



# Section Leader, Operations Delivery (Wairarapa)

## Part one: job description

<b>Job title:</b>	Section Leader, Operations Delivery (Wairarapa)	<b>Location:</b>	Masterton
<b>Status:</b>	Permanent	<b>Effective:</b>	January 2018
<b>Department:</b>	Flood Protection	<b>Group:</b>	Catchment Management

### Our Purpose: Working together for our greater good

Our Purpose, Vision and Behaviours form our GW Way and are the guiding principles for all we do at 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*

## 1. Role of the Flood Protection Department

The Flood Protection Department sits within the Catchment Management Group. The Catchment Management Group is one of seven functional groups within Greater Wellington and provides a range of regional council services. These services include activities associated with flood protection and river management, plant and animal pest management, bovine Tb vector control, and sustainable land management and biodiversity.

The Flood Protection Department is tasked with region-wide responsibility for Greater Wellington's river and flood risk management. This is to ensure the best possible protection from the consequences of flooding and erosion for communities in the region (given available resources), to

manage the river environments to provide attractive places for recreation and to take care of our river ecosystems.

## **2. Purpose of role**

The Section Leader, Operations Delivery (Wairarapa) is responsible for planning, coordinating and leading the management and asset maintenance of the 10 major Wairarapa River Schemes and 14 Drainage Schemes, ensuring the annual operations and maintenance work programmes are completed to agreed levels of service for the community within the Eastern part of the region and that all works comply with the environmental management requirements. The role is also responsible for management of the Department's activities in the Wairarapa Office and the Ngaumatawa Rd Depot.

The role will contribute to the development of appropriate codes of practice and methods of working across the region with a focus on ensuring consistency across the department with operations delivery.

Key tasks also include managing the Wairarapa/Eastern flood protection operations response during floods to ensure that affected parties are given timely warning of any flood risk and know how to respond and ensuring flood protection assets operate as designed during a flood. Managing the enhancement of the river and streamside environment and maintaining relationships with the advisory scheme committees in conjunction with the Area Engineers and Section Leader Operations Planning will also be important tasks.

The role will also be expected to contribute to the Flood Protection management team at a planning/operational level, to ensure business plan objectives are met.

## **3. Working relationships/reporting lines**

This position is one of three Section Leader positions reporting to the Team Leader, Operations Delivery and Planning. The Section Leader Wairarapa Operations has 3 direct reports.

The role is also required to work closely with the other Section Leaders in the Department and will have contact with a number of internal and external stakeholders. In particular the Section Leader will need to work closely with the Area Engineers, River Supervisors and Advisory Scheme Committees to achieve the Wairarapa/Eastern Operations functions.

Greater Wellington has a commitment to providing excellence in customer service and this commitment will extend to all levels of the incumbent's working relationships, including but not limited to those noted below:

- With the Manager, Team Leaders, Section Leaders and all other staff of the Flood Protection Department.
- With other staff in the Regional Council, including senior management.

- With Government, local authorities, environmental groups and other organisations.
- With the public for providing information and advice.
- With consultants employed by the Flood Protection department.
- With landowners.
- With elected representatives and Committee appointees (on a periodic basis).

## 4. Key results and tasks

Key results	Key tasks
<p><b>Operational Management</b></p> <ul style="list-style-type: none"> <li>The Wairarapa/Eastern Operations section asset management including budget preparation (annual plans, 10-year operating plans and 30-year asset management plans), monitoring and reporting is managed to ensure that plan requirements are met.</li> <li>Work is undertaken to a high professional standard, on time and within approved budgets.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure a 'no surprises' philosophy by keeping the Team Leader, Operations Delivery informed of any unexpected variations that may impact on the overall Department's financial reporting.</li> <li>RMA requirements are complied with for all work undertaken.</li> <li>Completes accurate monthly, quarterly and annual reports on time and in line with reporting requirements.</li> <li>Provides field maintenance and construction services to internal clients as required.</li> <li>Actively manages bad debtors.</li> </ul>
<p><b>Operational Delivery</b></p> <ul style="list-style-type: none"> <li>Functions undertaken by the Wairarapa/Eastern Operations team, including river and minor watercourse maintenance, managing the Scheme Committees, gravel management, isolated works and depot management in a manner that meets the objectives of the Department and Council.</li> <li>The annual programme of works to maintain and improve GWRC managed flood protection assets (stopbanks and detention structures, rock rip-rap, bank edge protection, river channels, and planted vegetation), and environmental enhancement is carried out.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that the annual operations work plan is managed in a timely best practice and cost effective way to achieve stated outcomes and Annual Plan Performance Indicators.</li> <li>Ensures all maintenance work is completed in accordance with the Department's Code of Practice</li> <li>Maintenance and management of waterways and drains including gravel extraction within the schemes and approved schedules of minor watercourses.</li> <li>Contribute to the programme for capital improvements (including design and consents) as required.</li> <li>Prepare and negotiate gravel extraction agreements, and manage their subsequent operation.</li> <li>Ensure all floodplain management plans, extraction of gravel, and other resource management issues</li> </ul>

<ul style="list-style-type: none"> <li>The 14 Drainage Schemes are operated and maintained in accordance with asset management plans.</li> </ul>	<p>comply with legislative requirements, in particular the Resource Management Act 1991, the Soil Conservation and Rivers Control Act 1941, and the Local Government Act 2004 and its amendments.</p> <ul style="list-style-type: none"> <li>Provide timely, appropriate and effective flood response and post-flood reporting.</li> <li>Provide input into flood management plans, and Regional and District RMA plans.</li> <li>Contribute to the development of environmental strategies and manage/oversee the programme of environmental enhancement of watercourses.</li> <li>Ensure department assets including the needs of the Masterton Office and Ngamutawa depots, vehicles, and equipment are appropriately managed in accordance with Council policy so that the Department can undertake its work in an efficient and cost effective manner.</li> <li>Ensure the operation and maintenance of the drainage schemes in accordance with Scheme Statements, resource consents and legislative requirements annual programmes and budgets, Code of Practice, and to the satisfaction of the Scheme Advisory Committees and Council</li> </ul>
<p><b>Team Planning</b></p> <ul style="list-style-type: none"> <li>Assist with the preparation and implementation of the Asset Management Plan to ensure that Greater Wellington's Flood Protection infrastructure delivers the agreed level of service.</li> <li>All performance measures contained in the Annual Plan and Long Term Plan (LTP) for which the Wairarapa/Eastern Operations Team are responsible are met or suitable reasons exist as to why they have not.</li> <li>All work programmes carried out by the Wairarapa/Eastern Operations Team are allowed for in the Annual Plan and LTCCP.</li> <li>Captures information about asset performance and improvements.</li> </ul>	<ul style="list-style-type: none"> <li>Assist the Team Leader Operations Delivery and Planning in setting annual and long term budgets and work programmes by providing appropriate input for the Team's activities.</li> <li>Ensures that the Wairarapa/Eastern Operations Team delivers on Greater Wellington's commitment in the Annual Plan and the LTP and Flood Protection Asset Management Plan.</li> <li>Provides information during plan development on work programmes that are necessary to fulfil Greater Wellington's statutory and community obligations.</li> <li>Ensures work activities are accurately and timely recorded in the Council's information management systems.</li> </ul>

<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>• Effective relationships are developed and maintained with internal and external stakeholders.</li> <li>• An awareness of the context within which Greater Wellington operates is demonstrated.</li> </ul>	<ul style="list-style-type: none"> <li>• Recognises and values the importance of establishing and maintaining excellent working relationships with internal stakeholders.</li> <li>• Recognises and values the importance of establishing and maintaining excellent working relationships with staff in other regional councils, territorial authorities, government organisations and other external stakeholders.</li> <li>• Demonstrates an awareness of the environment within which Greater Wellington operates 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.</li> <li>• Deals effectively with landowners, stakeholders and clients.</li> <li>• Represents Greater Wellington at public meetings and events when required.</li> </ul>
<p><b>Staff Management</b></p> <ul style="list-style-type: none"> <li>• Employees in the Wairarapa/Eastern Operations Team are professional in approach and can contribute individually and collectively to Greater Wellington's success.</li> <li>• Employees in the Wairarapa/Eastern Operations Team are enthusiastic and model the behaviours that reflect Greater Wellington's values.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides supportive leadership to reporting employees.</li> <li>• Mentors, coaches and trains new staff members.</li> <li>• Co-ordinates and ensures the efficient delivery of Wairarapa/Eastern Operations Team activities.</li> <li>• Encourages employee development and recognises their contributions to achieving the Departments and hence the Group's objectives.</li> <li>• Generates enthusiasm and inspiration to employees through engaging their strengths and accepting accountability for mistakes.</li> <li>• Carries out employee performance reviews as part of the Council's performance management programme.</li> </ul>

<p><b>Self Management</b></p> <ul style="list-style-type: none"> <li>• Demonstrate continuous improvement in performance /personal development</li> </ul>	<ul style="list-style-type: none"> <li>• Be open to consultation and seek regular feedback from your manager in line with Greater Wellington's performance management system (P4P)</li> <li>• Identify opportunities for training and development</li> <li>• Comply with Safety and Health legislation and policies.</li> </ul>
<p><b>Other services provided by the Operations Delivery Team (Wairarapa)</b></p> <ul style="list-style-type: none"> <li>• Manage/assist with the flood response including preparation of post-event reports.</li> <li>• Other services are provided by the Team, as requested by the Departmental Manager, to ensure that a leading edge and innovative and environmentally friendly flood mitigation service is provided to the residents in the Greater Wellington region.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide timely, appropriate and effective flood response and post-flood reporting.</li> <li>• Where requested by the Team Leader, Operations Planning and Delivery make an appropriate, effective and timely contribution to corporate initiatives, including Corporate and Group policy implementation.</li> </ul>
<p><b>Sustainable Resource Management</b></p> <ul style="list-style-type: none"> <li>• Demonstrates a commitment to sustainable resource management</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• A safe working environment is maintained.</li> <li>• Greater Wellington's health and safety policies are implemented and observed.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures all hazards are identified and appropriate measures taken to eliminate, isolate or minimise them.</li> <li>• Ensures that the Wairarapa/Eastern Operations team complies with its responsibilities under the Health and Safety in Employment Act and Greater Wellington's Health and Safety Management System (Keeping Employees Safe at Work).</li> <li>• Works with the health and safety representatives and other Section Leaders to control all significant hazards.</li> <li>• Records all accidents and near misses, investigating and implementing changes as necessary to ensure they do not reoccur.</li> </ul>

## **5. Dimensions (employees, budget, expenditure)**

Key job dimensions include:

- Managing an annual Operations & Maintenance programme with a direct expenditure of approximately \$3.0 million.
- Providing leadership, and supervisory and organisation control, of the Wairarapa/Eastern Operations team presently comprising 10 staff plus contractors.
- Maintenance of infrastructural assets valued at \$185 million.

## **6. Health and safety**

Greater Wellington (GW) is committed to providing and maintaining a safe and healthy working environment for all employees and to other people such as visitors, who potentially may be exposed to the risk of injury or harm as a consequence of our activities or through visiting our premises and work sites.

All employees should familiarise themselves with the GW publication “Keeping employees safe at work”. In addition, each department is responsible for maintaining an up to date hazard register that details specific hazards associated with the work that employees may be exposed to in the course of their work. Your manager is responsible for ensuring that you are introduced to the register on commencement with GW. It is essential that you familiarise yourself with the register and the procedures associated with it, particularly if you are field based or your work is likely to expose you to risks not generally encountered in an office based role.

All employees who regularly use a PC should also be aware of the potential for suffering a strain injury commonly referred to as ‘occupational overuse syndrome’ (OOS). This can result from incorrect workstation set up, or prolonged periods of using keyboards and mouse without taking regular short breaks.

**Everyone working for GW should ensure that they:**

- Have read and understood the health and safety procedures relevant to their department and responsibilities.
- Practice safe work methods.
- Protect themselves, their work colleagues and any other party, from unsafe situations by working in a safe and responsible manner, in accordance with statutory requirements.
- Participate in hazard identification and developing recommendations for corrective action.
- Report all accidents, incidents, including near misses, whether or not these events involve injury or harm as soon as practicable so that remedial action can be taken.



## **Part two: person specification**

### **Essential knowledge, skills, and behaviours**

#### **1. Qualifications, skills and experience**

- A relevant tertiary qualification such as BE, NZCE, REA or equivalent experience.
- Relevant experience in civil or river engineering and the management of civil engineering and building contractors and contracts. Able and willing to inspect river management works.
- Experience in the preparation of contract documents, recommendations on selected contractors or suppliers and management of contracts.
- Experience at effectively managing staff.
- Clear, articulate communication skills, both verbally and written, coupled with the ability to understand the need to target communications to a level appropriate for the audience.
- Experience in asset management and its associated procedures, processes and systems.
- Financial and business management skills, preferably including experience with major financial management systems (SAP).
- Computer skills including Microsoft Office Outlook, word processing, spreadsheets and project management software.
- Knowledge of the application of the HASIE Act 1992, the Resource Management Act 1991 and other related regulations and procedures.
- Knowledge of tikanga Maori and good environment stewardship.
- A full and current driver licence

## **2. Personal attributes and behavioural competencies**

- Ability to take a strategic overview of the business and to translate strategy into deliverable work programmes.
- 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. Ability to influence through effective application of knowledge and logic.
- Ability to lead a team and also to contribute and work collegially as a member of the department management team.
- Understands the importance of building and maintaining positive durable working relationships with both internal and external stakeholders.
- Must be politically savvy, i.e. recognises the importance of generating goodwill and influence through fostering opportunities for positive engagement with key stakeholders, understanding relationship subtleties and influences in a political environment.
- Committed to and understands the importance of maintaining a work-life balance.

## **3. Physical requirements**

- The ability to use safely a keyboard mouse without causing or aggravating an injury
- The ability to carry out site visits on foot over variable terrain.
- The jobholder must be able to physically carry out the functions of the position.

## **Date and signatures**

Job holder: \_\_\_\_\_

Date:\_\_\_\_\_

Manager: \_\_\_\_\_

Date:\_\_\_\_\_