

Manager, Environmental Science

Part One: Position Description

Job title:	Manager, Environmental Science	Location:	Wellington
Status:	Permanent – full time	Effective:	January 2018
Group:	Environment Management		

1. Our Purpose : Working together for our greater good

Our new Purpose, Vision and Behaviours form our GW Way and are the guiding principles for all we do here at Greater Wellington Regional Council (GWRC)

The GW Way behaviours are:

On the same side: *One team working for one common goal*

No sacred cows: *Always looking for a better way*

For people by people: *Everyone here is for everyone out there*

Own it: *Take responsibility and own the outcome*

2. Role of the Environment Management Group

The Environment Management Group is responsible for Greater Wellington's obligations under the Resource Management Act 1991 (RMA) and the Maritime Transport Act 1994. These include:

- Developing and implementing resource management policies and plans
- Being an environmental regulator through the management of resource consents and ensuring compliance with the RMA

- Promoting good environmental management
- Monitoring and reporting on the state of the region's natural and physical resources
- Investigating key environmental issues and threats
- Delivering an environmental education programme
- Managing the harbours and coastal waters for navigation and safety purposes.

The Group is also responsible for managing the Council's regional parks and non-water supply forest areas as recreation areas for the regional community and in a way that protects and enhances environmental and heritage values.

3. Role of the Environmental Science Department

The Environmental Science Department provides scientific, monitoring and investigative services to the council spanning:

- Land quality and associated terrestrial ecosystems
- Air Quality
- Freshwater quantity and quality including associated ecosystems. This includes the inter-relationships of groundwater and surface water and by extension the effect of land management on water quality
- Marine quality and associated ecosystems
- Climate change and variability

The information and skill base is used to assist in:

- Monitoring performance of plans and revision of plans including limit setting,
- Assessing resource consent applications and activities,
- Undertaking integrated monitoring of the effects of activities on ecosystems and natural resources.
- Determining the effectiveness of environmental restoration and rehabilitation programmes
- Determining the state of the environment from a natural resource perspective

- Assist in developing fit for purpose monitoring programmes utilising in-house and external scientific and technical providers and providing the monitoring expertise to collect and store that information
- Providing scientific analysis and interpretation and expert witness capability
- Providing a hydrological network for flood management and water supply purposes

The Manager, Environmental Science sits within the Environment Management Group.

4. Purpose

The primary purpose of the position of the Manager, Environmental Science is to lead and manage the Wellington and Wairarapa Offices of the Environmental Science so that Greater Wellington's science and monitoring needs are met across the areas of air, water, the coast, land and contaminated sites.

The manager is expected to:

- Contribute, as a senior manager, to the work of the Environment Management Group and the Council.
- Lead the people within the department to ensure they are well motivated and empowered to do their roles to the best of their abilities
- Lead the direction of the Council's science ensuring it has impact, is fit for purpose and meets the needs of the region's communities and iwi.
- Ensure that the Department's work programmes are carried out in a logical, timely and cost-effective manner and in accordance with statutory requirements.
- Ensure that the Department provides a high level of customer service.

The Manager must ensure that the Council's monitoring and reporting requirements in relation to the region's natural and physical resources are implemented in accordance with statutory responsibilities, and are consistent with best practice and relevant guidelines, standards and scientific principles. The information we obtain from monitoring must be used to inform our policy development processes and regulatory requirements through the consent process, and should be able to provide a trigger for changing and prioritising the way in which we manage the environment.

The Manager must ensure that the provision of scientific and monitoring services for the council (and where appropriate to external communities and agencies) is timely, robust and fit for purpose

The position is also responsible for managing the region's flood warning system within agreed parameters to assist in ensuring the health and safety of our communities.

5. Working Relationships / Reporting Lines

The Manager, Environmental Science is one of six management roles reporting to the General Manager, Environment Management.

The Manager, Environmental Science has 4 direct reports.

The position requires working closely with other management and staff within the Group. In addition, the incumbent will have regular contact with a number of internal and external stakeholders including, but not limited to:

- Other managers and groups within the Council
- Councillors
- Iwi
- Other regional councils and territorial authorities
- Research providers
- Key central government departments – including Ministry for the Environment, Department of Conservation, Ministry of Primary industries and Ministry for Business Innovation and Employment
- Relevant non-government organisations
- External consultants
- Community groups

1. Key Result Areas and Tasks

Key Result Areas	Key Tasks
<p>Leadership</p> <ul style="list-style-type: none"> • Demonstrate a commitment to Greater Wellington's Core Values • Staff are aware of Greater Wellington's Core Values and see leadership behaviours which role model those values 	<ul style="list-style-type: none"> • Acts in a manner that is compatible with and promotes Greater Wellington's Core Values • Builds a culture where staff feel empowered and comfortable raising issues of concern • Is open to the ideas and contributions of other managers and staff. Demonstrates a willingness to explore options that offer potential benefits to the organisations visible and approachable
<p>Staff Management</p> <ul style="list-style-type: none"> • The ESci Department is managed effectively by providing professional and high quality services that meets customers' needs 	<ul style="list-style-type: none"> • Ensures the ESci Department is appropriately staffed • Ensures staff have the necessary tools and information to effectively carry out their work • Encourages staff to develop existing skills and acquire new skills • Recognises the contributions made by staff • Creates a harmonious and productive working environment • Demonstrates a commitment to fostering staff engagement within the ESci Department • Ensures that there are the appropriate processes, checks and balances in place so that all work from the Department is consistently of a high quality • Regularly assesses the effectiveness the ESci Department • Ensures that the Department provides excellent service to both internal and external customers
<p>Financial Management</p> <ul style="list-style-type: none"> • Projects and activities are completed within budget and to agreed standards • Agreed timeframes and reporting requirements are met • Variances are justified 	<ul style="list-style-type: none"> • Assists the General Manager in setting the annual budgets by providing appropriate input based on the Department's performance • Ensures sound fiscal management of the department's budget and financial reporting process, being particularly cognisant of meeting required timeframes • Ensures accurate monthly, quarterly and annual reports are completed on time and in line with reporting requirements • Ensures a 'no surprises' philosophy by keeping the

	General Manager informed of any unexpected variances that may impact on the overall Group's financial reporting
Environmental Information reporting <ul style="list-style-type: none"> • Our environmental monitoring programmes are undertaken in a manner consistent with best practise and consistent with national and regional guidelines • Environmental data is provided in a timely, clear and accurate way for the information of the community via a variety of mediums. • Key environmental threats are identified and reported on. • Quality assurance processes are maintained and enhanced. • Timely warnings are given of flood events whenever river or rainfall 'trigger' levels are reached. 	<ul style="list-style-type: none"> • Manage environmental monitoring programmes to support the Council's resource management role and responsibilities. • Ensure environmental information is freely available and understandable through channels such as the Greater Wellington website • Ensure the provision of up-to-date and relevant information to decision makers and the community. • Ensure emerging threats to the environment are identified by observing and interpreting trends in environmental quality • Ensure that monitoring information is assessed and reported in formats appropriate to the community, policy development, resource consents and management processes in a timely manner • Liaise with other Departments and Groups within the Council in an effective and timely manner • Ensure a quality assurance system is in place in relation to all relevant aspects of the science and monitoring work programmes. • Ensure the flood warning system in both Wairarapa and Wairarapa is managed to provide a 24 hour, year round, flood warning service
Department Plans <ul style="list-style-type: none"> • All performance measures contained in the Annual Plan and Long Term Plan (LTP) for which the ESci Department are responsible are met or suitable reasons exist as to why they have not • All work programmes carried out by the ESci Department are allowed for in the Annual Plan and LTP • All plans are developed and implemented by the Department 	<ul style="list-style-type: none"> • Ensures that the ESci Department delivers on Greater Wellington's commitment in the Annual Plan and the LTP • Provides information during plan development on work programmes that are necessary to fulfil Greater Wellington's statutory and community obligations • Assists in the development of the ESci Department strategic plans • Ensures that all plans are up-to-date and effective • Ensures that all activities within the ESci Department are carried out in accordance with the strategic and management plans
Relationship Management <ul style="list-style-type: none"> • Effective relationships are developed and maintained with internal and 	<ul style="list-style-type: none"> • Recognise and value the importance of establishing and maintaining excellent working relationships with

<p>external stakeholders.</p> <ul style="list-style-type: none"> • An awareness of the political environment is demonstrated. 	<p>internal stakeholders.</p> <ul style="list-style-type: none"> • Recognise and value the importance of establishing and maintaining excellent working relationships with senior staff in other Territorial Authorities, Government organisations and other external stakeholders. • Demonstrate an awareness of the political environment by ensuring that information and presentations are delivered with the appropriate level of professionalism and are tailored to the level of understanding of the audience.
<p>Member of the Group Management Team</p> <ul style="list-style-type: none"> • Effective contribution made to the Environment Management Group Management Team 	<ul style="list-style-type: none"> • Actively contributes as a member of the Environment Management Group Management Team • Participates in and encourages robust and healthy debates on leadership/management issues and initiatives. Manages collegial relationships with peers and contributes fully as a member of the Management Team • Participates in developing and implementing the overall direction and strategy of the Environment Management Group
<p>Health and Safety</p> <ul style="list-style-type: none"> • A safe working environment is maintained • Greater Wellington's health and safety policies are observed 	<ul style="list-style-type: none"> • Complies with Safety and Health legislation and policies • Ensures all hazards are identified and appropriate measures taken to eliminate, isolate or minimise them • Works with the health and safety representatives and other team members to control all significant hazards • Records all accidents and near misses, investigating and implementing changes as necessary to ensure they do not reoccur
<p>Self Management</p> <ul style="list-style-type: none"> • Demonstrate continuous improvement in performance /personal development 	<ul style="list-style-type: none"> • Is open to consultation and seeks regular feedback from manager in line with Greater Wellington's performance management system • Identifies opportunities for personal and professional development and growth
Sustainable Resource Management	

Demonstrates a commitment to sustainable resource management	<ul style="list-style-type: none"> Promotes sustainable resource management and the Council's role and achievements in this area, including making effective and efficient use of resources available to the Department
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2. Dimensions (budget / staff)

The Manager, Environmental Science has approximately 40 staff (with 4 direct reports) and is responsible for a budget of approximately \$7 million.

Part Two: Person Specification

1. Essential skills and qualifications

- A post graduate qualification in a science discipline with an emphasis on environmental studies, or significant experience in environmental investigations following an initial science degree. A minimum of 10 years experience in the science community
- Proven understanding of the Resource Management Act 1991, Tikanga Maori and the Treaty
- A strong local or central government background. Specialist knowledge/experience in the environmental management sector would be an advantage.
- Leadership skills and personal style that empowers, motivates and encourages staff to perform at their best, through recognising and valuing their contributions and encouraging their development.
- Staff management experience.
- Clear, articulate communication skills, both verbally and written, coupled with the ability to understand the need to target communications to the audience at hand.
- Project management experience at a significant level.
- Well defined analytical and problem solving skills

Personal attributes and behavioural competencies

- Political savvy, understands the context of the role and adjusts personal style accordingly to always project a positive and professional persona
- Ability to work with minimal supervision and willingness to seek guidance as necessary
- Ability to lead a team of professional staff and to work as a member of the management team.
- Understands the importance of building and maintaining positive durable working relationships both internally and with external stakeholders
- Proactive in seeking answers and solutions
- Ability to influence through effective application of knowledge and logic
- Highly developed written and communications skills - the ability to communicate with a wide variety of groups and individuals.

- Strategic thinking skills
- Enjoys working with and through other people to achieve positive outcomes
- Values and respects other people's contributions, work pressures and responsibilities
- Understands the importance of using sound judgement, by weighing up relevant options and evaluating potential outcomes to ensure decisions are based on well thought out processes
- Commitment to the importance of maintaining a work-life balance.

2. Physical requirements

- Full and current driver's licence.
- The ability to safely use a keyboard and mouse without causing or aggravating an injury.

Date and signatures

Job holder: _____

Date:_____

Manager: _____

Date:_____