

Harbourmaster

Horopaki | Context

Kaunihera Taiao ki Waitaha | Canterbury Regional Council, also known as 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

The primary purpose of this role is to provide accountability for the regions maritime (including inland waters), responsibilities as set out in the Maritime Transport Act (MTA) and other legislation ensuring compliance with legislation, best practice, applicable codes

As a people leader, this role will provide engaging and dynamic leadership, integrating operational and functional alignment to drive high performance and deliver quality services to our communities, in line with our values, strategies, ways of working and Long-Term/Annual Plan commitments.

This includes thinking about organisation-wide interests and impacts when interacting with customers or when planning activities and expenditure, collaborating inside the organisation to achieve the desired culture, making sound business decisions and taking ownership of leading and managing our people.

Ngā Haepapa | Accountabilities

This role will:

- Ensure effective delivery of the Council's maritime (including inland waters) and coastal responsibilities as set out in the MTA (and RMA and BSA where requested). This may include accountability for specialist staff who hold responsibilities for ensuring the accuracy of technical maritime information.
- Provide oversight, leadership and decision making associated with Environment Canterbury Navigation and Safety Bylaw (2016) and Harbourmaster Directions as required.
- Assist in maintaining the section's ISO 9001 processes and the Safety Management System, to fulfil the section's navigation safety and environmental obligations.
- Provide regional leadership for
 - o navigation safety hazard programmes including their communication, recording and removal as required.
 - o summer water safety initiatives including ensuring the community is informed about boating safety.
- Deliver financial, project and contractor operational management in line with organisational requirements to ensure optimal use of resources. This includes, but is not limited to, maintaining and building a user pays funding base for the regions commercial port and harbour functions and swing mooring management.
- Contribute to the provision of reports, and presentations as required, to ensure that all queries and deliberations of the committee are provided with quality support for public debate and decision making.
- Contribute operational input into the Long-Term Plan (LTP), annual plans, Resource Management Act plans, and appropriate submissions to ensure outcomes and initiatives and informed by solid advice and experience.
- Collaborate with other leaders within the Operations group and across the organisation to achieve alignment and consistency in our interactions with the community to ensure the delivery of cross-functional activity and resolution of complex issues.
- Champion behaviours within the team that puts the community and stakeholders at the heart of everything we do.

- Lead, coach, mentor, and develop direct reports, while supporting them to create a high performing and engaged workforce through:
 - o Creating a clear vision, direction, and priorities, harnessing the energy, commitment, and creativity of direct reports to deliver business outcomes.
 - o Developing and maintaining strategies, annual plans and work programmes to deliver a fit for purpose function.
 - o Encouraging kaimahi to develop their te ao Māori confidence.
 - o Taking appropriate and proactive actions to reward and recognise performance and address poor performance or behavioural matters.
 - o Maintaining an overview of workload to ensure resources are sufficient to deliver on agreed programmes of work.
 - o Ensuring the ongoing development and growth of kaimahi (team members) capability by leading and developing direct reports through regular performance reviews, coaching and feedback to create a high performing, engaged and aligned culture, seeking advice from GM or People and Capability where required.
- Ensure communications and enquiries are managed in a timely and professional manner and when authorised, act as the media spokesperson on maritime events, technical matters and programme progress, including providing updates or material to Environment Canterbury Communications and Engagement staff as required.
- Contribute to the leadership of the regional response and management of a 24/7 maritime response system including the coordination, training and development of staff, systems, processes, and resources across the organisation.

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 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. People leaders' responsibilities include:

- Understand the health and safety and risk obligations that rest with this position and act at all times to ensure accountabilities are met.
- Maintain a safety-focused culture where health, safety and wellbeing are at the heart of decision making for kaimahi and the communities within which we operate.
- Maintain an enquiring mind, undertake due diligence and apply knowledge of best practice to ensure a detailed understanding of any risks kaimahi may face in their mahi and ensure these are appropriately removed or mitigated.
- Ensure awareness of and compliance with legislative and operational standards, and that relevant certifications are maintained.
- Ensure methods are in place to recognise and celebrate best practice and safety innovation.
- Provide opportunities for team involvement, education, and genuine participation in safety matters.
- Ensure methods are in place for all kaimahi, contractors and suppliers to be appropriately inducted and certified to carry out tasks safely.
- Ensure any organisational audit and assurance programme is undertaken as required and results are acted upon and regularly reviewed.
- Ensure processes are in place to communicate, consider and respond to information about health and safety.
- Take a planned approach to identify, analyse and manage risks within the section.
- Ensure regular monitoring and reviews are undertaken of risk controls and their effectiveness in relation to legislation, regulations and guidelines, organisational policies, procedures and our code of conduct.

Hononga ā-Mahi | Working Relationships

Kai rō Kaunihera | Within the organisation

- Reporting to the Manager Coastal & Harbours to ensure delivery on the accountabilities of the role.
- Access to the Chief Executive to raise concerns about exceptional issues to do with maritime safety when the internal management timeframes would not be sufficiently timely.
- Provide leadership to, and management of, direct and indirect reports.
- Form and maintain robust working relationships with section managers and team leaders in the wider Operations Group as well as the Groups of Science, Strategy and Planning, Communications and Engagement, and Corporate and Public Transport Services who have kaimahi supporting delivery, or contributing to, associated processes.
- Accountable to work with the Te Pou Whakahāngai to be a Treaty partner of excellence.

Kai waho i te Kaunihera | Outside the organisation

- Accountable to maintain positive working relationships, including regular connection and collaboration with Nga Rūnanga, in relation to the delivery of work in the Coast Harbours space including but not limited to Maritime New Zealand (MNZ).
- Demonstrate 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.

Ngā Herenga Motuhake | Special Conditions

- Must be available to work or be contacted any days or hours at times of maritime response or other natural disaster.
- From time to time, as required, this role will require work outside of normal work hours to represent Environment Canterbury at meetings and events with partners, other agencies, and the community.
- Kaimahi are required to be available to assist, support or be associated, as reasonably required, with any Civil Defence emergency or any exercise organised in relation to this function.
- As required, the role involves travel within the region and beyond to attend meetings, field work and relevant conferences or activities.

Māngai Whakahaere | Delegations and Authorities

- 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.

- Appointed as a Harbourmaster under the Maritime Transport Act 1994 and provided statutory powers by that Act.
- Delegation for coastal responsibilities as set out in the MTA (and RMA and BSA where requested).
- As detailed in procedures within the Coast and Harbours Safety Management System

Ngā Āheitanga | Capabilities

Tohu Mātauranga | Qualifications

- A Foreign Going Masters certification or other acceptable command certificate or other recognised equivalent (e.g. A Lloyd's Maritime Harbourmaster Diploma or RNZN Command qualification and associated service) is essential.
- Must hold a full Class 1 current driver's licence.

Mātau ā-wheako | Experience

- At least 7 years' experience working in Maritime and Coastal implementation of the Maritime Transport Act 1994 or equivalent
- A minimum of 5 years of experience as Harbourmaster or Deputy Harbourmaster or equivalent.
- A minimum of 5 years of experience and demonstrated knowledge of, and experience in, business and management practices, including operational planning, resource allocation, and coordination of people, projects and resources.
- Experience with ISO, or equivalent management systems.
- A minimum of 5 years of experience in emergency response, incident control or maritime command.
- Proven ability to establish stakeholder relationships and influence leaders at a senior level across government, industry, consultants and communities.
- Proven ability to articulate and deliver maritime services and appropriately manage risks to enable community aspirations while keeping people safe.
- Strong communication and facilitation skills and the ability to navigate robust discussions to achieve mutually agreed outcomes or actions.
- Demonstrated skills and experience in leading and managing others including recruitment, motivating, directing, and developing people.
- Commitment to and an understanding of te ao Māori, awareness of the evolving obligations under the Treaty of Waitangi, together with experience of applying this in a workplace setting.

Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Team Leader level sit beneath each of the following organisational competencies.

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. From time to time the incumbent will be required to accept and carry out other duties.

Band / Grade
7 / 20

Position Code
OPERHAR.025

Last Updated
June 2025

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

Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed:

***Taking action together to shape a thriving and
resilient Canterbury, now and for future generations.
Toitū te marae o Tāne, toitū te marae o Tangaroa, toitū te iwi.***