

Team Leader – Risk Reduction and Resilience

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 purpose of this role To lead the Emergency Management Canterbury Risk Reduction and Resilience team, and to ensure the effective development and delivery of the Emergency Management Canterbury and Canterbury CDEM Group work programmes that focus on resilience, engagement, and risk reduction and readiness.

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

Resilience and Risk Reduction:

- Lead the development and implementation of initiatives focused on enhancing the Canterbury CDEM Group's readiness, response, recovery, and reduction efforts.
- Lead resilience preparedness and planning to develop community and regional based resilience and education programmes, this includes leading reduction initiatives.
- Oversea Regional Emergency Management Office strategic communications and engagement internally and externally
- Lead the CDEM Group in understanding current, new, and emerging Policy, Science and Technology
- Lead addressing emerging emergency management resilience risks and challenges facing the region.
- Ensuring that the resources for programme delivery are appropriately managed
- Promote a culture of resilience and preparedness within the CDEM Group.

Capability Development:

- Mentor, coach, and advise CDEM Group members, partner agencies, and stakeholders.
- Support the development of emergency management capabilities within the region.
- Contribute to the development of national, regional, and local policies and strategies related to emergency management.

Emergency Management

- Advocate and promote best practice in emergency management, influencing and educating CDEM stakeholders.
- Lead and coordinate the development of multi-agency emergency management projects and programmes that are current, effective and relevant.
- Support the development of emergency management capability and competency in Canterbury through mentoring, coaching and advising CDEM Group members, partner agencies and stakeholders.

- Contribute as a subject matter expert to the development of national, regional, and local policy and strategy to develop best practice and national standards across risk reduction, readiness, response and recovery.
- Fulfil a senior response role in the Canterbury CDEM Group Emergency Coordination Centre ensuring a coordinated and collaborative response to an emergency in Canterbury and supporting other CDEM Groups as and when required

Leadership and Management

- 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 (team members) 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 capability by leading and developing direct reports through regular performance reviews, coaching and feedback; creating a high performing, engaged and aligned culture, seeking advice from your manager or People and Capability where 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. 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

- Accountable to Regional Manager/Group Controller
- All CDEM staff (permanent and casual)
- The Operations Group and the Hazard section in particular
- The wider Environment Canterbury team including P&C, Policy and Strategy teams

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.
- Liaise with key people in partner organisations throughout the region, (Territorial Authorities, Police, FENZ and St John) industry and in central government agencies to stay abreast of best practice and collaborative opportunities.

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.

Therefore, employment in this role is subject to a satisfactory Police Vetting check at time of hiring and every three years thereafter.

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 emergency response in other Coordination Centres.

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 tertiary qualification (Bachelor preferred) in Emergency Management
- A tertiary qualification (or similar) in a relevant field eg Business, Commerce, Law, Project Management
- Current full drivers licence with clean driving record ability to drive vehicles manual or automatic transmission.

Mātau ā-wheako | Experience

- 7 years' experience in Emergency Management, with particular strengths in community engagement and communications
- Proven ability to manage, motivate and mentor a broad team
- Emergency Management, experience with particular strengths gaining support and action delivery
- A proven ability to proactively develop, foster and maintain excellent working relationships at all levels.
- Demonstrated experience in budgeting, tracking and reporting on financial requirements
- Experience in collaboration and delivery of communications in a variety of mediums to different

groups

- Ability to work independently but also be a key player and contributor in the wider CDEM TeamNgā 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 / 18 (indicative)

Position Code
OPERCIV.068

Last Updated
September 2025

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

Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed: