

Team Leader Strategy & Planning Group

Horopaki | Context

Kaunihera Taiao ki Waitaha/Environment Canterbury is the Regional Council for the largest region in Aotearoa/New Zealand. 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 Waitaha/Canterbury means that Kaunihera Taiao ki Waitaha/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 mahi/work focuses on the delivery of three core services to the Waitaha/Canterbury community: (Environmental Regulation and Protection; Community Preparedness and Response to 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;
- Removing pain for our people (and customers) by improving our systems and processes.

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

Aronga | Purpose

To provide technical, people and project leadership within the Strategy and Planning Group, leading a team and the development and delivery of relevant work programmes.

This role is a people leader who must embrace an organisational perspective and approach. This includes taking into account organisation-wide interests and impacts when planning activities and expenditure, collaborating with colleagues and staff to build a great culture, and making sound business decisions.

As a people leader, this role will provide engaging and dynamic leadership, 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.

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now and for future generations.*

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Ngā Haepapa | Accountabilities

- Lead the team to develop and deliver work programmes aligned to organisational outcomes in an integrated, effective, coherent and cost effective way.
- Contribute to the team's day-to-day technical work (the amount of time required for this will vary depending on the requirements and composition of the team being led).
- Ensure that Strategy and Planning Group leaders, other Senior Leaders, Directors, and colleagues receive timely and focused information.
- Cultivate relationships across the organisation at multiple levels to support the delivery of organisational priorities through the work programme.
- Work collectively and collaboratively with Team Leader peers within Strategy & Planning and across the organisation to enable effective delivery of information, improve processes, encourage shared management of resources, and develop culture leadership.
- Manage and develop staff, balancing individual needs with team requirements, to create a high performing team that delivers outcomes effectively and efficiently.
- Develop team engagement through embedding the organisational vision and purpose, values, supporting professional development and setting clear performance objectives.
- Manage team work load, recruitment and budgets, working with your manager to address any resourcing issues/priorities.
- To contribute to the development of cross-organisational initiatives (such as business plans, health & safety plans).
- 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/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 manager or People and Capability where required.

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Toitū Te Tiriti | Treaty Partner Excellence

- Deliver outcomes that underpin and give effect to the achievement of 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 so these can be considered in mahi programme development and prioritisation.
- Demonstrate 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 rohe/Canterbury region 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.
- 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

Kaunihera Taiao ki Waitaha/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/team members 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/team members 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/team members, 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.

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- 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 Senior Strategy Manager - to deliver on organisational priorities and objectives to achieve Environment Canterbury's strategic outcomes.
- Operate as an active member within the Strategy and Planning Group people management team with other Team Leaders and Senior Strategy/Planning Managers.
- Principal Advisor Portfolio Management – work collaboratively to ensure effective delivery of projects and programmes within the relevant portfolio(s).
- Provide support and guidance to team members and the wider Strategy and Planning Group as required to facilitate cross skilling, sharing of ideas, information and resources.

Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within the Waitaha rohe/Canterbury region and Te Rūnanga o Ngāi Tahu.
- 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.
- Liaise with key people in partner organisations throughout the region and in central government to enable alignment and leadership of shared opportunities.
- Engage contractors and providers to deliver specialist elements supporting the organisation's priorities and strategic outcomes.

Ngā Herenga Motuhake | Special Conditions

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

As a regional council, Kaunihera Taiao ki Waitaha/Environment Canterbury has special requirement to provide a civil defence function for Waitaha/Canterbury. Any kaimahi/staff employed by Kaunihera Taiao ki Waitaha/Environment Canterbury will be required to be available to assist, support or be associated, as reasonably required, with an emergency under Civil Defence or any exercise that might be organised in relation to this council function.

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

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 relevant university qualification is essential, supported by a post-graduate qualification or other relevant technical training.

Mātau ā-wheako | Experience

- Recent experience working within a high level public or private sector strategic programme management, planning or equivalent role or position is required.
- At least five years' experience working in a relevant professional field, which has included leadership in strategy and/or programme development and delivery.
- Experience in successfully leading a team to achieve agreed deliverables in parallel with developing team culture and individual team member development.

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 P&C 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.

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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 Strategy & Planning Group will be required to accept and carry out other duties.

Band / Grade

7

Position Code

PORT.001

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

Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed:

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