

Advisor – Operational Planning

Horopaki | Context

Kaunihera Taiao ki Waitaha (Environment Canterbury) is the Regional Council for the largest region in Aotearoa/New Zealand, covering an area of 44,500 square kilometres, with a population of approximately 700,000.

As a regional council, we are responsible for managing natural resources including air, soil, water and land. We work in partnership with mana whenua Ngāi Tahu to protect the health of our environment to ensure a sustainable and prosperous future for our region.

The region's evolving environmental and political context means we will continue to be agile and adaptive, as we respond to regulatory and environmental changes.

Our mahi (work) is organised around the delivery of our three core services:

- Environmental Regulation and Protection
- Community Preparedness and Response to Hazards
- Public Transport

We are guided by our strategic drivers (pou):

- Putting the community and our customers at the heart of everything we do
- Growing our relationship with mana whenua into a true partnership
- Maturing our governance model and understanding of our political environment
- Removing pain for our people (and customers) by improving our systems and processes.

Our mahi is also underpinned by our values:

- Kaitiakitanga (stewardship)
- Pononga (integrity)
- Manaakitanga (people first)
- Whanaungatanga (collaboration)
- Māiatanga (can do).

Aronga | Purpose

Environment Canterbury play a vital role in the delivery of Civil Defence in the region, working on the ground with communities to prepare, respond and recover from disasters. At a regional level in Canterbury, Environment Canterbury along with nine Territorial Authorities come together with other key partner agencies to form the Canterbury CDEM Group headquartered at the Justice Precinct in Central Christchurch tasked with providing effective and comprehensive management of major hazards and their consequences anywhere in Canterbury.

The purpose of this role is to develop and implement multi-agency comprehensive emergency management operational plans and arrangements to enhance the Canterbury Civil Defence Emergency Management (CDEM) Group's regional CDEM strategy and operational capability, so as to provide

effective 4Rs framework (Reduction, Readiness, Response and Recovery), and increase Canterbury's overall resilience to hazards and emergencies.

Ngā Haepapa | Accountabilities

CDEM Operational Planning

- Lead the review, consultation, and implementation of operational plans, procedures, and supporting tools for the Canterbury CDEM Group, and ensure that appropriate comprehensive emergency management arrangements are in place in Canterbury.
- Support and coordinate the development of multi-agency emergency management projects and programmes, to ensure the implementation of this work has the commitment from partner agencies and stakeholders and it is current, effective and relevant.
- Establish and maintain strong supportive relationships with key stakeholders, Territorial Authorities, community groups and partner agencies, clearly articulating CDEM relevance and showing cognisance of political and cultural implications and addressing issues of concern or conflict.

Emergency Management Advisor

- Advocate and promote best practice in emergency management, through leading, influencing and educating CDEM stakeholders so they are able to apply comprehensive emergency management principles to their work practices and approaches
- Contribute to the development of multi-agency emergency management projects and programmes that are current, effective and relevant.
- Contribute as a subject matter expert to the development of national, regional, and local policy and strategic documents to develop best practice and national standards across risk reduction, readiness, response and recovery.
- Fulfil a response role in the Canterbury CDEM Group Emergency Coordination Centre during an emergency, ensuring a coordinated and collaborative response to an emergency in Canterbury and supporting other CDEM Groups if required.

Toitū Te Tiriti | Treaty Partner Excellence

- Deliver outcomes that underpin and give effect to achieving Ngāi Tahu cultural and environmental aspirations, including but not limited to, mahinga kai and revitalisation programmes.
- Connect with our Ngāi Tahu partner to ensure understanding of Ngāi Tahu aspirations and priorities so that there is genuine input and contribution, which can be considered in mahi programme development and prioritisation.
- Demonstrate openness and courageousness in approaching issues and in co-design of processes and systems, supporting thought leadership that can give effect to the progression of the partnership.
- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha/Canterbury and Te Rūnanga o Ngāi Tahu, to demonstrate our commitment to recognise and provide for the kaitiaki/responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased

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participation in decision-making processes, effective engagement and development of existing working relationships.

- Support the organisation's cultural capability journey, leading by example and identifying clear priorities, expectations, and development opportunities for individual capability; planning and aligning work to support organisational cultural capability across all aspects of delivery.

Hauora me te Marutau | Health and Safety

The health, safety and wellbeing of our kaimahi and community is a priority for the Council, and we proactively implement robust health and safety practices. To meet our legal obligations, you must:

- Understand the health and safety and risk obligations that rest with this position, and care for your own health, safety and wellbeing and that of others you may interact with.
- Ensure awareness of, and compliance with, legislative and operational standards, policies and guidelines, including the Council's code of conduct.
- Maintain an enquiring mind, undertake your own due diligence, and apply your knowledge of best practice to ensure a detailed understanding of any risks associated with this position.
- Ensure that relevant certifications are maintained, if applicable.

Hononga ā-Mahi | Working Relationships

Kai rō Kaunihera | Within the organisation

- Accountable to Team Leader – Operational Readiness
- Collaborating with Environment Canterbury staff as appropriate to ensure that key natural hazard and emergency management projects are aligned and complementary.
- The Operations Group and the Hazard section in particular
- The wider Environment Canterbury team including Policy and Strategy teams
- Provide coaching and advice to Environment Canterbury staff with roles in the Emergency Coordination Centre to ensure they understand what is required of them and have the skills needed to perform in emergency situations.

Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within the Waitaha Canterbury rohe and Te Rūnanga o Ngāi Tahu. To demonstrate our council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
- Work closely with government departments, partner agencies, emergency services, district and city councils to ensure a collaborative approach to risk reduction, readiness, response and recovery.
- Work closely with researchers, consultants and industry leaders to develop and implement best practice in the emergency management arena.

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- Engage with other members of the Civil Defence Emergency Management sector in New Zealand to enable collaborative planning and other complimentary activities during readiness or response. ensure good relationships that will enable sharing of resources in a time of emergency.
- Engage with members of the public as individuals, community groups and businesses to increase the community's resilience

Ngā Herenga Motuhake | Special Conditions

This role requires operating in the Group Emergency Management Office "Duty Officer" role during business as usual and in the Emergency Coordination Centre (ECC) during a response to an emergency. The duties for this role involve:

- Undertake the business-as-usual Duty Officer role as rostered (roster is set in agreement with all CDEM staff and is typically a seven-day period every four to five weeks).
- During duty periods you will be available 24 hours per day and within 30 minutes of the Group Emergency Coordination Centre (ECC).
- During emergencies or exercises be available to undertake Emergency Management Team duties on a prolonged or out of office hours basis anywhere within the Group's area of operations.
- In the event of an emergency, you may be requested to deploy elsewhere in New Zealand to assist with the emergency response in other Coordination Centres.
- Usual location is the Christchurch and environs.
- Given that the Council has responsibility across the Canterbury Region and the nature of your role, you will also be required to work throughout the Canterbury Region when and as reasonably determined by the Council.

Māngai Whakahaere | Delegations and Authorities

Where specified, this role has delegated authority to make decisions in accordance with Council-approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media-related activities.

Ngā Āheitanga | Capabilities

Tohu Mātauranga | Qualifications

- A tertiary qualification (Bachelors preferred) in Planning, Project Management Commerce, Law, Business, Information Sciences or similar
- A qualification in Emergency Management is preferred
- Current full drivers licence with clean driving record

Mātau ā-wheako | Experience

- 5-7 years' experience in planning, communications, writing plans and documentation in consultation with multiple stakeholders.

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- Proven experience in using complex systems, technology and processes to enable communication and data sharing with multiple stakeholders
- A proven ability to proactively develop, foster and maintain excellent working relationships at all levels.
- A working knowledge of the National CDEM Strategy and National CDEM Plan is preferred
- Emergency management experience is desirable
- Project management experience is desirable.
- Ability to work independently but also be a key player and contributor in the wider CDEM Team.

Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Team Member competency level beneath each of the following organisational competencies. To identify the competency expectations at this level view the competency framework in the HR Kete or the Environment Canterbury Careers website.

Customer Focus	Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.
Business Acumen	Using an understanding of the organisation's position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers' perspective.
Achieving Outcomes	Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.
Leading Change	Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services.
Common Purpose	Working towards a compelling view of the future by engaging with the organisation's vision; understanding and aligning to the common purpose.
Building Capability	Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities.

The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. However, from time to time the Advisor – Operational Planning will be required to accept and carry out other duties.

Band / Grade

Position Code

Last Updated

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I agree to undertake the responsibilities detailed in this job description:

Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed: