmes that support integrated management, soil conservation, freshwater outcomes, natural hazard reduction and sustainable land management. • Ensure there are integrated catchment management that deliver Council's statutory functions for sustainable land and water management, natural hazard reduction, policy implementation and community outcomes. • Ensure Freshwater Farm Plans, landowner engagement, erosion control, riparian and freshwater improvement programmes are well planned, prioritised, delivered and evaluated. • Champion catchment-based ways of working across science, rivers, biodiversity, hazards, policy, regulatory and community programmes.	**Integrated Catchment Programmes Leadership** • Catchment priorities are identified using a clear, evidence-based and transparent approach. • Catchment and land management programmes are useful to landowners, support statutory functions and contribute to measurable environmental outcomes. • Integrated catchment outcomes are actively coordinated with relevant Council teams and external partners.
Monitoring, Evaluation and Reporting • Maintain a monitoring framework that enables Council to meet statutory responsibilities, understand environmental state and trends, and assess the effectiveness of policies, plans and interventions. • Ensure State of the Environment, issue-based and programme reporting is clear, timely and useful for Council, communities and decision-makers. • Regularly review monitoring programmes so effort is targeted, affordable and responsive to emerging risks, policy needs and community expectations.	**Monitoring, Evaluation and Reporting** • Monitoring programmes are fit for purpose, quality-assured, appropriately resourced and delivered within agreed budgets. • Council can demonstrate whether environmental policies, plans and interventions are achieving intended outcomes. • Environmental reporting is understandable, evidence-based and helps inform future priorities, investment and policy responses.

Investigations and Response Advice • Oversee investigations needed to improve understanding of environmental issues, risks and pressures, including contaminated land, water availability, water quality, coastal and estuarine processes, land degradation and emerging environmental risks. • Ensure investigation findings are translated into practical advice, recommendations and response options for policy, regulatory, operational and community programmes. • Support the development of strong business cases and funding applications where additional investment is needed.	**Investigations and Response Advice** • Investigations are prioritised according to statutory need, environmental risk, community importance and Council decision-making requirements. • Findings are clearly reported, defensible and lead to practical recommendations or agreed next steps. • Funding applications and business cases are well scoped, timely and aligned to Council priorities.
Environmental Information and Data Management • Co-lead/input into the development, maintenance and improvement of quality-assured environmental datasets, spatial information and reporting systems. • Ensure environmental information is secure, accessible, auditable and suitable for statutory, operational and public-facing use. • Work with information services, data and monitoring staff to improve environmental data systems, governance and accessibility.	**Environmental Information and Data Management** • Environmental data and information are maintained as trusted Council assets and can be retrieved, interpreted and used when needed. • Information systems support efficient reporting, statutory processes, risk management and evidence-based decision-making. • Users of environmental information have confidence in its quality, accessibility and interpretation.
Strategic Partnerships • Prepare, manage and review consultant contracts, technical briefs and legal or specialist instructions where external expertise is required. • Build productive relationships with regional and district council scientists, iwi, agencies, research providers, landowners and sector groups to support effective delivery. • Seek opportunities to leverage partnerships, shared services, external funding and collaborative projects to improve outcomes and reduce duplication.	**Strategic Partnerships** • and external commissions are well scoped, managed within budget, meet procurement requirements and deliver value for money. • Partnerships and collaborative arrangements add practical value to Council's environmental science, hazards and catchment functions. • Council is represented constructively in regional and national forums and benefits from shared knowledge, tools and sector-wide improvement.

My Management & Planning
Strategic Focus • I am actively contributing to the Long Term Plan (LTP) process and the delivery of the Community Outcomes and any significant issues and risks are raised and addressed quickly and efficiently. • I take ownership for planning, prioritising and delivering on the expected levels of service for my Section. • I provide sound advice, recommendations, updates and reporting to the Executive Leadership Team (ELT) and Council to keep them well informed on the activities of my Section.
Annual Business Planning • I am accountable for developing and delivering or implementing my Section's strategic and operational activities and I ensure these align to Council's Vision and strategic goals. • I proactively contribute to and take responsibility for the development and preparation of the Annual Plan and Activity Management Plans (AMPs). • I am capable of proactively managing risks, responding to an escalated risk and supporting those who are managing risk.
Business Improvement • I actively lead, seek out, promote innovative business process solutions, ideas and change initiatives that improve my Section's service levels and deliver on the goals of Council's business improvement programmes. • I regularly monitor the performance and effectiveness of processes I am responsible for. • I demonstrate and role model flexibility, agility, adaptability and a willingness to be open to feedback as an opportunity for service delivery improvements.
Financial Management & Performance

- I am accountable for, and actively manage my budgets and my end of year results for my Section are within budget and exceptions are understood.
- I take ownership of my Section budgeting, tracking and forecasting and this delivers an efficient and cost effective service.

Relationship Management

- I develop and maintain strong working relationships with my colleagues and behave in a way that help us gain the trust and confidence of our community, Iwi and stakeholders.
- I demonstrate strong interpersonal relations, collaboration, integrity, managerial courage and communication skills in all my interactions with others.
- I communicate using a tone of voice that reflects the Council's values at all times, and I actively ensure all members of my Section do likewise.

My Health, Safety and Wellbeing Responsibilities

Health, Safety and Wellbeing Leadership and Management

- I take responsibility for the safe management of my Section's activities, and I proactively monitor and manage health, safety and wellbeing risks.
- I comply and co-operate with the Council's health, safety and wellbeing systems, policies and procedures and ensure that I give effect to current legislation, regulations and good practice.
- I champion and promote a safe and healthy workplace and have regular team discussions on health, safety, wellbeing and risks.
- I make workplace wellbeing being a priority and provide an environment for where people feel safe to talk about wellbeing at work.
- I take responsibility for proactively managing and mitigating workplace psychosocial risks to maintain a safe and psychologically health work environment.
- I escalate matters to my Group Manager for approval to commit money and resources beyond my delegation if needed to ensure, as far as it's reasonably practicable, the health, safety and wellbeing of any worker or person in a workplace for which I am operationally responsible for.

My Leadership

Team Leadership & Engagement

- I act as good role model, am an enabler of change and demonstrate a leadership style that creates a positive environment that fosters, develops and promotes engagement and collaboration.
- I create a team culture of fairness and belonging, where all members of my Section are and feel valued.
- I provide opportunities for my team to participate and be included in decision making that may impact on their individual or team performance outputs.
- I openly celebrate success and tell the stories around how problems are identified and resolved.

Team Performance Management

- I effectively lead, enable and hold others accountable for delivering on our Section work programme and Council's strategic goals and performance objectives.
- I provide effective support and proactively assess my team's workload and reallocate workloads when needed.
- I make sure my team understand their statutory delegations and apply these correctly.
- I make sure reports to Council prepared by my team meet the expected standards and format.
- I understand the data and information generated by my team is an important Council asset and I use this data and systems to drive performance, quality decision-making and improved service delivery.

Team Professional Development

- I make sure everyone in my team has clear annual performance goals and measures that are aligned with Council's strategic goals, and I meet with them regularly to discuss and review progress.
- I have regular development, mentoring, coaching, feedback performance conversations with my team, I understand their career goals and encourage participation in appropriate training opportunities.
- I make sure appropriate succession planning is in place for my team and there are clear links to individual's career development plans.

Team Recruitment & Induction

- I take an active responsibility for the recruitment of the 'right person in the right job'.
- I actively participate in and ensure quality induction, training and ongoing socialisation is provided to new members in my team.

My Contribution

Accountability

- I take responsibility for my performance, decisions and actions and how these impact on others.
- I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it.
- I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable.
- I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.

Customer Focus

- I focus on the needs of our customers and provide all of them with outstanding service.
- I treat all people with respect, and I deliver on the commitments I make.
- My actions are fair and build trust with my colleagues, customers and our community.

Relationship Building

- I build and maintain genuine relationships with my colleagues, customers and our community.
- I actively listen to others and are supportive, friendly and helpful.
- I respect all cultures and act in ways that make others feel included and valued.

Resilience & Adaptability

- I support new ways of working and are able to be flexible and calm when facing change or difficult situations.
- I am digitally confident and participant in opportunities to learn how to apply digital business technology and tools to my work.
- I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.

Motivation & Drive

- I take responsibility for my own learning and development and welcome feedback to improve my performance.
- I effectively plan, manage and prioritise my work and deliver it on time.
- I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.

Collaboration & Inclusion

- I actively contribute to the achievement of team goals and objectives.
- I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.

Civil Defence Emergency Management

- I provide assistance and support during civil defence / emergency management activities.
- I participate in civil defence and emergency management training.

Working within te ao Māori

- I have the appropriate level of knowledge and understanding of the principles and application of Te Tiriti o Waitangi for my role.
- I have the appropriate level of knowledge of Tikanga Māori (customs and practices) and Te Reo Māori (Māori language) for my role.
- I have the appropriate level of knowledge of Council's engagement protocols with the whānau, hapū and iwi of te Tauihu for my role.
- I foster a culturally inclusive environment by actively engaging with and respecting Māori perspectives and practices in my work.

My Delegations

I have delegated decision-making authorities, financial responsibilities, contract management responsibilities and staff leadership responsibilities as listed in Council's Delegations Register and relevant policies.

The Council may from time to time delegate to me other specified powers and duties, all of which I must exercise with due care and diligence.

My Competencies

My Qualifications and Experience:	• A Degree in environmental science, biophysical science, engineering, resource management or a related discipline, preferably at postgraduate level.

- At least eight to ten years' relevant experience in environmental science, resource management, natural hazards, catchment management, environmental research, policy, consulting or local government.
- Demonstrated senior leadership experience in a technical, scientific, environmental or regulatory organisation, including leading through team leaders, principal scientists and technical specialists, and delivering complex multidisciplinary work programmes.
- Strong understanding of resource management, local government and environmental legislation relevant to a unitary authority, including the ability to interpret statutory obligations and translate them into defensible science, hazards, catchment, monitoring, information and advisory functions.
- Demonstrated ability to translate statutory obligations, national direction, Council priorities and community expectations into practical environmental science, hazards and catchment work programmes.
- Demonstrated experience contributing to or leading technical input into regional, district, spatial, natural environment or land-use planning processes.
- Strong understanding of contaminated land, HAIL information systems, the NESCS, highly productive land, land capability information and the role of these functions in planning, consenting, LIM/PIM advice and sustainable land-use decision-making.
- Proven ability to operate at both strategic and operational levels, including long-term planning, prioritisation, risk management, financial management and delivery within agreed budgets.
- Demonstrated experience in environmental monitoring, investigations, evidence-based reporting, quality assurance and the use of environmental data to support decision-making.
- Strong ability to communicate complex scientific and technical information clearly to elected members, senior leaders, internal teams, iwi, stakeholders, landowners and the community.
- Proven experience building productive partnerships with iwi, central government, regional and district councils, research providers, community groups and sector networks.
- Demonstrated ability to secure or leverage external funding, partnerships or collaborative arrangements to improve environmental outcomes and service delivery.
- Strong understanding of Te Tiriti o Waitangi, te ao Māori perspectives and the role of iwi/Māori in environmental management and decision-making.
- Proficient in the use of Microsoft Office, environmental information systems, databases, spatial data tools and digital reporting systems.

My Personal Attributes:

- Builds trust and confidence with elected members, executive leaders, staff, iwi, stakeholders, sector partners and the community through sound judgement, credibility, integrity and high-quality advice.
- Leads with calm, practical and values-based judgement, especially when issues are complex, uncertain, sensitive or high profile.
- Operates comfortably at both strategic and operational levels, with the ability to move between long-term direction, technical detail and practical delivery.
- Communicates complex scientific, technical and statutory information clearly, concisely and in a way that helps others understand the issue, risks, options and recommended actions.
- Demonstrates strong analytical thinking, systems thinking, political awareness and organisational judgement, and can turn evidence into practical advice for high-consequence decisions.
- Anticipates future policy and legislative change and is able to position science, data and technical advice so Council is prepared for emerging planning, environmental and land-use obligations.
- Shows leadership courage, including the ability to provide clear advice, raise legal, reputational, financial, environmental and public safety risks early, challenge constructively and support defensible decision-making.

- Builds collaborative relationships across Council functions and with external partners to support integrated environmental management and shared outcomes.
- Is well organised, able to prioritise competing demands, and can maintain focus on statutory obligations, strategic priorities and service delivery expectations.
- Models Council's values, professionalism, care for people, accountability, continuous improvement and a constructive approach to problem solving.
- Shows resilience and adaptability in a changing legislative, organisational and environmental context.
- Demonstrates a genuine commitment to environmental improvement, public value and evidence-based decision-making.
- Works respectfully and effectively within te ao Māori, with an understanding of Te Tiriti o Waitangi, tikanga Māori and the importance of iwi/Māori perspectives in environmental management.

My Agreement

My Name: ……

My Signature: …….

Date: ……..