

Job Specification

POSITION DESCRIPTION

Position: GROUP MANAGER - Environment and Community Protection

Responsible to: Chief Executive

Responsible for: Manager Resource Management
Manager Building Control
Manager Environmental Health
Manager Area Offices
Manager District Libraries
Manager Emergency Management
Principal Officer Southern Rural Fire

Primary Purpose: To lead Council's regulatory services so as to ensure the safety and well-being of current and future residents to Southland. To oversee the shared services of Civil Defence and Rural Fire so as to ensure we meet our statutory obligations under the legislation. To ensure the District Libraries and Area Offices provide excellent service to meet the needs of the community.

To act as Civil Defence Controller of the Southland District Council area in the event of a civil defence emergency.

Functional Relationships with:

Councillors and Community Board Members
Government Departments and Agencies
Council Executive Staff
Professional Organisations
Residents, Ratepayers and General Public
Consultants
Emergency Services

KEY RESPONSIBILITIES	PERFORMANCE STANDARDS
<p>1. <u>Strategic Management</u> To effectively and economically manage Council's Regulatory Services activities</p>	<ul style="list-style-type: none"> • Ensure that strategic documents and initiatives are developed and implemented. • Regularly review strategic outcomes in conjunction with the appropriate Section Manager. • Oversee the planning process for the development of changes to the Southland District Resource Management Plan and when appropriate the Second Generation Resource Management Plan. • Facilitate regular planning sessions with various Section Managers. • Promote, research, develop and contribute to the development and review of Council policy as required.
<p>2. <u>Shared Services</u> To ensure that our shared services of Rural Fire and Emergency Management are efficiently delivered.</p>	<ul style="list-style-type: none"> • Provide leadership and direction so as to ensure that communities' expectations and legal responsibilities are met.
<p>3. <u>Stakeholder Liaison</u> To maintain an effective liaison with all stakeholder groups.</p>	<ul style="list-style-type: none"> • Develop and maintain positive communication with the public, Community Board members, Councillors, Emergency Management Services and all staff. • Develop and provide educational opportunities for stakeholders regarding Council activities, policies, works and services. • Represent the Council professionally and ensure all opportunities to build on existing relationships are maximised. • Maintain a professional relationship with the Liquor Licensing Authority, Ministry for the Environment, Department of Building and Housing, Local Government New Zealand and the New Zealand Police. • Represent Council's interests on technical committees and at local and national forums.
<p>4. <u>District Libraries</u> To be responsible for the delivery of a state of the art library service to the district.</p>	<ul style="list-style-type: none"> • Keeping abreast of best practices and providing a library service that meets the expectations of the community.

KEY RESPONSIBILITIES	PERFORMANCE STANDARDS
<p>5. <u>Area Offices</u> To be responsible for the efficient delivery of Area Officers in the district.</p>	<ul style="list-style-type: none"> • Provide an efficient and accessible support service to the community by maximising the opportunities of integrating the Libraries and the Area offices.
<p>6. <u>Contractual Management</u> To be responsible for all contracted services.</p>	<ul style="list-style-type: none"> • Liaise, manage and lead Council's consultants when retained in respect of Resource Management issues.
<p>7. <u>Project Management</u> To be responsible for the effective and efficient management of projects undertaken within the Regulatory Services Division.</p>	<ul style="list-style-type: none"> • Oversee and manage the service contracts negotiated with other territorial authorities. • Oversee and manage the service delivery contract relating to hazardous substances negotiated with Occupational Health and Safety. • Administer appropriate Bylaws of Council, and Acts and Regulations to ensure compliance.
<p>8. <u>Human Resource Management</u> To ensure that Council is capable of meeting Council requirements.</p>	<ul style="list-style-type: none"> • Encourage staff to embrace Council's guiding principle "People First" in all aspects of their work. • Ensure that the Regulatory Services staff are competent and motivated. • Maintain a performance-oriented approach to staff management. • Ensure staff have the appropriate attitude, skills and performance levels to deliver excellent customer service. • Provide appropriate supervision, mentoring, coaching and training to ensure all staff have the appropriate knowledge and experience.
<p>9. <u>Health and Safety</u> To be the champion of Health and Safety within Regulatory Services Group.</p>	<ul style="list-style-type: none"> • Maintain a thorough knowledge of compliance with appropriate Health and Safety legislation and regulations. • Ensure the compliance with Health and Safety requirements and legislation, including that of employees and consultants. • Identify and report any hazards to the appropriate Manager. • Ensure own awareness of Health and Safety responsibilities. • Ensure awareness of hazards related to this position, and appropriate action necessary to prevent accidents.

KEY RESPONSIBILITIES	PERFORMANCE STANDARDS
10. <u>Personal Development</u> To be proactive in continuing personal development.	<ul style="list-style-type: none"> • Continue to ensure professional knowledge is current and spans across best practice. • Be prepared to attend conferences, courses and take all opportunities for up-skilling where appropriate and relevant. • Ensure all advice and decisions are legally and factually correct every time.
11. Other miscellaneous duties.	<ul style="list-style-type: none"> • As directed by the Chief Executive.

Person Specifications

1. CORE COMPETENCIES

COMPETENCY	DEFINITION
Analysis and Problem Solving	Securing relevant information and identifying key issues and relationships from a base of information. Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into consideration resources, constraints and organisation values.
Strategic Leadership	Creating and achieving a desired future state (vision) through influence on organisational values, individual and group goals, policies, reinforcements and systems. Creating a desired future state through helping others see.
Communication	Expressing ideas effectively in individual, group and public situations (including non-verbal communication). Adjusting language or terminology to the characteristics and needs of the audience. Expressing ideas clearly in documents that have organisation, structure, grammar, language and terminology adjusted to the characteristics and needs of the audience. Be at ease addressing issues in various media arenas.
Technical/Professional Knowledge	Having achieved a satisfactory level of technical and professional skills/knowledge in job related areas, keeping abreast of current developments and trends in area of expertise.
Innovation	Generating creative solutions to work situations, trying different and novel ways to deal with organisational problems and opportunities.
Planning and Organising/Work Management	Ensure a course of action is established for all Regulatory Services staff, to accomplish a specific vision and goals including the planning of appropriate assignments or personnel, and appropriate allocation of resources. Ensuring that the organisational systems are adopted and used effectively by all Regulatory Services staff.
Work Standards	Setting high goals or standards of performance for all Regulatory Services staff, being dissatisfied with average performance, and self-imposing standards of excellence rather than having standards imposed by others.

2. **EXPERIENCE**

Five to ten years management experience in Local Government

3. **QUALIFICATIONS**

A relevant tertiary qualification in either Law or Resource Management

4. **DELEGATED AUTHORITY**

Group Manager - Regulatory Services

1. Authority to enter into contracts within Estimates - \$50,000.
2. Authority to purchase plant, capital items, goods and services within estimates - \$50,000.

Civil Defence Controller

1. Authority to purchase Plant, Capital Items, Goods and Services within Estimates - \$50,000.
2. Authority to purchase Plant, Capital Items, Goods and Services NOT within Estimates - no limit (Goods and Services only [Emergency only]).

Agreed by:

_____ (Job Holder's signature)

_____ (Chief Executive's signature)

_____ Date