

Biodiversity Advisor

Part one: Job Description

Job title:	Biodiversity Advisor	Location:	Wellington
Status:	Fixed Term	Effective:	January 2018
Department:	Biodiversity	Group:	Catchment Management

1. Role of the Biodiversity Department

The role of the Biodiversity Department is to provide a coordinated approach to delivering biodiversity outcomes to the Greater Wellington region, in line with statutory documents and the Department's Operational Plan.

The work of the Department includes, but is not limited to:

- Providing input into statutory planning processes;
- Providing biodiversity management advice to a range of internal and external clients;
- Planning and overseeing the protection and ecological management of areas of high biodiversity value;
- Working with landowners in line with work programmes;
- Working with the community to raise awareness of biodiversity values and issues.

2. Purpose of role

The Biodiversity Advisor is responsible for some or all of the following functions:

- Provide policy and planning advice relating to biodiversity for statutory planning processes including the Regional Policy Statement, Regional Plans and resource consents as required;
- Contribute to the Department's response to policy and planning issues that may impact on the Departments work;
- Develop and implement the advocacy programme, including the preparation of publications and other media and the organisation or support of events;

- Develop the Department’s strategic plans and reports;
- Lead the development and maintenance of internal procedures and systems;
- Contribute to the development and implementation of other Biodiversity programmes and projects as directed by the Department’s Management Team.

3. Working relationships/reporting lines

Biodiversity Advisors report directly to the Team Leader, Strategy & Advice.

Biodiversity Advisors work with staff and management across the Biodiversity Department and other departments within Greater Wellington. The key external stakeholder relationships for Biodiversity Advisors include, but are not limited to the following:

- Staff from external organisations including for example: territorial authorities, other local authorities, government departments and non-governmental organisations, and
- Members of the community including land owners, iwi, care group members, business people, community organisations and the general public.

4. Key results and tasks

Key results	Key tasks
<p>Implementing GWRC objectives and contributing to the Biodiversity Department</p> <ul style="list-style-type: none"> • The Biodiversity Department operates in an effective manner and members of the Biodiversity Department support each other. • Stakeholders experience a seamless service across the Biodiversity Department. 	<ul style="list-style-type: none"> • Demonstrate a commitment to implementing the Biodiversity department’s Operational Plan. • Contribute to effective management of a wide variety of relationships with stakeholders and interested parties, Greater Wellington management and staff, support staff, contractors, consultants, suppliers and other agencies. • Demonstrate a commitment to, and enthusiasm for an overall contribution to the Biodiversity Department. • Assist as required to any other projects that the Biodiversity department is involved in. • Share biodiversity expertise across department, including peer reviewing

	documents of colleagues.
Provide strategic advice	<ul style="list-style-type: none"> • Assist with the development of, and monitoring and reporting on, the Biodiversity Strategy and the alignment with the department's annual Operational Plan • Monitor the implementation of the GW Biodiversity Strategy • Assist with the development and reviews of the effectiveness of department programmes or projects
Lead the development of internal procedures and systems	<ul style="list-style-type: none"> • Contribute to the continuous review of the processes used by Biodiversity to ensure that they are effective and efficient • Contribute to the department's reporting needs, such as Quarterly and Annual Plans and Reports • Develop and monitor Standard Operating Procedures and systems for all aspects of the Department's work and, where relevant, the organisation
Provide policy and planning advice	<ul style="list-style-type: none"> • Provide advice and input into statutory and non-statutory planning processes including, the Regional Policy Statement and the Regional Plan review process, resource consent applications, and advice on plan changes.
Advocacy <ul style="list-style-type: none"> • Develop and implement the advocacy programmes 	<ul style="list-style-type: none"> • Develop and implement and review events, training and materials (including publications, website material, other media) under the Advocacy Programme.
Self Management <ul style="list-style-type: none"> • Demonstrate continuous improvement in performance/personal development 	<ul style="list-style-type: none"> • Be open to consultation and seek regular feedback from your Team Leader in line with Greater Wellington's performance management system (P4P) • Identify opportunities for training and development

	<ul style="list-style-type: none"> • Comply with Health and Safety legislation and policies.
<p>Health & Safety</p> <ul style="list-style-type: none"> • A safe and healthy working environment is maintained • GWRC's health and safety policies are observed 	<ul style="list-style-type: none"> • Actively engages in health and safety matters • Practices safe work methods and follows health and safety procedures • Protects themselves, their fellow employees and any other party, from unsafe situations by working in a safe and responsible manner, in accordance with policy and procedural requirements • Participates in safe work planning, hazard identification, risk assessment and developing recommendations for corrective actions • Reports all incidents, including near misses and hazards, whether or not these incidents involve injury

5. Dimensions (employees, budget, expenditure)

No staff report to this position.

Part two: person specification

Essential knowledge, skills, and behaviours

1. Qualifications, skills and experience

- A tertiary qualification in planning, environmental law, resource management, ecology or related science.
- At least 2 years relevant experience or post-graduate qualifications
- Knowledge of ecological processes and principles, and key environmental issues of the region
- Understanding of resource management and related legislation
- Skills in strategic planning and monitoring for outcomes
- Excellent writing skills for a diverse range of audiences

- Excellent communication skills and well developed interpersonal skills (flexibility, listening skills, persuasion)

2. Personal attributes and behavioural competencies

- Big picture thinker that operates strategically with a solution-focused attitude
- Ability to relate to a wide range of people
- Ability to work as part of a project team, as well as to work independently
- Ability to work to deadlines and complete work to a high standard
- Enjoys working with and through other people to achieve positive outcomes
- Understands the importance of building and maintaining positive durable working relationships both internally and with external stakeholders
- Ability to influence through effective application of knowledge and logic
- Honesty, integrity, enthusiasm and energy
- Values and respects other people's contributions, work pressures and responsibilities
- Pragmatic and adaptable
- Understands the importance of using sound judgement, by weighing up relevant options and evaluating potential outcomes to ensure decisions are based on well thought out processes
- Awareness and understanding of tikanga Māori.

3. Physical requirements

- A full and current driver licence
- The ability to use safely a keyboard mouse without causing or aggravating an injury
- The jobholder must be able to physically carry out the functions of the position.

Date and signatures

Job holder: _____

Date: _____

Manager: _____

Date: _____