



SOUTHLAND
DISTRICT COUNCIL

POSITION DESCRIPTION

Climate change lead

Climate change lead

Manager

- Manager Environmental Planning

Responsible for

- no direct reports

Purpose of the role

- provide expertise in climate change strategy, policy and plan development across Council departments
- facilitate and develop the strategic thinking and analysis on climate change and the development of sustainable solutions for our organisation and communities
- provide objective, valid and considered advice and pathways to Council that ensures its decision-making process is robust, appropriate, informed, integrated and future focused.



OUR VALUES

CREATING OPPORTUNITIES

Strive for continuous improvement

Embrace change, see it as an opportunity

Seek to learn

Question the status quo

TAKING OWNERSHIP

Deliver on promises

Do what you say

Walk the talk

Own mistakes and learn from them

Be up front

Do the right thing at the right time

Be solution focused

WORKING TOGETHER

Demonstrate honest, open and appropriate communication

Open to feedback

Actively listening

Courageous conversations

Respecting each other

Supporting

Treating fairly

Recognising needs

Building and maintaining relationships

Sharing knowledge and expertise

BEING PROUD TO BELONG

Have a sense of belonging to SDC and the community

Have enthusiasm for Southland

Wanting the best for Southland

Be proud of what you do and how you do it

OUR VISION & MISSION

One community offering endless opportunities.

Working together for a better Southland.



KEY RELATIONSHIPS

Who does the job holder work for or interact with?

Internal Relationships

- executive leadership team
- Mayor and elected members
- managers and council staff

External Relationships

- Environment Southland
- Ngai Tahu/ Te Ao Marama Inc (TAMI)
- adjacent territorial authorities
- central government agencies
- community boards
- consultants and contractors
- Great South, southland development agency
- residents and ratepayers
- stakeholder groups and non-government agencies

KEY ACCOUNTABILITIES

The key responsibilities are provided as a guide only.

Performance measures for this job will need further discussion between the job holder and manager as part of the performance development process.

- facilitate and develop strategic thinking for the research, analysis and development of a climate change strategy and work programme which enables Council to make informed and robust decisions for its communities with a future focus
- develop collaborative working relationships internally to support a culture of resilience and best practice to ensure departments are educated and considering climate change and sustainability in our projects, plans, policies and strategies
- ensure advice and recommendations are evidence-based and informed by quality research (including engagement and consultation), analysis and technical advice
- monitor and report on current and emerging issues and opportunities, future trends, legislative changes, and issues affecting local government
- establish key baseline measures for Council to monitor progress against KPIs and targets to meet climate change strategy goals and objectives
- prepare written strategies, policies and plans including options papers, submissions and reports and consultation documents for publication
- lead the development of key projects from high level outcomes to project plan formation and delivery
- provide expertise and leadership in climate change across the organisation and to relevant external organisations ie Environment Southland and adjoining territorial authorities
- represent Council on working parties at regional and national level as required.
- manage external consultants for one off projects, ensuring high return on investment
- engage with our communities to educate and facilitate collaboration to inform climate initiatives and strategy
- provide guidance and mentoring to staff to further support their development, capability, and knowledge
- understand of the national risk assessment framework and adaptation plan and replicate them at a local level
- undertake adaptive planning processes in at-risk communities





ORGANISATIONAL ACCOUNTABILITIES

Undertake other activities, duties or projects (including “internal projects”) as directed by your Manager/Group Manager in an efficient and effective manner.

Attend and participate in Emergency Operations training (CIMS) and contingency planning to prepare for an emergency management event and actively participating in training exercises.

Assist Council, as required, in managing a civil defence event, having due regard to the safety of your family

Responsible for the safe management of Group activities and to support and enable the CEO and the Council as a PCBU to fulfil their duties under the law.

Champion, comply and promote the Council’s health and safety systems, policies and procedures, current legislation, regulations and good practice ensuring you keep yourself, our Council and others safe.

EDUCATION & QUALIFICATION

- at least four years post-qualification experience, with an emphasis on policy related work
- appropriate tertiary qualification in environmental management planning, resource management or or relevant discipline

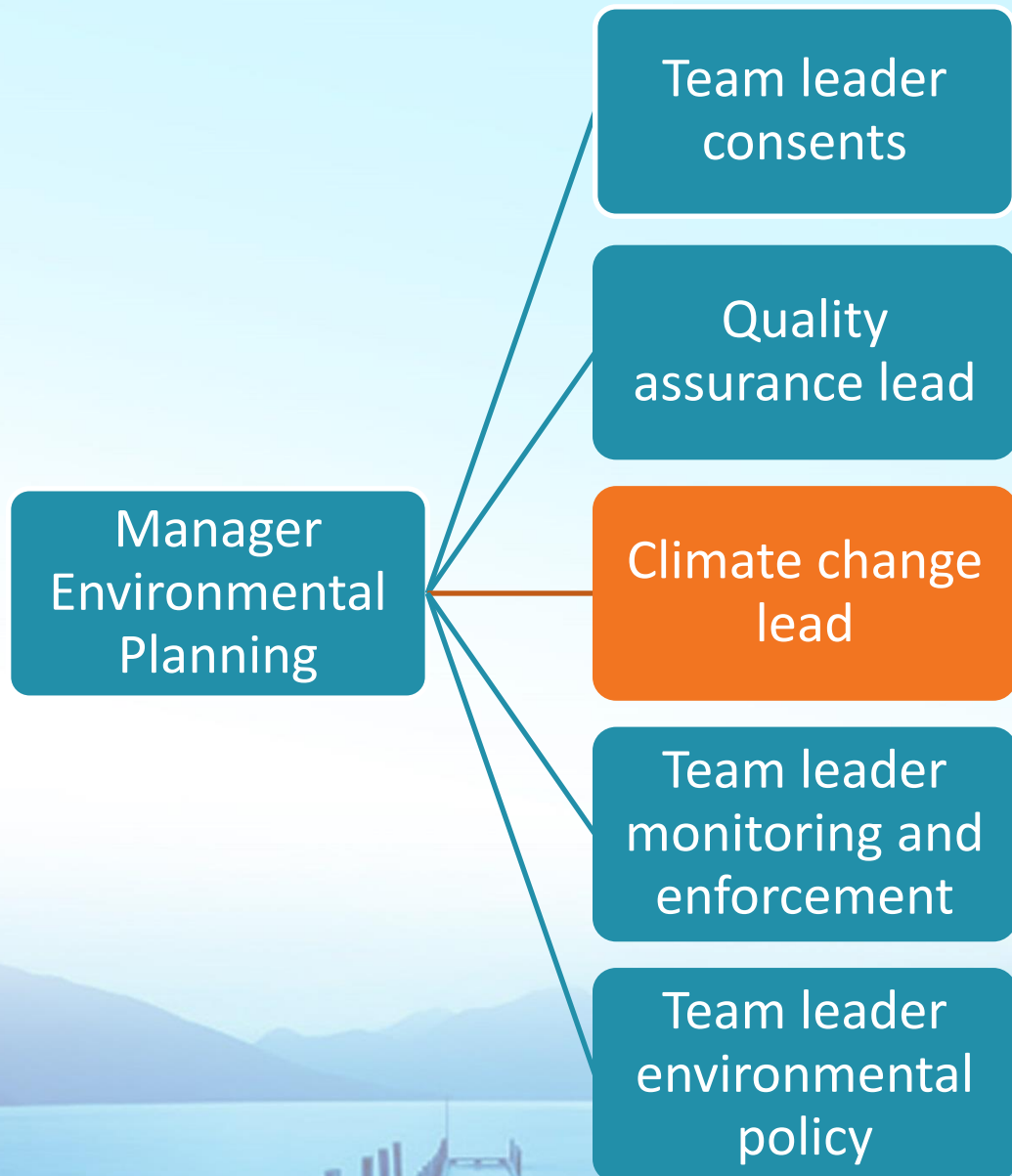
KNOWLEDGE EXPERIENCE & SKILLS

- demonstrate experience in working on climate change and environment related projects/initiatives
- experience in a local government environment or a good understanding of the local government act (2002) and/ or ability to interpret legislation
- breadth of experience in development, implementing and delivering organisational strategy with success
- confident in engaging and influencing a variety of stakeholders across all levels, with excellent verbal and written communication skills that facilitate the establishment of credible and constructive working relationships
- an understanding of the Treaty of Waitangi / Te Tiriti o Waitangi relevant to the work being undertaken
- demonstrated application of the Treaty principles would be an advantage
- experience in development of strategic thinking and bringing that to practical implementation
- ability to source and analyse information, reports and trends to draw relevant, robust conclusions
- ability to assimilate technical information quickly and repackage it into audience appropriate language
- an understanding of how social, economic and cultural trends will affect the environment in the broadest sense and our communities
- ability to establish a motivate a team to deliver on strategies
- have an empathy and understanding of others' point of view
- have the energy and desire to drive change and support others to be innovative, reach their potential and succeed
- be able to work independently with minimal supervision.



STRUCTURE

Where does my role fit?



AGREED BY

JOB HOLDER: _____

CHIEF EXECUTIVE: _____

DATE: _____



LEADING THE WAY

