

Environment Canterbury

Director Science

Candidate Briefing Information

January 2026



The Role

Director Science

- Strategic leadership opportunity in SI's largest Regional Council
- Lead the largest cohort group of resource management scientists in New Zealand
- Drive high impact science with real community influence

Kōrero mō te Tūranga | About the Role

After many years of outstanding service, the Director of Science is retiring - creating a rare senior leadership opportunity. This transition marks an important moment for Environment Canterbury and leaves big shoes to fill as we look for a leader to guide the next chapter of our science mahi.

Reporting to the Chief Executive and leading a team of 120, the Director of Science will lead our science informed functions with strategic and people centred focus across the organisation. This is a core role for South Island science, and you will champion the integration of science into council-wide activity, ensuring work is evidence-based, future-focused, aligned to our values and long-term commitments. You will shape culture, transform systems, and guide our organisation through complex environmental, regulatory, and community challenges – working closely with Ngāi Tahu, partner agencies, and environmental leaders across Waitaha.

Key Responsibilities

- Lead the integration of science across Environment Canterbury's work
- Provide executive leadership to support a values driven, high performing organisation
- Build trusted relationships with Ngāi Tahu, governance, key regional and national partners
- Guide strategy, planning, budgeting and performance aligned to long-term outcomes
- Lead continuous improvement, operational excellence, and accountable delivery

Mōu | About You

Candidates of interest will have senior leadership experience leading groups of scientists, with experience leading operational delivery and services within a complex stakeholder environment undergoing change. You will be viewed as a credible and authentic science leader who brings a strong commitment to science excellence, community outcomes, and partnership and is well networked into science institutions/regional council network across New Zealand. You'll bring a broad strategic lens - regulatory, cultural, environmental, and commercial, with proven experience to unify diverse teams around shared purpose. You will have:

- Masters/PhD in Science (or related field)
- Demonstrated success leading operational delivery, scientific services, and large, multidisciplinary teams, with a focus on health & safety
- A track record of driving culture, performance, and innovation
- Proven ability to develop & implement strategy, influence at executive/governance levels

- Values-driven behaviour, experienced in creating a culture where people can grow, deliver, and feel proud of their contribution
- Strong analytical, communication and report writing skills, with the ability to interpret complex legislation, policy, financial and performance data
- Confidence and experience engaging with tangata whenua and applying te ao Māori and Treaty obligations in practice.

Kaunihera Taiao ki Waitaha | About Environment Canterbury

As a regional council, we are responsible for managing natural resources including air, soil, water and land. We work in partnership with mana whenua Ngāi Tahu to protect the health of our environment to ensure a sustainable and prosperous future for our region.

The region's evolving environmental and political context means we will continue to be agile and adaptive as we respond to regulatory and environmental changes.

Our mahi is organised around the delivery of our three core services:

- Environmental Regulation and Protection
- Community Preparedness and Response to Hazards
- Public Transport

Council plays an important role in responding to national legislation and policy changes – this mahi is part of our operating environment and is embedded in our everyday mahi. The current proposals from central government are significant, and Council is working through the opportunities and implications.

Despite this, our mahi to deliver the three core services must continue for our partners, communities, and te taiao.

Waitaha Canterbury has a unique, complex landscape with diverse catchment areas. As a decision maker in resource management, a regional council must make robust, science-informed decisions.

The Science Group consists of experienced kaimahi, who understand our region. This in-house expertise allows the regional council to gather high quality monitoring data, use local knowledge, and conduct research that provides strategic information on future pressures and possible solutions.



Ngā hua o te Mahi i te Kaunihera Taiao ki Waitaha | Working at Environment Canterbury

Our mahi is underpinned by our values:

- Kaitiakitanga (stewardship)
- Pononga (integrity)
- Manaakitanga (people first)
- Whanaungatanga (collaboration)
- Māiatanga (can do)

We embrace diversity because it helps us better serve our communities and our greatest taonga—the environment. We celebrate different perspectives and welcome people from all backgrounds.

We're on a journey to become a treaty partner of excellence, incorporating te ao Māori into our mahi. We offer opportunities to grow your capability and encourage the use of kaupapa Māori, mātauranga Māori, and te reo Māori. We welcome you with an open heart and mind, wherever you are on your personal journey.

Me mahi tahi tātou – Together we can



Kaunihera Taiao ki Waitaha | About Environment Canterbury

Environment Canterbury governs the largest geographic region in New Zealand, with its area of jurisdiction comprising all river catchments on the east coast of the South Island from the Clarence River, north of Kaikoura, to the Waitaki River in South Canterbury. The region includes the Canterbury Plains, north and south Canterbury and the major braided rivers of the South Island. With a vision and purpose of "Taking action together to shape a thriving and resilient Waitaha / Canterbury, now and for future generations".

Environment Canterbury work with Papatipu Rūnanga, stakeholders and the wider community to manage the use and quality of our natural resources, including water, land and air. As a Regional Council we're responsible for flood protection, public transport, Civil Defence, and more.



We adhere to a strong set of values that underpin the way we work towards our desired outcomes. They are:

Manaakitanga | People first – people, customers and staff come first

Whanaungatanga | Collaboration – together works best

Kaitiakitanga | Stewardship – good decisions today for tomorrow

Pononga | Integrity – trust in us and our information

Māiatanga | Can do – be brave and make it happen



Our Work

As a regional council, we've organised our work around the core services we provide - what we're fundamentally here to do, and why. We're focused on the social, economic, environmental and cultural impact our work will contribute to the community and the region.

We've grouped our responsibilities into three areas:



Environmental Regulation and Protection | Ngā mahi tiakina me ngā whakaritenga taiao

We are an environmental regulator, responsible for managing natural resources including air, soil, water and land. We work with mana whenua, stakeholders and communities to promote the sustainable management of these natural resources, and protect and enhance the health of our natural environment.



Community Preparedness and Response to Hazards | Te whakarite hapori me ngā urupare mōrearea

We support the community to be prepared for and able to respond to natural and human-induced hazards and events. Our focus in flood and river resilience is advocating to Central Government for co-investment opportunities, planning and preparedness, and delivering on required outcomes.



Public Transport | Ngā waka tūmatanui

As New Zealand's largest region and home to its second-largest city, Waitaha/Canterbury needs robust public transport services to support growth and keep communities connected. We want more people to use public transport more often so they can access key centres and opportunities, quickly and conveniently.

For further information on Environment Canterbury's work please click [here](#).

Te Aronga Rautaki | Strategic Direction

We can only be successful in achieving progress if we work closely with mana whenua, central and other local government agencies, businesses, industry sectors and community and volunteer groups to manage natural resources.

Our Vision and Purpose

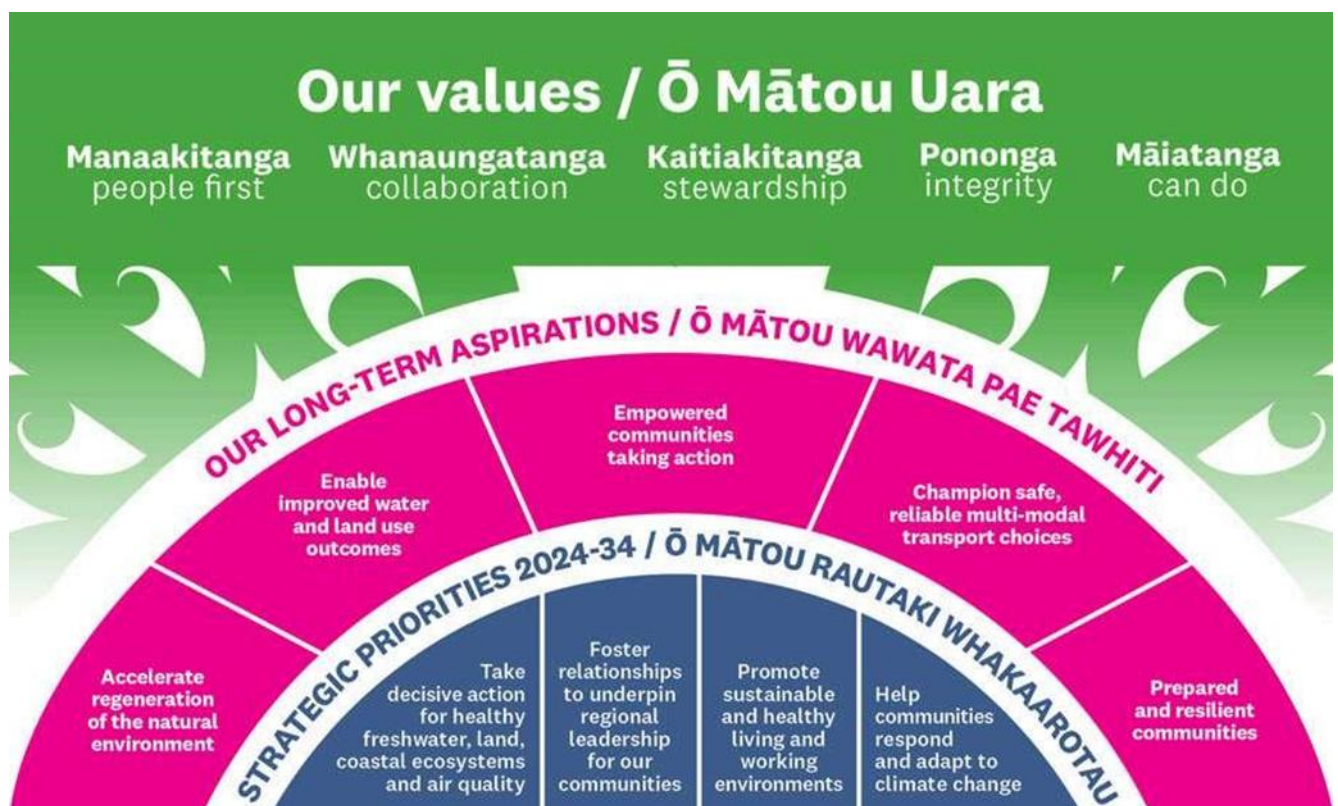
Taking action together to shape a thriving and resilient Canterbury, now and for future generations | Toitū te marae o Tāne, toitū te marae o Tangaroa, toitū te iwi.

Our long-term aspirations / Mātou Wawata Pae Tawhiti describe what outcomes the Council wants for the community.

Strategic priorities / Mātou Rautaki Whakaarotau are what the Council wants to focus on over the next ten years to contribute to the long-term vision and aspirations.

Guiding principles are how the Council and staff will work to support the vision.

Learn about the values that underpin the way we work towards our desired outcomes and our portfolios and how we make decisions.



Our Guiding Principles / Ngā Mātāpono Ārahi

- Committed to an enduring Te Tiriti partnership with Ngāi Tahu.
- Listen to and working with communities, enabling participation and transparency.
- Manage resources wisely, applying financial prudence.
- Display confident and caring democratic leadership.
- Working collaboratively with partners.
- Enable future-focused, evidence-based decision making, using knowledge, science, data and mātauranga Māori.
- Enable innovation and create an adaptive organisation that responds to change.

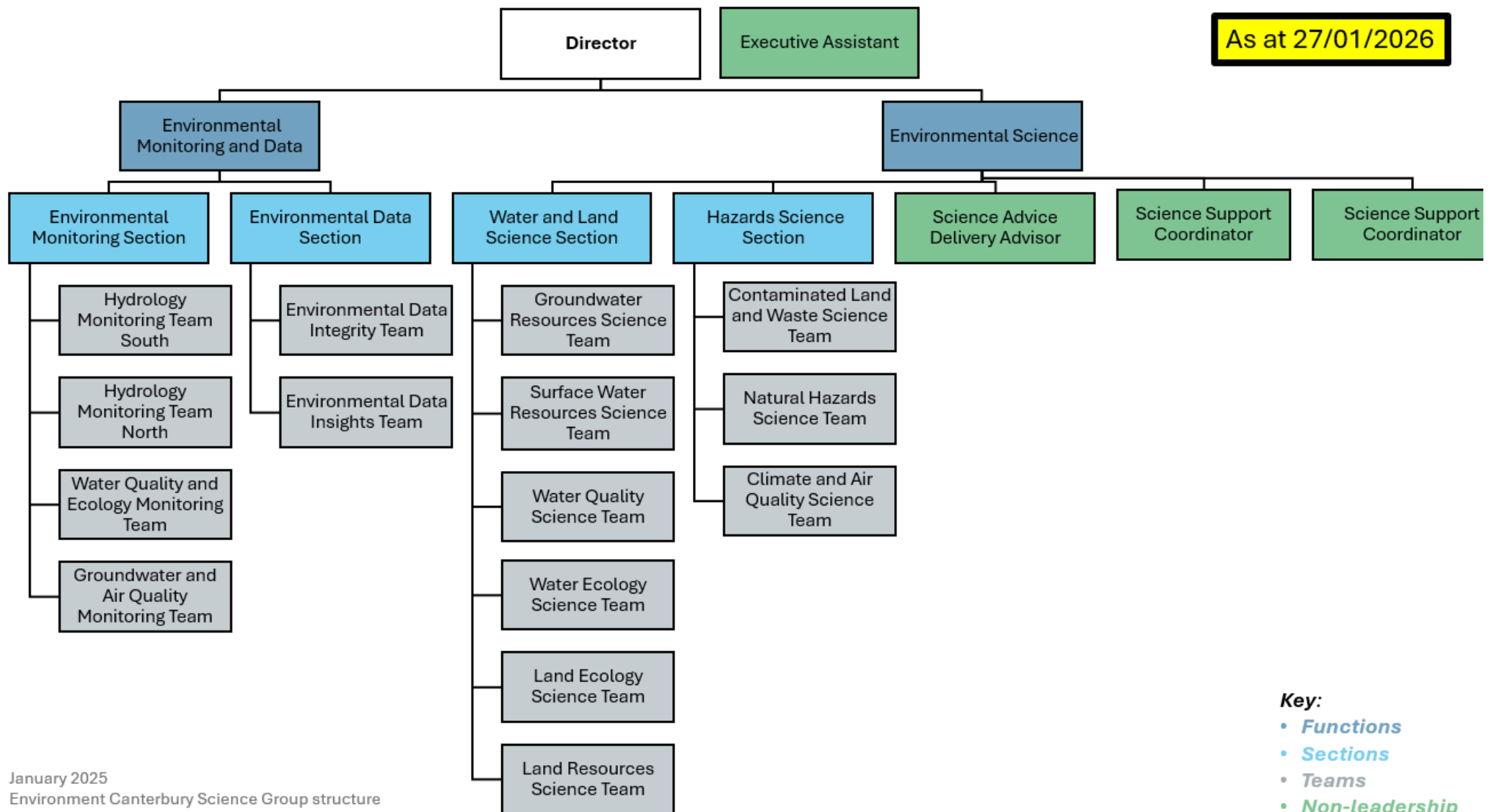
To view the Environment Canterbury Strategic Direction please click [here](#).

For further information on Environment Canterbury please click [here](#).

To view the Environment Canterbury Annual Plan 2023/24 please click [here](#).

To view the Environment Canterbury Long Term Plan 2021/31 please click [here](#).

Organisational Chart – Director Science



January 2025
 Environment Canterbury Science Group structure
 Confidential – not for distribution outside of intended recipients

EXECUTIVE ORGANISATION CHART



Stefanie Rixecker
Chief Executive

Senior Executive
Assistant

David Perenara-O'Connell
Te Pou Herenga –Director
OCEC & Tiriti Partnerships

Jo Domigan
Chief People Officer

Amy Allison
Director
Strategy and
Planning

Tim Davie
Director Science

Brett Aldridge
Director Operations

Tafflyn Bradford-James
Director
Communications
and Engagement

Giles Southwell
Director Corporate
and Public Transport
Services

Executive Assistant

Chief Scientist

General Manager
Environmental Monitoring
and Data

Position Description: Director of Science

Horopaki | Context

Environment Canterbury is the regional council for the largest region in Aotearoa, New Zealand. Working in partnership with mana whenua Ngāi Tahu, we work to protect the health of our environment to ensure a sustainable and prosperous future for our region. Our work is underpinned by our values of Kaitiakitanga/Stewardship, Ponanga/Integrity, Manaakitanga/People First, Whanaungatanga/Collaboration, and Māiatanga/Can Do.

Environment Canterbury delivers three core services to the Canterbury community: Environmental Regulation and Protection; Community Preparedness and Response to Hazards; and Public Transport. Currently, the work is structured into five portfolios: biodiversity and biosecurity; water and land; climate change and community resilience; air quality, transport; and urban development, regional and strategic leadership. Each portfolio is made up of programmes that include specific activities, levels of service, performance measures and targets.

The work of the Science Group at Environment Canterbury consists of providing environmental monitoring and data; and research and advice to internal and external customers. Drawing from different science disciplines, the Science Group plays a key role in informing decision making across most of the organisation including the development of plans, processing of consents, responding to incidents and measuring our progress towards national environmental targets.

While concentrating predominantly on environmental science our science strategy recognises that social sciences, economics and mātauranga Māori are complementary bodies of knowledge that are increasingly important for effective environmental management and responding to the community, partners and stakeholders.

Aronga | Purpose

Reporting to the Chief Executive, the Director of Science provides engaging and dynamic leadership, integrating strategic and functional alignment across the science-informed functions of the organisation to drive high performance and outcomes that ensures quality services are delivered to our communities in accordance with our values, strategies, and Long-Term Plan/Annual Plan commitments.

The Director is responsible for:

- Leading/ensuring the integration of science into the overall work of Environment Canterbury.
- Transforming practices and systems to enhance business performance and progress a values-driven culture. The success of the role relies upon authentic leadership and an ability to apply a regulatory, protection, business and cultural lens to problem solving and decision making.

Ngā Haepapa | Accountabilities

Executive Leadership

Support the Chief Executive in:

- Providing effective, entrepreneurial, and prudent management to protect the Council assets, interests, and reputation.
- Effectively integrating the work of the organisation, creating direction and focus, and ensuring progress and performance is on track.
- Building strong, trusted, and enduring relationships with Ngāi Tahu to honour treaty obligations and exemplify treaty partner excellence.
- Sustaining a values driven culture which puts the wellbeing of our people at the heart of all we do.
- Developing and maintaining strong relationships with Council and external partners, earning and maintaining their trust and confidence in relation to matters relevant to the role and its responsibilities,
- Working as a Team with fellow Directors to develop and implement key strategies and tasks for Environment Canterbury.
- Managing Council resources, capital, assets, and expenditure to deliver on Annual and Long-Term plans.
- Providing direction, advice, guidance and support to Council and ELT so that they have the assurance needed that science, resources and people are integrated, sustainable, safe, and secure.

Science Delivery Leadership

- Provide leadership to ensure the effective delivery and management of the full range of the Group's science functions and services, with a high level of stakeholder satisfaction.
- Ensure that the science delivered to the Canterbury community is of high quality and aligned to our Science Strategy.
- Lead and contribute to the development of sustainable, commercial, and well informed organisational wide strategies to deliver on Long Term Plan outcomes and provide ongoing guidance to ensure the continued alignment and appropriate prioritisation of activities.
- Establish and maintain effective control of the budget to achieve agreed financial targets, while adhering to financial policies and delegations.
- Represent the organisation in interactions with the Council, community, and other agencies, providing an interface to enable information sharing and collaboration.
- Actively engage across regional government on a range of issues and provide leadership on key working groups with and for central government.

- Lead and maintain a culture of continuous improvement and enhancement of operational effectiveness and efficiency.
- Implement strategies to achieve accountable performance and desired Papatipu Rūnanga and community outcomes.

People Leadership

- Ensure the ongoing development and growth of kaimahi (team members) capability across the organisation to deliver sustainable outcomes by leading and developing the team through regular performance reviews, coaching and feedback to create a high performing, engaged and aligned culture and workforce.
- Mentor and continue to develop the capability of direct reports to increase their ability to deliver through others.
- Create a clear vision, direction, and priorities, harnessing the energy, commitment, and creativity of direct reports to deliver business outcomes.
- Lead compelling communications that allow kaimahi (team members) to connect with the organisation's obligations to the Treaty of Waitangi and partnerships with Papatipu Rūnanga and Te Rūnanga o Ngāi Tahu.
- Encourage kaimahi (team members) to develop their te ao Māori confidence.
- Take appropriate and proactive action to reward and recognise performance and address poor performance or behavioural matters.
- Maintain an overview of Group workload to ensure resources are sufficient to deliver on agreed programmes of work.

Toitū Te Tiriti | Treaty Partner Excellence

- Provide leadership, influence, and guidance on building and maintaining enduring collaborative relationships with all ten Papatipu Rūnanga and Te Rūnanga o Ngāi Tahu (TRoNT) within the Canterbury/Waitaha rohe by demonstrating commitment to the principles of Te Tiriti o Waitangi/Treaty of Waitangi, the Ngāi Tahu Claims Settlement Act, and the role of Ngāi Tahu as mana whenua.
- Influence key internal and external stakeholders, with regard to the priority and importance placed on the strategic relationship between Environment Canterbury and Papatipu Rūnanga and TRoNT working toward being a treaty partner of excellence.
- Champion internally and externally the Ngāi Tahu Partnership Agreement which seeks to ensure kotahitanga (unity) between Environment Canterbury and Papatipu Rūnanga, anchor the relationship in face to face engagement to build shared understanding and be committed to resolving any differences, create an intergenerational relationship that is dedicated to enhancing outcomes for

current and future generations, and recognises the role of both parties in environmental stewardship along with Environment Canterbury's role as a regulator.

- Support the organisation's cultural capability journey, leading by example and identifying clear priorities, expectations, and development opportunities for individual capability and for the conscious planning and alignment of work to support organisational cultural capability across all aspects of Science delivery.

Organisational performance

- Take responsibility for key, identified, strategic risks and provide assurance to the Chief Executive and Council that they are being managed effectively.
- Work with the Executive Team to ensure Environment Canterbury is an adaptive organisation that responds to change over time.
- Provide leadership of the relevant portfolio(s), working across the organisation to deliver on the levels of service in a fiscally responsible manner.
- Provide organisational leadership in support of assigned Council committees, working closely with the Chair and key staff to provide relevant papers of a high standard.

Hauora me te Marutau | Health and Safety

Environment Canterbury is proactive in advocating robust Health and Safety practices; we take health, safety, and wellbeing very seriously.

- Understand the health and safety and risk obligations that rest with this position and act at all times to ensure accountabilities are met.
- Maintain a safety focussed culture where health, safety and wellbeing is at the heart of decision making for kaimahi (our people) and the communities within which we operate.
- Maintain an enquiring mind, undertake own due diligence and knowledge on best practice to ensure a detailed understanding of any risks kaimahi (our people) may face in their mahi (work) and are appropriately removed or mitigated.
- Ensure awareness of and compliance with legislative and operational standards, and that relevant certifications are maintained.
- Provides assurance to the Chief Executive and Council that key organisational risks are being managed effectively.
- Ensure methods are in place to recognise and celebrate best practice and safety innovation.
- Provide opportunities for team involvement, education, and genuine participation in safety matters.
- Act as an executive representative in emergency/incident responses as required.
- Ensure methods are in place for all kaimahi, contractors and suppliers to be appropriately inducted and certified to carry out tasks safely.
- Ensure any organisational audit and assurance programme is undertaken as required and results are acted upon and regularly reviewed.
- Ensure processes are in place to communicate, consider and respond to information about health and safety.
- Take a planned approach to identify, analyse and manage risks within Science.
- Undertake regular monitoring and reviews of risk controls and their effectiveness.

Hononga ā-Mahi | Working Relationships

Kai rō Kaunihera | Within the organisation

- Accountable to the Chief Executive to integrate the delivery of organisational service and operational objectives that directly align with, support, and enable the Chief Executive to achieve Environment Canterbury's strategic outcomes.
- Work directly with Councillors to provide information, guidance, and advice to support decision making either in full council or through Chairs and Deputy Chairs of committees.
- Actively engage in the Executive Leadership Team (ELT) to collaborate with other Directors, programme managers, senior leaders and kaimahi (team members) to ensure alignment of strategy, projects, policies, processes, and systems to deliver the best results.
- Regular contact with members of the Office of the Chief Executive and the Chair to provide information and advice that informs decision making.
- Collaborate with the Executive team on the development of sustainable, financial and operational strategies that support a high-performance organisation and the subsequent delivery of high-quality services to the community and meet stakeholder interests.

Kai waho i te Kaunihera | Outside the organisation

- Contribute towards effective, strong and valued relationships with all ten Papatipu Rūnanga within the Canterbury rohe (area) and Te Rūnanga o Ngāi Tahu. This will include sharing of knowledge, mātauranga Māori and information, creating opportunities for increased participation in decision making processes, effective engagement, and development of existing working relationships.
- Develop and leverage relationships with key people and organisations throughout Aotearoa New Zealand to ensure industry alignment, connection with the community and leadership of shared opportunities to achieve Environment Canterbury's strategic outcomes.

Ngā Herenga Motuhake | Special Conditions

As a regional council, we have a specific requirement to provide a civil defence function for Waitaha. Kaimahi are required to be available to assist, support or be associated, as reasonably required, with any Civil Defence emergency or any exercise organised in relation to this function.

Additionally, all kaimahi are expected to assist, support and respond, as reasonably required, to any event where the Business Continuity Plan is activated.

Māngai Whakahaere | Delegations and Authorities

Where specified, this role has delegated authority to make decisions in accordance with Council-approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media-related activities.

Ngā Āheitanga | Capabilities

Tohu Mātauranga | Qualifications

- Masters/PhD in Science (or related field)

Mātau ā-wheako | Experience

Work

- Significant experience in senior leadership roles
- A minimum of ten years leading operational delivery and services within a complex environment
- Experienced in leading teams within a scientific environment, preferably within a local or central government organisation.
- A recognised critical and strategic thinker with significant success in strategy development and implementation aligned to organisational purpose and stakeholder expectations.
- An excellent report writing skill set and experience to analyse and interpret complex information such as legislation, policy, financial, quality and service performance results and recommend action for enhancement.
- Highly developed communication skills, both written and oral, combined with the ability to bring influence and mana to the role with staff, colleagues, stakeholders, and council.
- Proven track record in operating with integrity.
- Knowledge and/or experience working within natural resource management.
- Demonstrated experience working in senior leadership positions requiring the ability to balance conflicting priorities and activities across an organisation and to react to changing circumstances.
- Proven political awareness, with an understanding of governance and Government.
- Experience of /engaging with Executive/councils and/or Board at a strategic level.
- Demonstrated ability to engage and influence Executive and Senior Leaders, staff and stakeholders to achieve organisational outcomes.

Te Ao Māori	<ul style="list-style-type: none"> • Cultural te ao Māori awareness and capability is important, as you will be interfacing and leading critical partnerships and engagement with the region's tangata whenua. • Understanding of the evolving public sector obligations under the Treaty of Waitangi together with a commitment to honouring the Treaty and experience of applying this in a workplace setting.
People Leadership	<ul style="list-style-type: none"> • Experienced in providing insightful leadership of large scale, complex teams, managing others, (including recruiting, motivating, developing people and building culture). Encouraging and inspiring you will take kaimahi (our people) on the journey with you. • Demonstrated ability to be highly persuasive in situations where strong opposition or potential conflict exists. • The proven ability to work collaboratively to proactively develop and grow relationships. • Able to think outside of the box and find new ways to bring about innovation and change.
Change	<ul style="list-style-type: none"> • Proven ability to successfully navigate stakeholders through a change process and embed the changes into an organisation. • An ability to negotiate skilfully in challenging situations, achieve resolution and maintain relationships.
Financial	<ul style="list-style-type: none"> • Ability to process large amounts of data to make informed decisions. • Proven ability to oversee the management of project activities and budgets including all phases of contract management for the provision of services. • Financial management expertise, including risk management, budgets, fiscal plans and forecasting skills and appropriate use of delegated authority.

Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Executive level beneath each of the following organisational competencies. For more information on the competency expectations at this level, view the competency framework in the People and Capability Kete or the Environment Canterbury Careers website.

Customer Focus	Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.	<ul style="list-style-type: none"> • Creates a customer focused culture. • Models Collaboration. • Explores Strategic Relationship Opportunities. • Drives Collaborative Outcomes.
Business Acumen	Using an understanding of the organisation's position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers' perspective.	<ul style="list-style-type: none"> • Determines Strategic priorities. • Uses business focused judgement. • Anticipates impacts of decisions • Incorporates community goals
Achieving Outcomes	Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes, and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.	<ul style="list-style-type: none"> • Turns Strategy into plans. • Drives high performance. • Aligns systems and process. • Engages the organisation with our strategies. • Creates accountability
Common Purpose	Working towards a compelling view of the future by engaging with the organisation's vision; understanding and aligning to the common purpose.	<ul style="list-style-type: none"> • Paints a picture of success. • Inspires commitment. • Leads through vision and values. • Champions Tuia.
Building Capability	Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities.	<ul style="list-style-type: none"> • Directs workforce structure. • Champions talent development. • Empowers others. • Retains talent.

The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. However, from time to time the Director Science will be required to accept and carry out other duties.

Grade	Position Code	Last Updated
28	EXECEXE.006	30 August 2023

I agree to undertake the responsibilities detailed in this job description:

Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed:

Sheffield Contacts



Louise Green - General Manager, SI



Ph +64 3 353 4367, **Email** louise.green@sheffield.co.nz

Louise specialises in executive search and recruitment of Directors, CEO's and Senior Managers across all sectors and disciplines. Her clients enjoy her relaxed professional style, and her expertise includes CEO Reviews; Board Assessment and Matrix development; 360 surveys; and general HR consulting, including organisational design and restructures.



Julie Black - Practice Lead Assessments, SI



Ph +64 3 353 4361, **Email** julie.black@sheffield.co.nz

Julie is a resourceful, organised and adaptable person who joined the Sheffield team in 2012 initially in the executive search team. She now leads the Assessment practice, undertaking, interpreting and reporting on psychometric assessments for selection, learning and career development. She possesses a sound understanding of strategic practice, offering a supportive professional approach complemented by maturity, initiative and commercial acumen to contribute to any project with impact.



Kennedy Neal - Project Coordinator



Ph +64 3 353 4359, **Email** kennedy.neal@sheffield.co.nz

As Project Coordinator, Kennedy guides candidates through every step of the recruitment process, ensuring a positive experience. With a keen eye for detail and a passion for connecting talent with opportunity, Kennedy streamlines communication, coordinates interviews, and provides timely updates. Dedicated to excellence, Kennedy ensures each candidate feels valued and informed, making the recruitment journey seamless and rewarding.

Our Process



Search and Advertising

During this period a Sheffield consultant may contact you to discuss your application, explore your motivation for applying and assess your suitability and fit with the key competencies of the role. All applications received will be acknowledged via email.



Candidate Review

Sheffield will provide a formal report of all applications received with summarised candidates' information from CVs and cover letters, to the client for their consideration. All candidates will be advised of the status of their application within a week of the advertised closing date.



Consultant/Longlist Interviews

The lead consultant will interview those candidates selected for progression either face to face or via video meeting depending on location. The format will be a behavioural-based interview where you will be asked to provide examples from your career in relation to key competencies of the role. This will also be a chance to discuss motivations for applying and general career background, as well as to answer any queries you may have about the role.



Recommendations for Shortlist

From the initial longlist interviews, Sheffield make recommendations for shortlist to the client. We also provide a formal report to our client including summary points from your longlist interview. Those candidates not selected for further progression will also be advised at this stage.



Client/Shortlist Interviews

If you are progressing to the shortlist/client interview stage, you will be contacted and arrangements will be made for a suitable time for interview. We ask for your flexibility to make this work as easily for the client as possible.



Due Diligence and Decision

If you are the successful candidate this will involve reference checking and probity of education, employment and police records as well as online searches. Sheffield will support you with any due diligence required on your part. Unsuccessful candidates will also be informed at this stage and feedback will be provided.

How to Apply

Candidates can apply, in strict confidence, online at www.sheffield.co.nz.

To apply by email, please attach your cover letter and CV in PDF format where ever possible and send to cvchc@sheffield.co.nz quoting 9129aa.

Applications close on 15th February 2026. Emails will be electronically acknowledged, and further correspondence may be by email. For more information please phone Louise Green on +64 3 353 4367.

Sheffield has prepared a Candidate Handbook which provides you with valuable information and suggestions for your job search. To read through the handbook please visit: [Candidate Handbook](#)

Working with Sheffield

You can expect that Sheffield will:

- Act with utmost integrity, honesty & with complete confidentiality
- Treat you with respect & comply with all relevant laws & policies
- Maintain a high level of communication throughout a recruitment process
- Demonstrate the highest levels of individual skills & knowledge

In return, we would like to expect that you will:

- Be up front and completely honest with us
- Prepare thoroughly for all interviews
- Treat your consultant as the potential employer with the same courtesy and respect they show you
- Work closely with your consultant

The information contained in this document is a reflection of the essential elements of the position and company history as represented to Sheffield by Environment Canterbury and is not intended as a formal position description. It will be subject to further elaboration or clarification at a later stage in the selection process and Sheffield accepts no liability for any representations made in good faith.

Trusted advisors in
sourcing, selecting and
shaping leaders for
over 60 years

sheffield 
Sheffield South Island

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