JOB DESCRIPTION

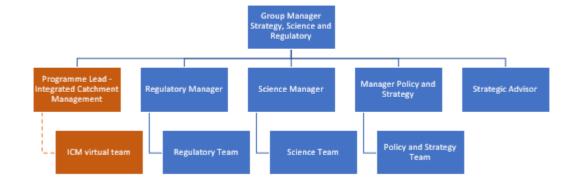|	
Job Title:	Programme Lead | Integrated Catchment Management
Work Unit:	Strategy Regulation and Science
Responsible to:	GM Strategy Regulation and Science
Employment type:	Fixed Term, 3 years
Position purpose:	To lead the development and implementation of Integrated Catchment Management to ensure that catchments are managed in a holistic way that supports long-term ecological health, community well-being, and economic viability. Key to success in this role will be the integration of diverse viewpoints and expertise to achieve comprehensive, sustainable management of catchments.
Salary:	$119,809 (85%) to $140,952 (100%) (Indicative)
Date:	October 2024

ORGANISATIONAL CONTEXT

FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
▪ Iwi and hapū across the region ▪ Ratepayers ▪ Community Interest Groups ▪ Sector representatives ▪ Territorial Authorities within the Region ▪ Equivalents in other councils and central government	▪ Executive and other organisational leaders ▪ All Horizons Regional Council staff ▪ Councillors and committee members

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Key Responsibilities and Outcomes	
Programme Development ▪ Lead the collaborative design and development of an Integrated Catchment Management programme. ▪ Ensure that all ICM activities comply with relevant regulations and standards. Identify potential risks and develop mitigation strategies to address them. ▪ Collaboratively develop, implement, and improve systems and processes aligned to the needs of the organisation ▪ Encourage and promote best practise by sharing ideas contributing to project teams, making recommendations and networking with all levels of staff	**Programme Development** ▪ A comprehensive ICM programme is developed and approved, featuring clear objectives, action plans, and performance metrics. ▪ The programme addresses key environmental issues and aligns with both regional priorities and national policies, leading to enhanced catchment health and resilience. ▪ Processes are efficient and align with best practise
Project Management ▪ Lead the planning, execution, and monitoring of ICM projects within the programme. ▪ Develop and maintain project plans, status reports and risk registers ▪ Co-ordinate the resources and participants needed to achieve project goals ▪ Coordinate efforts across different projects and stakeholders to ensure a unified approach to ICM ▪ Conduct project post-mortems and create a recommendations report in order to identify successful and unsuccessful project elements ▪ Manage budgets, timelines, and resources effectively.	**Project Management** ▪ ICM projects are successfully delivered on time, within budget, and to the specified goals. ▪ Project plans, status reports and risk registers are defined, maintained and reported as agreed with the relevant steering group ▪ Project resources and participants are co-ordinated to ensure successful programme delivery. ▪ Project learnings reports are completed shortly after project completion ▪ Identifying successful/unsuccessful outcomes and process improvements
Systems Thinking ▪ Applying systems thinking principles to understand and manage the complex interactions and dependencies within the catchment area. This includes identifying	**Systems Thinking** ▪ Enhanced ability to identify and address systemic issues and interdependencies within the catchment, leading to more

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how changes in one part of the system can impact other parts and developing strategies that consider these interrelationships. ■ Apply analysis and problem-solving skills, with the ability to synthesize information from various sources to inform decision-making.	resilient and adaptive management approaches ■ Successful development and implementation of catchment management strategies that enhance environmental quality and sustainability while balancing economic and social factors.
Engagement with Iwi and Hapū ■ Develop and sustain meaningful relationships with iwi and hapū, ensuring their perspectives and mātauranga are integrated into the development and implementation of the ICM programme.	**Engagement with Iwi and Hapū** ■ Iwi and hapū perspectives and mātauranga are meaningfully incorporated into catchment management strategies. This fosters trust, increases support for programme initiatives, and ensures culturally appropriate practices, leading to greater community alignment and respect. ■ Tikanga Māori is upheld.
Stakeholder Engagement ■ Build and maintain strong relationships with key stakeholders. ■ Facilitate stakeholder consultation and workshops to gather input and foster collaboration. ■ Effectively communicate complex concepts to diverse audiences.	**Stakeholder Engagement** ■ Effective stakeholder engagement results in active participation and support for ICM initiatives. ■ Valuable input is integrated into programme planning, leading to effective collaborative solutions and increased community ownership.
Data Management and Reporting ■ Collect, analyse, and report on data related to catchment health and programme performance. ■ Prepare comprehensive reports and presentations for community and Council, highlighting progress, outcomes and areas for improvement ■ Professionally respond to and resolve customer queries (internal and external)	**Data Management and Reporting** ■ High-quality data informs decision-making, with comprehensive reports highlighting progress, outcomes, and areas for improvement. This transparency supports informed decisions and demonstrates the programme's impact on catchment management. ■ Advice given is reliable, responsive, assured, empathetic and is presented clearly and legibly. ■ Customer queries resolved promptly and professionally
Compliance ■ Ensure all ICM activities comply with regulations and manage potential risks.	**Compliance** ■ ICM activities are fully compliant with relevant regulations, with effective risk management strategies in place. This results in smooth programme execution, minimized disruptions, and maintained regulatory standards.
Capacity Building ■ Provide direction and support to regional council staff and stakeholders as required to build capacity for implementation of ICM.	**Capacity Building** ■ Enhanced capacity within regional councils and communities, resulting in improved implementation and management of ICM practices. Training and workshops lead to sustained local engagement and better programme outcomes. ■ The skills and capabilities of the contributes to the team are improved over time

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Advocacy and Representation • Represent Horizons in internal and external forums and advocate for the ICM programme.	**Advocacy and Representation** • Effective advocacy and representation increase recognition and support for ICM initiatives. Positive feedback and endorsements from external forums contribute to the programme's visibility and success.
Programme Leadership • Provide overall leadership and strategic direction for the ICM programme. Inspire and guide the programme team, foster a collaborative environment, and ensure alignment with programme goals and objectives.	**Programme Leadership** • Strong programme leadership results in a cohesive and motivated team, effective execution of the ICM programme, and achievement of strategic goals. The programme demonstrates clear progress and success, with team members working collaboratively towards common objectives.
Corporate Contribution	
• Maintain own professional development. • Undertake Performance Development tasks/responsibilities. • Undertake Health and Safety tasks/responsibilities. • Participate in emergency management activities as required. • Participate and contribute to corporate projects and inter-departmental initiatives as agreed. • Maintain Council plant and equipment. • Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting).	• Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. • Contribution to projects and corporate initiatives is effective and valued. • Administration requirements are completed timely and accurately.

PERSON SPECIFICATION

Key Competencies

- **Programme Development**: Expertise in developing and managing programmes.

- **Project Management**: Strong skills in planning, executing, and monitoring complex projects.

- **Cultural Competency:** Proven ability to engage meaningfully with iwi and hapū, with an understanding of Māori perspectives and Tikanga Māori. Knowledge of Te Tiriti o Waitangi and its relationship to Local Government

- **Stakeholder Engagement:** Proficiency in building and maintaining relationships with diverse stakeholders.

- **Data Management**: Ability to collect, analyse, and report on environmental data and programme performance.

- **Compliance and Risk Management:** Skills in ensuring legislative compliance and managing risks.

- **Communication:** Excellent verbal and written communication skills, with the ability to convey complex information clearly and effectively.

- **Problem-Solving:** Strong problem-solving abilities with a proactive approach to addressing challenges.

- **Leadership:** Demonstrated leadership skills with experience in guiding and motivating teams.

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Experience

- At least 7 years of experience in programme or project management, with a focus on environmental management or water resource management. Experience with Integrated Catchment Management or similar frameworks is highly desirable.

- Strong background in environmental science, ecology, or related field, with experience in integrated catchment management or similar multidisciplinary projects.
- Excellent analytical and problem-solving skills, with the ability to synthesize information from various sources to inform decision-making.

Qualifications

- A relevant tertiary degree qualification in Environmental Science, Water Management, Environmental Planning, or a related field. A post-graduate qualification is preferred.

- Certified in either PMP, Prince 2 or equivalent industry recognised qualification is highly desirable

COMPETENCIES FOR PERFORMANCE DEVELOPMENT

Customer Focus
- Commitment to meeting the needs of anyone they work for and with including colleagues.

Job Knowledge
- Have the knowledge and skills to perform the requirements of the position.

Communication
- Use written and verbal language and style appropriate to the audience and context.

Teamwork
- Work constructively with people as a team member to achieve a common goal.

Dependability and Commitment
- Reliable and dedicated to achieving results.

Continuous Improvement
- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

Organising for Results
- Ensures work is completed effectively and within agreed deadlines.

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PERSONAL ATTRIBUTES

- **Strategic Thinker:** Ability to see the big picture and develop long-term strategies that align with the overarching goals of integrated catchment management.
- **Collaborative:** Strong team player who thrives in a collaborative environment, effectively working with diverse stakeholders, including government agencies, community groups, and industry partners.
- **Innovative:** Creative problem-solver who can develop and implement innovative solutions to complex environmental and resource management challenges.
- **Adaptable:** Flexible and open to change, with the ability to adapt strategies and approaches in response to evolving conditions and new information.
- **Analytical Mindset:** Skilled in analysing complex data and systems, with a keen ability to identify patterns, relationships, and potential impacts.
- **Effective Communicator:** Excellent verbal and written communication skills, with the ability to convey complex concepts clearly and persuasively to various audiences.
- **Proactive:** Self-motivated and proactive in identifying opportunities and challenges, with a strong drive to take initiative and achieve results.
- **Resilient:** Ability to remain composed and focused under pressure, effectively managing stress and overcoming obstacles to achieve program goals.
- **Ethical:** Strong sense of integrity and commitment to ethical practices, ensuring transparency, fairness, and accountability in all decision-making processes.

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.

  Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

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DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

NGĀ UARA O NGĀ PAE | HORIZONS VALUES

Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

Approved: _____ (Manager)   Date: ___/___/___

Read and Understood: _____(Incumbent)   Date: ___/___/___

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