

Wilding Conifer Delivery Lead

Horopaki | Context

Kaunihera Taiao ki Waitaha (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

To work as part of a team ensuring the effective delivery of the National Wilding Conifer Programme of Work within the Canterbury / Waitaha region through the development of strategic operational plans, fostering effective relationships, communication and engagement of stakeholders, management of contractors and, where appropriate, acting on behalf of Canterbury Regional Council on programme delivery matters.

As a contract manager, 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, making sound business decisions and taking ownership of leading and managing our contractors.

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Ngā Haepapa | Accountabilities

1. Actively participate in the National Operational Advisory Group. Act as the voice for Canterbury through this platform on matters associated with wilding conifer.
2. Provide specialist technical leadership through programme oversight, implementation and regional delivery. Monitor and mitigate risks and issues that may impact on successful delivery of the National Wilding Conifer Programme (NWCP) operations, ensuring best practice is applied and all legal requirements are met.
3. Manage contracts/contractors fairly under the appropriate procurement guidelines in order to protect contractors, stakeholders and the organisation, including negotiation of services and contracts, maximising cost benefits to council and measuring contractor performance against contract deliverables.
4. Undertake Health & Safety ensuring all required information relating to H&S procedures is shared and understood by staff, contractors and stakeholders. Ensure processes, checks and audits are in place and followed up as required. Always reiterate that health and safety is the primary consideration on any operation involving the NWCP.
5. Develop, maintain and manage all partners relationships in this collaborative programme through effective communication and engagement including meeting the requirement of all funding and relationship agreements, listening and considering all views, encouraging and incorporating opportunities that reinforce relationships where there is benefit to the overall operational success of the programme long term.
6. Ensure communications and enquiries are managed in a timely and professional manner and where required or necessary to achieve operational goals, enforce the Canterbury Regional Pest Management Plan (CRPMP) rules relating to wilding conifer.
7. Undertake reporting including progress reports of the wilding conifer programme. Provide regular fit for purpose updates for those required audiences including Governance, ECan Councillors, stakeholders and community interest groups.
8. Act as the media spokesperson on technical matters and programme progress for the Canterbury Region, including providing updates or material to ECan Communications and Engagement staff 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.

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- 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 fellow 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 including but not limited to understanding Environment Canterbury's Critical Risks and associated Controls.
- 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.
- Ensure methods are in place for 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

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- Accountable to Team Leader – Partnership Programmes (Biodiversity & Biosecurity) for carrying out the duties and responsibilities of this role and report on individual progress.
- As required communicate with the Manager Biodiversity and Biosecurity ensuring a transparent programme of works.
- Regular and as required reporting to Biodiversity and Biosecurity Leadership to ensure our leaders are fully informed as appropriate.
- Regular engagement with support services including finance, communications and engagement, data services and administration services
- **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.
 - Frequent engagement with the National Programme Team, Ministry of Primary Industries, Other Regional Councils, DOC & LINZ to ensure effective partnership and delivery of the wilding conifer programme objectives.
 - Close and frequent liaison with contractors, consultants and suppliers to ensure effective delivery of programme objectives.
 - Frequent engagement with landowners/occupiers in progressing the delivery and achievement of programme objectives.
 - As required, professionally engage with community groups to facilitate the provision of timely support.
 - Regular consultation, engagement and support to relevant industry groups to achieve Councils objectives and partner to deliver programmes when it is mutually desirable to do so.
 - Where beneficial, consult with research institutions, technical or legal professionals to ensure the programme is delivered to current best practice.

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.

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.

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Ngā Āheitanga | Capabilities

Tohu Mātauranga | Qualifications

- Bachelors/Masters qualification or greater in forestry or similar area.
- A project management related diploma or degree.
- A full drivers licence is required to be held and maintained throughout the duration of this position.

Mātau ā-wheako | Experience

- A minimum of five years practical experience in managing pest control and/or related regulations
- Proven experience in project management and contract/contractor Management including contract negotiations, monitoring, reporting and assessing contractor performance and related budgets, implementation and monitoring Health and Safety practices.
- Expertise and successful experience influencing and engaging a wide range of people to facilitate achievement of programme outcomes.
- The demonstrated ability to communicate clearly and concisely in spoken and written English.
- Proficient in the Microsoft Suite of applications and an aptitude to specialised systems, databases and procedures.
- Experience in effective community engagement and communication with a diverse range of people from a wide variety of backgrounds.

Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Technical 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.

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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

Position Code

OPERFDS.026

Last Updated

April 2025

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

Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed:

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