

Climate Change Coordinator

Purpose | Te arotahi mātua

The Climate Change Coordinator is responsible for coordinating the delivery of Taranaki Regional Council's climate change work programme. A changing climate will have far-reaching impacts on Taranaki Communities and effect almost all of Council's activities. Responding to these challenges requires a regionally cohesive and strategic programme of action.

The role will lead the development and delivery of the Council's climate change programme. It will also provide high-quality advice and guidance to all levels of the organisation to empower the integration of climate change considerations across the Council.

The role will have a strong focus on working with stakeholders to drive regional action on climate change adaptation. This will require working closely with the region's district councils, iwi and hapū, and communities to support our collective climate change efforts.

Role dimensions | Te ahū mahi

Responsible to: Strategy Lead
Responsible for: Nil
Primary location: Stratford, although travel throughout the region will be required as part of your daily duties

Organisational context | Te horopaki whakahaere



Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only. Performance measures for this job will need further discussion between the job holder and People Leader / Manager as part of the performance development process.

Regional Climate Action

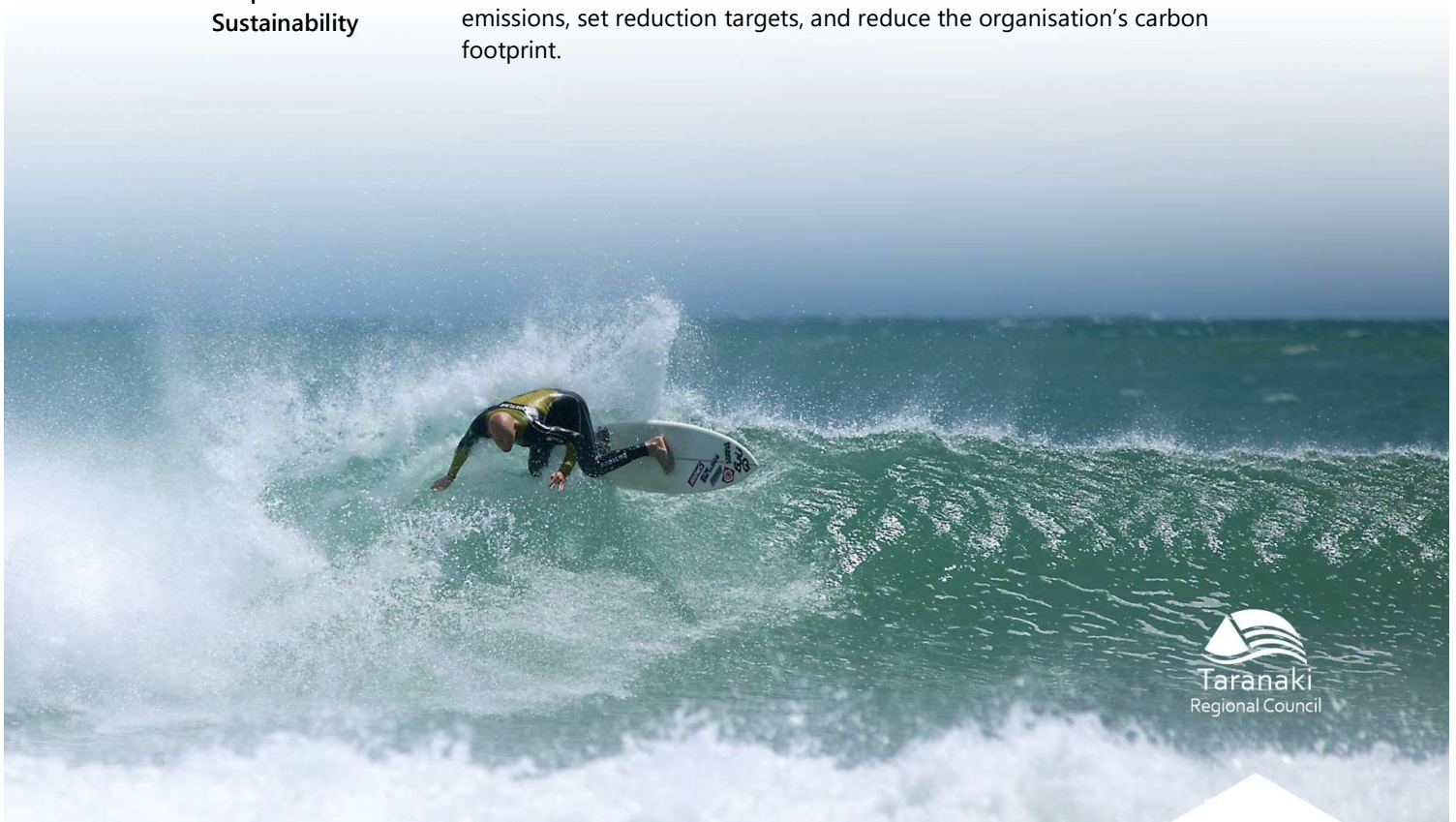
- Lead the development, implementation and evaluation of the Council's climate change strategy.
- Work with communities, district councils and iwi/hapū to coordinate Taranaki's collective response to climate change adaptation and mitigation.
- Develop and implement an efficient and effective climate change work programme.
- Provide support across the organisation to ensure climate change considerations are integrated across functions.
- Engage nationally, regionally and locally to advocate for Taranaki's interests regarding climate change.

Technical Advice and Research

- Provide high-quality advice, reports and recommendations to the Executive Leadership Team and elected members.
- Develop and maintain the Council's knowledge and capacity on climate change and related issues.
- Act as the key point of contact for climate change-related inquiries, liaising with other staff as required.
- Support, and plan for, climate change science, research and evidence base across the region, including in coordination with the region's district councils.

Corporate Sustainability

- Support the Corporate Services Directorate to report on carbon emissions, set reduction targets, and reduce the organisation's carbon footprint.



**Financial
Delivery**

- Undertake the commissioning and coordination, including contract management where relevant, of climate change science and research.
- Identify resources needed to reach objectives and manage resources in an effective and efficient manner.
- Meet reporting objectives as required by the Council's systems and processes.

Other Duties

- Contribute to the flexibility, agility and adaptability of your team and the wider organisation, by undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.
- Identify, in conjunction with your manager, areas for both personal and professional development, in line with your career development plan.
- Champion, support, implement and adhere to health and safety policies and procedures.
- Promote a safe and environmentally sound working environment and a culture of safe and responsible behaviours and attitudes.





Organisational areas of responsibility | Ngā wāhanga whakahaere

- **Be a team player** – Contribute to the greater team and organisational goals by completing projects and tasks in an efficient and effective manner, including any additional activities as directed by your People Leader.
- **Be flexible and adaptable** – Flexible work arrangements meet the needs of our customers, the Council and the individual and may include the need to work outside normal office hours from time-to-time.
- **Look after yourself and others** – Work within the Council’s health and safety systems, policies and procedures at all times to limit risk and keep yourself and those around you safe.
- **Work with integrity** – Maintain high professional and ethical standards that align with relevant legislation, Council policies and our values.
- **Develop yourself and others** – Proactively seek out opportunities for your own professional development and work alongside others to develop them, including actively taking part in Our TRC.
- **Be culturally aware** – Show appreciation and understanding of Māori culture and values and put these into practice in your work.
- **Be an agent for change** – Always be on the lookout for ways to do things better, faster or smarter and be an active participant in the continuous improvement culture.
- **Be digitally savvy** – Understand and be competent in the use of digital technologies relevant to your role, including processing and storage of Council information in line with relevant policies.
- **Emergency planning and response** – Where required, participate in emergency management training exercises and support Council during an emergency management response, having due regard to the safety of your family.
- **Live our values** - Be aware of and demonstrate our values in ways that support inclusivity in every aspect of our work.

Delegations of authority | Te tuku mana

Delegations for all roles are set out in the **Taranaki Regional Council Delegations Manual** as appropriate.

Personal specifications | Ngā whakaritenga whaiaro

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|-----------------------|---|
| Qualifications | <ul style="list-style-type: none">• A Bachelor's degree in science, policy, environmental management, or a field that is relevant to the specialisation of this role. |
| Experience | <ul style="list-style-type: none">• At least five years' experience working on climate change issues or in a similar field, such as environmental policy or hazard management.• Experience building and maintaining effective relationships and gaining the cooperation of a wide range of internal and external stakeholders.• Experience leading programmes and projects.• Experience working in or with local government in New Zealand is desirable. |
| Skills | <ul style="list-style-type: none">• Taranaki Regional Council has a skills pathway framework enabling people to plan their development and grow their skills. The core skills required for this position are aligned with He Pukenga Ara Skills Pathway, and a summary table is included in Appendix 1. Excellent verbal, written, interpersonal and negotiation skills with the ability to influence and use discretion in a complex project and political environment.• Excellent verbal, written, interpersonal and negotiation skills with the ability to influence and use discretion in a complex project and political environment.• Ability to think strategically and take a Council-wide perspective, understanding the impacts of activities and programmes on the wider Council and community.• Ability to develop and maintain a rapport and relationships between central government, district councils, local iwi/hapū, stakeholders and Council.• Highly developed problem solving and lateral thinking skills and the ability to take a collaborative approach to solve project issues, develop solutions and implement process improvements.• Strong organisation and time management skills with an ability to multi-task, delivering complete solutions within agreed timeframes. |
| Knowledge | <ul style="list-style-type: none">• Comprehensive knowledge of climate change mitigation and adaptation issues.• Working knowledge and understanding of climate science.• Working knowledge of relevant legislation, policy and plans in relation to climate change including the Climate Change Response Act (and |

**Personal
attributes**

Zero Carbon Amendment Act), National Adaptation Plan and New Zealand Emissions Trading Scheme.

- Awareness and understanding with kaupapa Māori, tikanga, and te reo Māori.
- Awareness and understanding of Treaty of Waitangi obligations
- **Collaborative** – can connect with others, listens, reads people and situations, communicates tactfully.
- **Goal orientated** – shows commitment and ambition.
- **Strategic thinker** – ability to think analytically and critically, with the big picture in mind.
- **Integrity** – leads with purpose and inclusiveness.
- **Resilience** – displays resilience, maintains composure.
- **Self-aware and agile** – able to receive feedback on own performance, can self-assess, adapts approach, and commit to own growth and development.



Functional relationships | Te whanaungatanga mahi

Build, maintain and role model meaningful effective and sustainable relationships with;

Internal

- Executive Leadership Team.
- Taranaki Regional Council councillors.
- Taranaki Regional Council staff across all directorates.

External

- Local authorities.
- Iwi and hapū.
- Other key stakeholders including central government agencies, sector groups and the wider community.

Changes to job description | Ngā huringa ki ngā whakaahuatanga mahi

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.



Our key messages | Ko ā mātou kōrero mātua

Taranaki Regional Council works with the Taranaki community:



Improving lifestyles
Supporting livelihoods
Taking Taranaki forward

Our mission | Tō tātou mihana

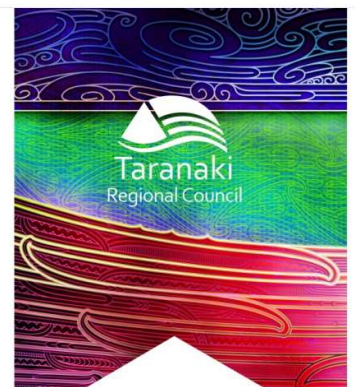
To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources.
- Safeguarding Taranaki's people and resources from natural and other hazards.
- Promoting and providing for significant services, amenities and infrastructure.
- Representing Taranaki's interests and contributions to the regional, national and international community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

Our values | Tō tātou whanonga pono

- **Integrity** | We do what is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence, embracing change as an opportunity for innovation.



Our health and safety | Tō tātou Hauora me te haumaru

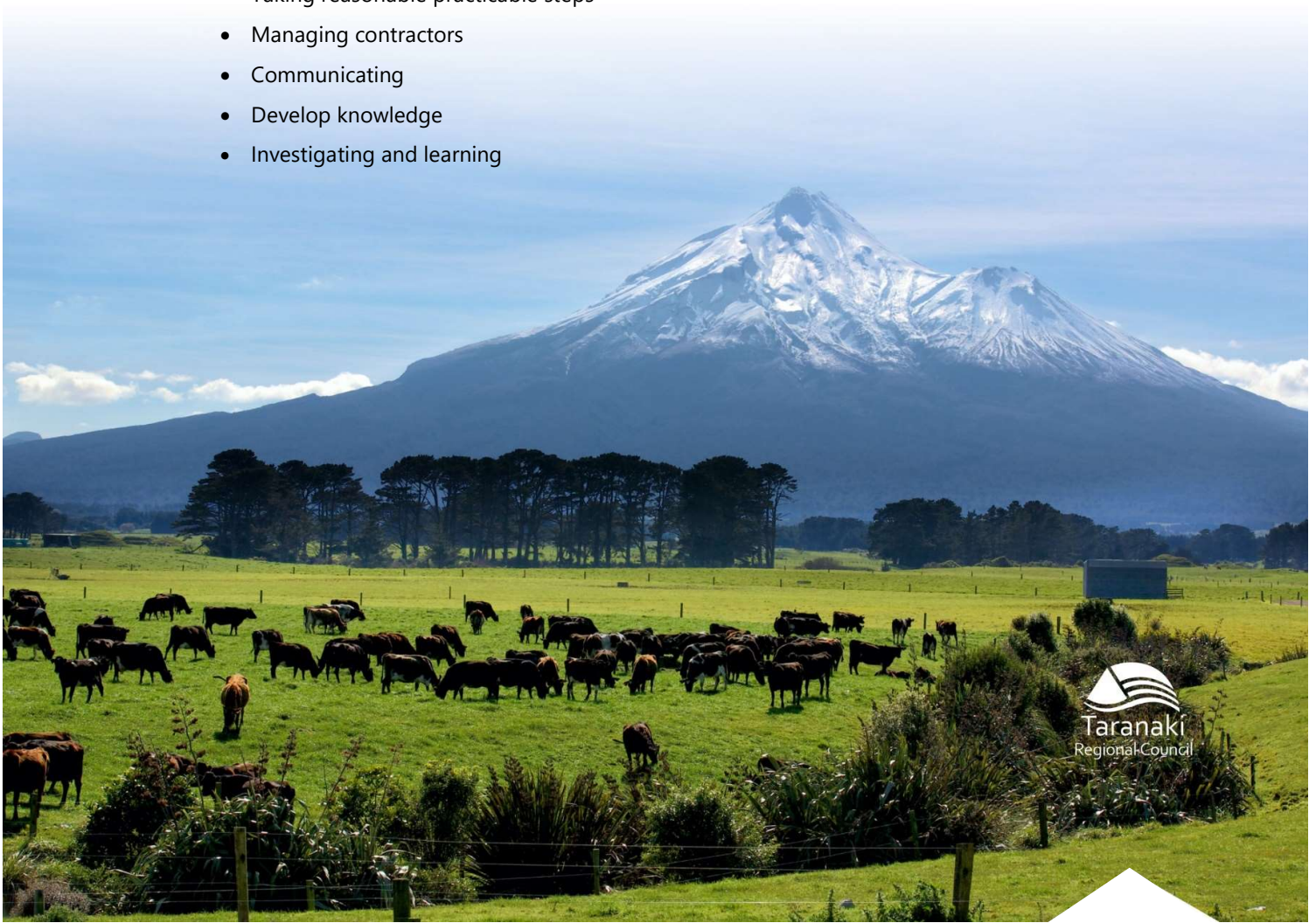
The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

There are two key points to health and safety:

- 1 The safety of our people and the communities in which we operate always comes first.
- 2 We are all empowered and expected to challenge any unsafe situation at work.

We will achieve these by:

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning



He Pūkenga Ara Skills Pathway

Skill Area	Capabilities
Service Delivery	<ul style="list-style-type: none"> • Service Standards • Customer Service • Judgement and Decisions
Organisational Impact	<ul style="list-style-type: none"> • Aligns Work • Collaborates • Assesses Impact and Value • Promotes Change
Self-Awareness	<ul style="list-style-type: none"> • Knows Self • Develops Self and Others • Builds Trust
Communicates Effectively	<ul style="list-style-type: none"> • Clear Messages • Adapts Style • Tact and Diplomacy
Digital Technology	<ul style="list-style-type: none"> • Systems Knowledge • Works Efficiently • Data Management
Wellness and Risk	<ul style="list-style-type: none"> • Policies and Procedures • Manages Risks • Proactive Wellbeing • Site Safety
Cultural Awareness	<ul style="list-style-type: none"> • Reo • Tikanga • Whakawhanaungatanga • Local context • Mātauranga Māori • Regulatory Environment