

# Rivers Delivery Advisor

## 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).

Rivers management exists in an inherently uncertain environment, particularly regarding climate change and central and local government policy, which requires constant innovation for flood protection and responding to flooding events and funding our response.

A more integrated and 'whole of river' approach to rivers management has developed and become common practice. This 'mountains to sea' approach encompasses a variety of values outside of the traditional flood protection model such as Te Tiriti, cultural, biodiversity and recreation values.

Rivers Section programmes and initiatives are wide ranging and considerable work will be required to support section staff in developing solutions to complex strategic and operational issues focusing on providing an adaptable systems approach to work programme delivery.

## Aronga | Purpose

The purpose of this role to provide project delivery support to the Rivers Section to enable integrated operational delivery of various projects and scheme works in an effective and efficient manner in Canterbury.

## Ngā Haepapa | Accountabilities

- Support the Regional Lead-Rivers Delivery and the broader Rivers Section with the delivery of various work programmes, ensuring they are properly planned and executed to meet stakeholder and end user expectations including- reporting, risk and issue management, scheduling, resourcing, as well as a range of administrative tasks.
- Implement delivery of work programmes as directed to meet Rivers Section's strategic and operational objectives.
- Responsible for analysing, interpreting, evaluating and monitoring complex data and information across the work programme, to create and present these succinctly enabling business owners to make informed and strategic decisions, and provide efficient reporting to Rivers leadership team and others as required.
- Coordinate effective implementation of work programmes and initiatives from commencement to completion, actively promoting teamwork and collaboration to effectively achieve desired outcomes.
- Optimise delivery of projects ensuring all deliverables are met including timeframes and budget.
- Contribute to a range of Rivers work and supporting activities including information collation, GIS mapping, production of accurate data and relevant communications content to support delivery of organisational outputs.
- Proactively establish and maintain effective relationships within the Rivers Section and collaborate with other Environment Canterbury Business Units and staff, especially where staff in other units are linked to Rivers.
- Support the implementation of best practice across the Section by assisting in the development of technologies, systems, procedures and processes that deliver best practice environmental and operational outcomes.
- Manage a wide variety of projects and tasks as 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 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 the Regional Lead-Rivers Delivery.

- Work closely with Manager – Rivers, Senior Environmental Advisors, Engineers and all Regional Leaders within the Rivers Section.
- Collaborate and work closely with relevant staff across the organisation, including EPMO, Customer Services, Communications, Finance and other teams as appropriate to obtain guidance on organisation's best practice methodologies, tools and techniques and to contribute to the delivery of programme planning, implementation and reporting.

## Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha /Canterbury and Te Rūnanga o Ngāi Tahu.
- 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.
- Engage with external contractors and consultants, to support and maintain relationships, liaise with external parties and internal teams to ensure the delivery of timely outcomes.
- Engage with external stakeholders involved in the work programme, to support and maintain relationships which ensure sound and regular communications are in place and different communication channels are catered for.
- Maintain contact with landowners and contractors/consultants as required.

## Ngā Herenga Motuhake | Special Conditions

As a regional council, we have a specific requirement to provide a civil defence function for Waitaha. 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.

Additionally, all kaimahi are expected to assist, support and respond, as reasonably required, to any event where the Business Continuity Plan is activated.

Must be available to work any days or hours at times of flood or other natural disaster.

The role may involve travel within the region to attend meetings when required and may include overnight stays.

## 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.

Additional specific delegations may be given by the Chief Executive to the Chief People Officer on people and safety matters from time to time.

## Ngā Āheitanga | Capabilities

### Tohu Mātauranga | Qualifications

- A relevant qualification at degree level and/or practical experience in project management, business, management, or associated engineering/science discipline.
- A current full class 1 drivers licence.

### Mātau ā-wheako | Experience

- A minimum three years' experience in a similar role.
- Experience with coordinating successful project delivery and applying best practice methodologies, tools, techniques and systems.
- Strong communication skills: written, verbal and non-verbal with the ability to engage and create understanding across a diverse range of people including communication with technical and non-technical audiences.
- The ability to develop and maintain strong relationships, engage in a professional and respectful manner, influence, problem solve and remove obstacles, coupled with a high level of business acumen and political awareness.
- Demonstrated ability to work with senior managers and other key stakeholders in a professional and respectful manner.
- Demonstrated ability to think innovatively and identify alternative options.
- The ability to generate and interpret complex data and prepare reports.
- An understanding of what is required to operate in a regulatory or government environment would be advantageous.
- Experience working with a range of programme and project management tools including the MS Suite of applications, Project and Teams, would be advantageous

## Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Technical Lead 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  
5 / 15

Position Code  
OPERMSE.069

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.***