

Team Leader – Regulatory Intelligence

Horopaki | Context

Environment Canterbury is the Regional Council for the largest region in New Zealand Aotearoa. We are committed to working 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 future environmental and political context affecting Canterbury means that Environment Canterbury's response to work delivery will need to be adaptive into the future, with regulatory changes, and environmental changes driven by climate change.

Our work/mahi focuses on the delivery of three core services to the Canterbury/Waitaha community: (Environmental Regulation and Protection; Community Preparedness & Response to Natural Hazards and Public Transport) and we are guided by our strategic pou of:

- 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;
- Improving our systems and processes.

Our mahi is also underpinned by our values of Kaitiakitanga/Stewardship, Ponanga/Integrity, Manaakitanga/People First, Whanaungatanga/Collaboration, and Māiatanga/Can Do.

Aronga | Purpose

The purpose of this role is to lead a team in managing compliance work programmes for place-based teams based on organisational strategic priorities and risk; including providing reporting on the compliance system and place-based measures to inform future work.

As a people leader, this role will provide engaging and dynamic leadership to the team, integrating operational and functional alignment to drive high performance and outcomes that ensure quality services are delivered to our communities in accordance 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

The purpose of the role is to lead the team in:

- Designing compliance work programmes based on analysis of risk and complexity to identify work for place-based teams.
- Aligning compliance work programmes to support organisational outcomes and priorities.
- Supporting Catchment Implementation to develop data informed work programmes.

- Reporting on compliance system and place-based measures, including providing analysis to inform future work.

This role will be accountable for:

- Designing compliance work programmes for place-based teams based on organisational strategic priorities and risk.
- Design a reposing framework for work programmes and ensure delivery on required reporting and analysis of operational performance.
- Maintaining lateral relationships across the organisation to support compliance improvement based on the needs of compliance work.
- Provide support for the design and delivery of tools which assist with operational reporting and data management.
- Ensure there is an understanding of the standards of good regulatory practices and that these are reflected in the behaviours of our staff/kaimahi. This includes developing and maintaining any Compliance policy and over-arching guidelines.
- Managing response from Compliance on LGOIMA requests.
- Lead, coach, mentor, and develop direct reports, while supporting them to create a high performing and engaged workforce through:
 - Creating a clear vision, direction, and priorities, harnessing the energy, commitment, and creativity of direct reports to deliver business outcomes.
 - Developing and maintaining strategies, annual plans and work programmes to deliver a fit for purpose function.
 - Encouraging kaimahi to develop their te ao Māori confidence.
 - Taking appropriate and proactive actions to reward and recognise performance and address poor performance or behavioural matters.
 - Maintaining an overview of workload to ensure resources are sufficient to deliver on agreed programmes of work.
 - Ensuring the ongoing development and growth of kaimahi (team members) capability by leading and developing direct reports and their technical expertise through regular performance reviews, coaching and feedback to create a high performing, engaged and aligned culture, seeking advice from the Manager or People and Capability where required.
- Effective management of budgets, monitoring of expenditure, manage contracts and contractors under the appropriate procurement guidelines.

Toitū Te Tiriti |Treaty Partner Excellence

- Pou heart – furthering our journey as a treaty partner of excellence and putting the community of heart of we do.
- Translating strategy, programmes and work in a way the reflects our commitment accountability to connect and deliver in a partnership and Ngai Tahu.
- Demonstrating an openness and courageousness in approach to issues and 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 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.

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

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.

- 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 (our people) and the communities within which we operate.
- Maintain an enquiring mind, undertake own due diligence and knowledge on best practice to ensure a detailed understanding of any risks kaimahi (our people) may face in their mahi (work) and 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

- Accountable to the Manager Compliance, to ensure delivery on the accountabilities of the role.
- Provide leadership to direct reports.
- Form and maintain robust working relationships with leaders in the wider Operations Group as well as the Groups of Science, Strategy and Planning, Communication and Engagement and Finance and Corporate Services who have staff supporting delivery or contributing to associated processes.
- Actively engaging in the function to collaborate with other leaders and kaimahi to ensure alignment of strategy, projects, policies, processes, and systems to deliver the best results.
- Mentoring and developing the capability of direct reports to increase their ability to deliver through others.

- Accountable to champion the work of Tuia Te Herenga across the programmes of work within Compliance.
- Accountable to work with the Te Pou Whakahāngai to be a Treaty partner of excellence.

Kai waho i te Kaunihera | Outside the organisation

- Support positive working relationships, including regular connection and collaboration with Ngā Rūnanga, in relation to the delivery of work in Compliance.
- Developing and leveraging relationships with key people and organisations throughout Waitaha/Canterbury to ensure industry alignment, connection with the community and leadership of shared opportunities to achieve Environment Canterbury's strategic outcomes for biodiversity and biosecurity.
- 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.

Ngā Herenga Motuhake | Special Conditions

- As required, the role involves travel within the region and beyond to attend meetings 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.

Ngā Āheitanga | Capabilities

Tohu Mātauranga | Qualifications

- Tertiary qualification (Bachelor's degree preferred) related to regional council regulatory or environmental functions (e.g., Science, Environmental Management, Environmental Policy, Natural Resources etc.) or other qualification with experience outlined below.

Mātau ā-wheako | Experience

- A minimum of 5 years' experience in a team or project leader role with demonstrated skills in people leadership, development and management, project management and collaboration.
- Demonstrated experience in leading teams over the scope of operational planning, resource allocation, and coordination of people and resources.
- Understanding of the workings and application of Long term and Annual plans and associated guidance and requirements in a regional government setting.
- Experience in budget and financial management and reporting.

- Demonstrable experience in business system or process design, improvement and implementation.
- Experience in facilitating and contributing to diverse groups to reach conclusions by working collaboratively and influencing appropriately.
- Proficient across the Microsoft Suite of applications and a strong aptitude towards specialised systems, databases, and applications.

Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Team Leader level sit beneath each of the following organisational competencies. To identify the competency expectations at this level view the competency framework in the People and Capability Kete.

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 Team Leader – Compliance will be required to accept and carry out other duties.

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