

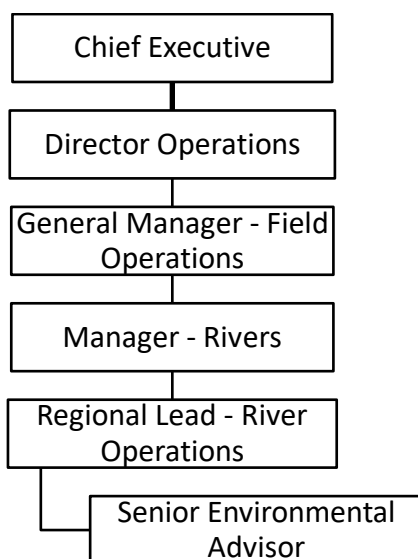
Senior Environmental Advisor



Aronga | Purpose

To ensure river and drainage works are carried out in line with good environmental practice, systems and processes are followed, works are carried out safely and Bylaw Authorities and Resource Consents are complied with.

Nohoanga | Position




Ngā Haepapa | Accountabilities

1. Work across the River Section to ensure Codes of Practice are followed, requirements delivered, environmental best practice is in place and improvements are made where required. Review and/or create Environmental Plans to enable good practice of physical works in river operations.
2. Assist in the work supervision and on-the-job training of staff to use and operate the Codes of Practice, wider Quality and Environmental Management System and support the development of a culture that looks for improvement opportunities.
3. Monitor and ensure compliance with all Resource Consents and other permissions held by the Rivers section and ensure Bylaw Authorities issued are compliant.
4. Undertake analysis, interpret policy and legislation, present options and make recommendations to assist with quality decision making.
5. Manage and build partner and stakeholder relationships internally and externally including engagement with the Canterbury Water Management Strategy.
6. Prepare and coordinate resource consents, other permissions and assist with the issuing of Section Authorities and Permits as required.
7. Provide technical advice internally and externally.
8. Coordinate and champion Health and Safety information, produce safety plans, ensures systems are followed and carry out works audits.
9. Manage specific projects as required.

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Hononga ā-Mahi | Working Relationships

Kai rō Kaunihera | Within the organisation

- Accountable to the Regional Lead - River Operations for delivery of role responsibilities.
- Work closely with, develop and maintain close collaborative relationships with Area Engineers, Area Supervisors, Works Supervisors and wider Depot staff to ensure excellence in the field, that staff are appropriately trained, and that rules and regulations are followed.
- Work closely with Manager Rivers, River Engineers and wider section staff to ensure best practice outcomes and compliance in all aspects of rivers work.
- Collaborate and work closely with Consents, Zone, Resource Management, Property, Parks, Customer Services and other Sections as appropriate to ensure opportunities to work together are identified and timely communication on key activities occurs.

Kai waho i te Kaunihera | Outside the organisation

- Contribute towards our effective, strong and valued relationship with all Papatipu Rūnanga within the 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.
- Maintain regular contact with Fish and Game, Department of Conservation, Local Authorities, NZTA, KiwiRail and other key stakeholders to ensure transparency and early communication of river works and opportunities for collaboration are identified.
- Contact with landowners and Bylaw Authority holders as required to ensure compliance and protection of council owned Assets.
- Contact with contractors and the gravel industry as required to ensure good practice is understood by all engaged in river works and training opportunities are provided as appropriate.

Ngā Herenga Motuhake | Special Conditions

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


Hauora me te Marutau | Health and Safety

Environment Canterbury is proactive in advocating robust Health and Safety practices; we take health, safety and wellbeing very seriously.

So far as it is reasonably practicable you need to ensure the Health and Safety of yourself, your team, contractors and visitors. You must comply with current Health and Safety legislation, regulations and guidelines, organisational policies, procedures and our code of conduct.

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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.

Ngā Āheitanga | Capabilities

Tohu Mātauranga | Qualifications

- A postgraduate degree in natural science or resource management and/or other relevant training or experience
- Current drivers licence

Mātau ā-wheako | Experience

- A minimum of 5 years postgraduate experience
- Ability to engage a diverse range of people including facilitation of community and stakeholder engagement,
- Understanding of Health and Safety requirements and conducting associated audits,
- An understanding of flood protection practices, river environments and the environmental considerations associated with them,
- Experience in problem solving and dispute resolution.
- Able to review and create Environmental Plans that guide good practice for operational works in rivers and drains.
- Competent in the MS Office suite of applications and an aptitude towards specialised systems, databases and platforms.

Ngā Pūkenga Matatau | Core Competencies


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

Customer Focus	Translates complex information and next steps into simple, concise terms that others will understand; uses te reo and knowledge of tikanga to enhance customer interactions.
Business Acumen	Understands the industry and political environment in which the organisation operates and acts with the public interest in mind; understands the goals of Ngāi Tahu.
Achieving Outcomes	Makes timely decisions; takes action to pursue an opportunity, address an issue, or prevent a problem.
Leading Change	Presents logical rationale and recommendations in a manner that clearly links them to critical priorities.
Common Purpose	Builds trusted relationships by demonstrating openness and honesty, behaves consistently, and acts in accordance with professional and organisational guidelines.
Building Capability	Gives timely, specific and appropriate feedback to others; seeks feedback on own performance.

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

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the position and incumbent. However, from time to time the Senior Environmental Advisor will be required to accept and carry out other duties.

Grade 16 **Position Code** OPERMSE.300

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


Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed:

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