

Team Leader Technical Support

Purpose | Te arotahi mātua

The Team Leader Technical Support leads a team of technical officers to deliver a range of environmental monitoring activities to support the delivery of state of environment and compliance monitoring and reporting programmes, and science research and investigations.

The role encompasses the delivery of a range of field monitoring activities undertaken by the Technical Support team, including compliance monitoring inspections and monitoring of air quality, land and soils, surface and groundwater, freshwater biology, coastal and marine environments. A key aspect of this role is working alongside the Environment Quality Team Leaders and the Laboratory Services Co-ordinator to develop and implement national environmental monitoring standards and standard operating procedures.

The Team Leader Technical Support will:

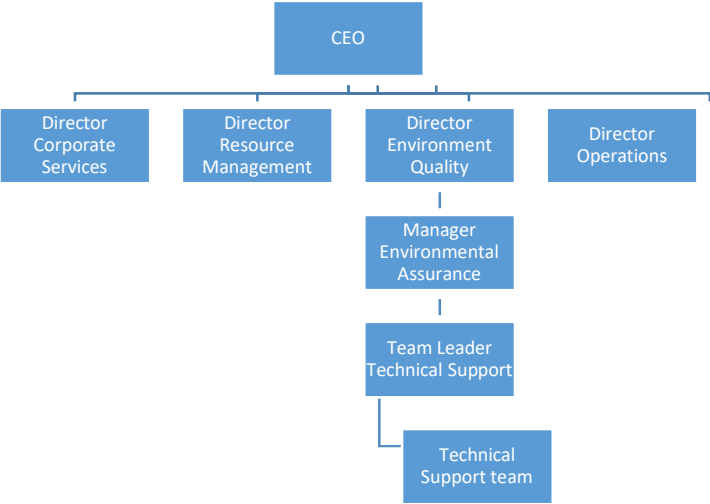
- Lead and coordinate the Technical Support team, managing performance, setting clear expectations, and providing mentoring and development opportunities.
- Contribute to the strategic leadership and direction of the Environmental Assurance team and implementation of the Taranaki Regional Council's strategic and operational plans.

The role encompasses engagement with iwi/hapū, the science community, and a range of internal and external stakeholders to drive improvement in environmental monitoring and reporting. Effectively communicating complex science to a range of audiences is a key aspect of this role.

The Taranaki Regional Council has a leadership and staff development programme (Our TRC). This role will have an excellent understanding of the programme and will be committed to its implementation at both an individual and organisational level.

Responsible to: Environmental Assurance Manager
Responsible for: Technical Support team
Primary location: Stratford

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.

People leadership

- As an organisational leader role model visible, inclusive leadership embodying Taranaki Regional Council values in your own approach.
- Provide leadership, support, coaching and mentoring of "peers" to achieve agreed outcomes, and grow and develop in their roles.
- Maintain a high standard of support and proactively assess team resources and/or reallocate workloads as necessary.
- Provide appropriate development, induction and internal training opportunities to direct reports.
- Create a team environment that fosters and develops effective working relationships and high performance based on Taranaki Regional Council values.
- Ensure all team members use their leave entitlements reasonably and promote a positive work-life balance.
- Seek support and advice (i.e. from People and Wellness and/or senior management) as required, to ensure staff issues are resolved quickly, appropriately and effectively.
- Communicate organisational goals and aspirations, bringing clarity to the way forward particularly during times of change and uncertainty.

Strategy

- Contribute to the development and implementation of the Environmental Quality group Strategy and Roadmap ensuring the Taranaki Regional Council is well-positioned for the future.
- Contribute to strategy and policy development across the Environment Quality and other Taranaki Regional Council activities as required.
- Provide high quality advice, reports and recommendations to the Executive Leadership Team and Elected Members.
- Translate strategic direction into day to day activities.

Māori relationships

- Work effectively with tangata whenua and Māori in relation to the work of the Environment Quality Group and support the delivery of Taranaki Regional Council strategic priorities.
- Maintain an understanding of the relationships, and work that Taranaki Regional Council has underway, with tangata whenua and Māori groups across the region.

Stakeholder engagement

- Consult and collaborate with a diverse range of external and internal stakeholders to deliver the strategic goals of the Technical Support team and wider Taranaki Regional Council.
- Develop and maintain professional networks across all relevant sectors, identifying opportunities to leverage or collaborate on projects that may benefit the Taranaki Regional Council.
- Represent the Taranaki Regional Council in relevant national forums e.g. workshops, SIG groups, conferences etc.

Financial management and reporting

- Accountable and responsible for managing a budget as set out in the Taranaki Regional Council Delegations Manual.
- Assist in the preparation of Technical Support team budgets and subsequent financial management, including implementation, and reporting of performance.

Health and safety

- Take all practicable steps to ensure a safe and healthy workplace by promoting, implementing and supporting appropriate health and safety practices.
- Ensure the Technical Support team are adequately trained in respect of their health and safety in the workplace and their work responsibilities.
- Monitor the risks and develop appropriate mitigation strategies for identified health and safety risks identified in the Technical Support team.

Training and competency

- In partnership with the Environment Quality leadership team, develop and maintain a training and competency matrix for new and existing staff.
- Develop and maintain professional networks across all relevant sectors, identifying opportunities to leverage or collaborate on projects that may benefit the Taranaki Regional Council.

Technical Support

- Lead and co-ordinate the delivery of field monitoring for a range of state of environment and compliance monitoring activities including research and investigations, ensuring work programmes are aligned with the goals of the Environment Quality group.
- Work with the science and technology and environmental assurance teams to prioritise, plan, schedule and co-ordinate field monitoring activities, ensuring they are delivered with agreed timeframes and budgets.
- Assist the Manager – Environmental Assurance in developing yearly work programmes, goals, KPI's, financial management and assessing the effectiveness of the work programmes.
- Identify and communicate opportunities for improvement in environmental monitoring and reporting.

Technical advice

- Provide scientific expertise and support in the form of specialist advice and evaluation of:
 1. Monitoring programme design and development for resource consent and other resource management activities.
 2. Consent applications.
 3. Regional policy development.
 4. Hearing and court evidence, as agreed with the Director – Environmental Quality.
- Provide Taranaki Regional Council and senior leadership with advice and guidance around best practice and emerging methodologies/technologies in science, technology and environmental monitoring and reporting.
- Identify and communicate opportunities for improvement in environmental monitoring and reporting.

RMA advice

- Provide guidance to resource users and the public on matters of environmental management.
- Foster constructive relationships with external partners and parties who are involved and affected, including iwi/hapū, land owners and resource users, and community members.

Science standard

- Identify data gaps or opportunities to improve the Taranaki Regional Council's data and information, and insights and understanding of environmental processes within the region, and work with the Manager Environmental Assurance and Manager Science and Technology to develop work programmes and investigations to address these.
- Ensure that systems, processes and equipment are used in accordance with requirements set out in any applicable standards for which the Taranaki Regional Council has attained, or is working towards achieving accreditation.

Quality Assurance

- Support the delivery of products and/or services on behalf of the Taranaki Regional Council that meet the required high standard of quality. This includes:
 1. Ensuring that work is fit for purpose to meet all internal and external monitoring and reporting obligations.
 2. Continually ensuring that work conforms to the requirements of any applicable standards for which the Taranaki Regional Council has attained or is working towards achieving accreditation.
- Documentation, maintenance of and adherence to procedures for quality assurance as required and assigned.

Emergency management and civil defence

- Contribute to the emergency management responsibilities and functions of the Taranaki Regional Council under the Civil Defence and Emergency Management Act as required.
- Provide technical and scientific support to other sections of the Taranaki Regional Council in case of incidents and emergencies including but not limited to flood monitoring and response, pollution investigations and to oil spill response.

Deputise

- Deputise and/or act in the capacity of Environmental Assurance Manager in his/her absence or as directed by the Chief Executive

Special requirements

- Must be able to undertake the physical requirements of the position.
- May be required to work with hazardous and toxic materials.
- Safety procedures must be adhered to in accordance with the Taranaki Regional Council's Policies and Procedures.
- Current drivers licence.





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 environmental science or a field that is relevant to the specialisation of this role is required.• Preferably a post graduate qualification in chemistry, biology, earth science or a relevant science discipline. |
| Experience | <ul style="list-style-type: none">• At least five years' experience in environmental and/or compliance monitoring and reporting is required preferably in a local government environment.• Preferably at least two years' management experience or be able to demonstrate leadership capabilities in a related role.• Have technical and practical proficiency and competency relevant to this role's specialisation.• Experience in a supervisory capacity, with sound leadership and motivational skills.• Experience with building and maintaining effective relationships and gaining the cooperation of a wide range of internal and external stakeholders.• Experience working in isolation, and in and around streams and large rivers and coastal and marine environments, in remote locations. |
| Skills | <ul style="list-style-type: none">• Demonstrable leadership capability, including the ability to motivate and sustain high performing teams including during periods of change and uncertainty.• Ability to think strategically and take a council-wide perspective.• Excellent verbal, written and interpersonal communication skills with an ability to influence.• Strong organisation and time management skills with an ability to multi-task, delivering complete solutions within agreed timeframes.• Critical thinking skills applied to complex and varied business problems.• Able to quickly build and maintain trust, and influence and negotiate to achieve positive outcomes.• Able to resolve conflict in a positive and productive way.• Excellent programme and project management skills.• Strict attention to quality control, data management and accurate record keeping.• Able to quickly grasp new processes and technologies.• Ability to work within legislative, accreditation and Taranaki Regional Council policy requirements.• Health and safety practices for field work. |
| Knowledge | <ul style="list-style-type: none">• Working knowledge of tikanga Māori and Te Reo.• Working knowledge of the Resource Management Act 1991, national policy statements, regulations and standards, and other relevant legislation.• Advanced knowledge of environmental monitoring techniques, data analysis and technical report writing.• Advanced knowledge of National Environmental Monitoring Standards and other relevant monitoring procedures and protocols. |

**Personal
attributes**

- **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.
- Excellent judgement and initiative, able to make decisions.
- Open-minded, practical problem solver.
- Good level of fitness and eyesight.



Functional relationships | Te whanaungatanga mahi

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

- Internal**
 - All Taranaki Regional Council staff
 - Scientists, technical officers and staff across the Environment Quality group
 - Regulatory Services group
- External**
 - Other regional and local authority staff
 - Resource consent applicants, holders and their consultants
 - General public, iwi/hapū and special interest groups

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 mīhana

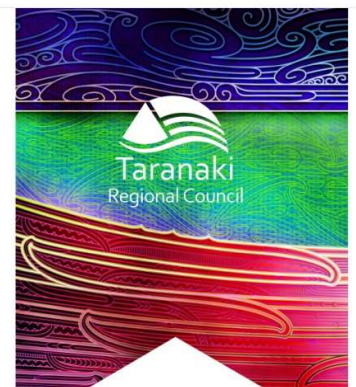
To work for a thriving and prosperous Taranaki by:

- 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 it 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

