



Kaitohutohu Matua

Senior Advisor, Climate Change Adaptation

Come help treasure and grow our rohe together

Our rohe and its lands, waterways, animals, plants and people can only grow stronger if they are nurtured.

To join our team is to step up and commit to playing an active part in this important mahi. That means restoring nature, connecting people and places, reducing environmental impacts and helping this rohe and its people prosper.

We are part of a collective movement alongside mana whenua and community members whose hopes for the future of this region are just as high as your own.

Our efforts across environmental management, public transport, flood protection, regional parks and water supply are interconnected and integral to treasuring our rohe and growing our future.

Tō mātou Kaupapa - Our purpose is working together for the greater environmental good.

He aha ngā mahi ā te tīma - What does my team do?

The Strategy and Performance Function is part of the Strategy Group, which includes Governance and Democracy Services, Regional Transport, and Company Portfolio and Economic Development. The Strategy and Performance Function supports the Executive Leadership Team, Chair and Council to take a strategy-led approach to planning, policy and delivery, business resilience, developing organisational and regional strategies and plans, providing general strategy and policy advice, and monitoring organisational performance. The Function delivers this mahi through the following teams:

- Strategy
- Corporate Planning and Reporting
- Climate Change
- Business Resilience

Amongst other things, the Climate Change business unit is responsible for leading climate change response work across the organisation and the region.

He aha te mahi - What's the job?

Climate action cuts across every aspect of Council's business. The Senior Advisor Climate Change Adaptation will play the lead role in the development and implementation of Greater Wellington's strategy and programme for climate change adaptation – adapting to and become more resilient to the impacts of climate change. This will include:

- Being Greater Wellington's lead for the organisation's input into the Regional Adaptation Project (a collaborative effort being run via the Wellington Region Leadership Committee (WRLC))
- Providing technical and strategic advice on adaptation policies and methods to internal and external parties, including territorial authorities carrying out adaptation planning, in conjunction with other subject matter experts across Greater Wellington
- Building enduring internal and external relationships that assist with effective adaptation
- Ensuring positive alignment of climate adaptation related research, policies, practice and decision-making within the organisation
- Supporting development of the Organisational Adaptation Plan (reducing the risks of climate change to Greater Wellington's assets, operations and people) and reporting on implementation successes and challenges
- Building and supporting climate change adaptation capability across the organisation and endeavouring to embed common language and understanding across teams
- Supporting effective communication about climate change adaptation

Climate change is a key area of strategic focus for Greater Wellington, so our advisors work in a supportive environment and cover a broad programme of work.

The role may be required to present at public meetings, Council meetings, internal and external steering groups, and to senior leadership. There may be a need to work outside of normal business hours to attend community forums.

Aku haepapa – What I'll be responsible for (key accountabilities)

Key Accountability	Responsibilities
Climate change adaptation strategy and policy	<ul style="list-style-type: none">• Provide expert analysis and advice on climate change adaptation, that supports Council staff to incorporate climate response into their roles and decision-making.• Develop tools, support and resources (workshops, guidelines, policies and risk assessments) to enable Council staff to effectively take climate change into account when making key decisions.



Key Accountability	Responsibilities
	<ul style="list-style-type: none"> • Collaborate with councils in our region, central government, local communities, mana whenua, and other stakeholders to support development of Council’s approach to adaptation, including how we can use regulatory mechanisms and our relationships to support communities to adapt – anchoring that we all have a role to play in adapting to the impacts of climate change. • Ensure the delivery of sufficient scientific analysis of the impact of the physical risk of climate change on Wellington commissioning research if necessary, in consultation with other internal subject matter experts and councils. • Seeking consistency in the climate change assumptions used both within Council, with other councils in the region and with central government guidance. • Support and enable teams responsible for Council’s assets to incorporate adaptation into their asset planning processes, in alignment with our overall adaptation approach.
Stakeholder engagement	<ul style="list-style-type: none"> • Build and leverage strong effective relationships with a diverse group of internal and external stakeholders. • Develop a strong internal network to secure support for projects and policy. • Ability to incorporate the views of different cultures into climate change and sustainability initiatives. • Actively show empathy and listen to others to determine what is most important to key stakeholders and work together to achieve common goals. • Influence strategically both internally and externally to ensure sound decision making that result in the best outcomes, better decisions and eliminates roadblocks. • Working closely with Council’s Māori strategy team (Te Hunga Whiriwhiri) and other Māori partnership advisors to incorporate te ao Māori into the adaptation work programme.
Team Work and Work Practices	<ul style="list-style-type: none"> • Provide assistance and back up where necessary to other members of the Climate Change Team. • Work in an effective and collaborative way with other members of the Business Unit in ensuring the completion of all work. • Needs to be comfortable working across other teams and functions. • Monitor current work practices, systems, and procedures for own area of work. • Identify and suggest changes where possible to improve efficiency and effectiveness of own or other areas of work.



Key Accountability	Responsibilities
Health, Safety and Wellbeing	<p>Understanding Health, Safety and Wellbeing (HSW) is a shared responsibility, no matter what your job at GW we all have a part to play.</p> <p>It's about keeping HSW front of mind every day in everything we do by bringing our HSW behaviours to life:</p> <ul style="list-style-type: none"> • I will pause and think – and act if safe to do so • I will speak up about HSW – and be willing to engage in the conversation • I will prioritise my own HSW – because I matter • I will look out for my mates – because you matter <p>Being aware of and following relevant HSW procedures, practices and processes.</p>
Te Tiriti o Waitangi and partnering with mana whenua	<p>Greater Wellington values its relationships with mana whenua in the region and delivering for Māori outcomes is one of our key priorities. All staff at Greater Wellington play a role in contributing to effective partnerships and strong, resilient and prosperous Māori communities.</p> <p>Our Māori Capability Framework and Competency Framework set out the type of actions and skills expected of a Greater Wellington staff member.</p>
Sustainable Resource Management	<p>Promotes sustainable resource management and Greater Wellington's role and achievements in this area, including making effective and efficient use of resources available.</p>
Your role in emergency management	<p>Greater Wellington has a responsibility to minimise the impacts of emergency events that affect our region and its communities under the CDEM Act (2002).</p> <p>You may be requested to contribute to this by working in an area outside your core role as required in an emergency event and will be supported with training to fulfil your role.</p>

Roles at Greater Wellington may change over time as the organisation develops, this role will require a proactive and flexible approach to manage tasks that support a rapid and innovative environment. *This position description may be reviewed as a result.*

Ko wai ōku hoamahi - Who I'll work with

Internal relationships	External relationships
Environment Group/Rōpū Taiao Technical specialists/scientists, policy, management, delivery	Territorial authorities in the Region
Metlink assets and projects	Ministry for the Environment
Te Hunga Whiriwhiri (iwi liaison directorate)	Consultancies
Strategy Group	Affected communities
Wellington Regional Leadership Committee Climate Adaptation Project Lead	Others as required
Internal management/interest and steering groups	
Finance and risk advisors	
Senior management	
Councillors	



Ka pēhea taku kawē i ngā mahi - How I'll go about doing my role (competencies)

Click [here](#) for the full competency model.

Core competency	Description
Accountability Ngā Herenga	Takes personal responsibility for decisions, behaviour, and development, and is responsible for how these actions impact on the wider organisation and communities.
Customer Focus Aro pū ki te Kiritaki	Is committed to understanding the needs and best interests of colleagues and our communities to provide them with outstanding service and help them to make informed decisions.
Relationship Building Te Whakakaha Hononga	Develops and maintains genuine working relationships and networks internally and externally in a mana enhancing way.
Curiosity and adaptability Te Pākiki me te Urutau	Demonstrates a willingness to engage in a changing environment and is flexible and resilient working with change.
Motivation and Drive He Whakakipakipa, He Kōkiri	Is determined to achieve goals and continuously improve.
Collaboration and Inclusion Te Mahitahi me te Whakakotahi	Builds positive partnerships and collaborates effectively with others to achieve objectives.
Working within te ao Māori Te mahi ki rō te ao Māori	Builds their own and others' competency in te ao Māori.
Focusing on Māori outcomes Aro pū ki ngā hua mō Ngāi Māori	Actively seeks and delivers on joint priorities with mana whenua which support better outcomes for Māori.

He aha rā ka kawea mai e ahau ki te mahi - What I'll bring to the role (knowledge, skills and experience)

- A relevant tertiary qualification in climate change, environmental policy or a similar field
- At least 3 years' experience working on the development of public policy in any field
- Sound understanding of climate science and risk; relevant international, central and local government policy; mitigation and adaptation related issues and adaptive planning techniques
- Proven written and oral communication skills including the ability to communicate with senior management and councillors
- Experience in establishing and maintaining stakeholder relationships
- A personal ability to be curious, inquisitive and inspired by new challenges and ways of working. Adaptation is an emergent field of practice and so the successful applicant should display a willingness to develop their expertise, research, query and influence.
- Capability in Te Ao Māori in line with Greater Wellington's Māori Capability Framework.



Ngā kōrero mō te tūranga/Role Dimensions/Position Information

	Description
Direct Reports Indirect Reports (if applicable)	None
Budget	None
Financial Delegations	None
Group name, team name	Strategy Group, Strategy and Performance Function, Climate Change Business Unit
Direct People Leader role title	Manager Climate Change
Version and date last updated	<i>V1.3, 19 November 2024</i>

