Director – Resource Management

Purpose | Te arotahi mātua

The Director Resource Management takes a lead role in providing professional and technical advice and support to the organisation in the areas of policy development, consenting, enforcement, strategy, iwi/hapū engagement and marine navigation and safety as they relate to the Long-Term Plan, Annual Plans and other statutory policies, plans and strategies.

As a member of the Council's executive leadership team, the Director Resource Management will:

- Provide strong leadership across the organisation, role model visible, inclusive leadership embodying TRC's values in your approach.
- Lead the development, implementation and delivery of the Resource Management Strategy and Roadmap that will support the Council to deliver the Long-Term Plan goals.

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

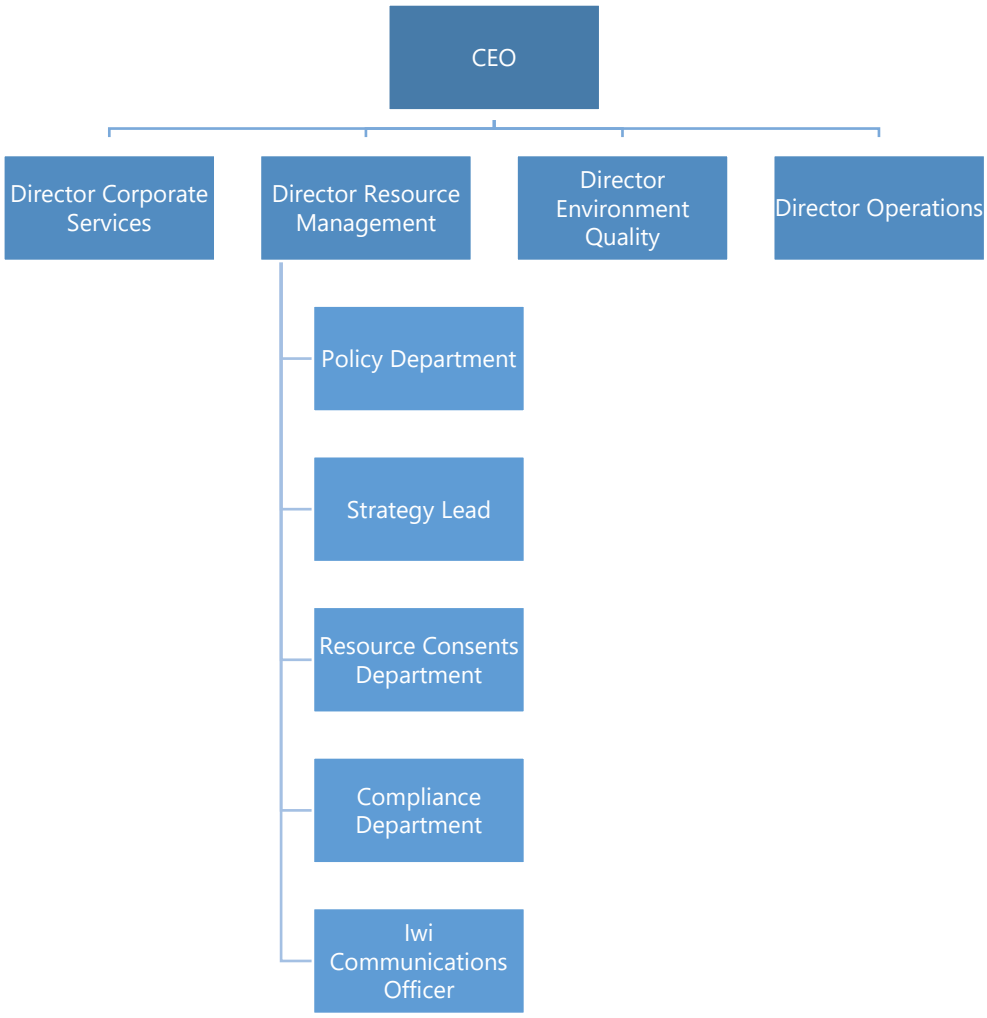
The Council has a leadership and staff development programme (Our TRC). This role will have an excellent understanding of the programme and will be committed to its implementation at both an individual and organisational level.

Role dimensions | Te ahu mahi

Responsible to:	Chief Executive
Responsible for:	Resource Management group
Primary location:	Stratford, although travel throughout the region and country will be required as part of the duties of this position
Job context:	Permanent Full Time

Taranaki
Regional Council

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 a member of the Council's executive leadership team, role model visible, inclusive leadership embodying TRC values in your own approach.
- Provide leadership to the Resource Management group by exhibiting a leadership style that harnesses the energy, commitment and creativity of staff.
- Create and maintain a culture of excellence around the Resource Management functions and deliverables, aligning with the Council's goals and aspirations.
- Ensure that the Resource Management group has the direction, support, skills, and tools necessary for them to achieve objectives, including providing coaching and professional development opportunities as identified through regular performance conversations and annual performance reviews.
- Ensure staff live our values and foster a proactive, positive and productive culture.
- Drive delivery of outcomes by building strong 'one team' relationships across the Council.
- Promote the vision and mission of TRC ensuring all team members are able to articulate how their roles contribute toward achievement of the vision.
- Demonstrate superior initiative, lead the development of innovative solutions inspiring others through taking action.
- Communicate Council's goals and aspirations, bringing clarity to the way forward particularly during times of significant change and uncertainty.

Strategy

- To provide strategic leadership across the regional sector, Council and its Resource Management functions and related work programmes, ensuring these are fit for purpose and deliver outcomes that are consistent with the Council's strategic framework and desired community outcomes.
- Contribute to strategy and policy development across all Council activities as a member of the Executive Leadership Team.
- Lead the development and implementation of the Resource Management Strategy and Roadmap ensuring the Council is well-positioned for the future and meets its strategic goals.
- Facilitate the development and implementation of strategic initiatives designed to improve delivery of Council services and contribute to achieving its business goals and objectives.
- Provide high quality advice, reports and recommendations to the C' Executive and Elected Members.
- Evaluate the outcomes delivered by existing strategic and policy initiatives.

Māori relationships	• Provide strategic guidance and thought leadership across Council on Māori engagement and participation in the work of Council. • Lead and support the brokering of effective partnering relationships with tangata whenua and Māori to support the delivery of strategic priorities across Council. • Maintain an overview of the relationships that Council has, and the work that it is doing, with iwi/hapū and Māori across the region to ensure that it has the relationships it needs to achieve its strategic goals. • Lead the provision of strategic advice, thought leadership, guidance and support across Council on Te Tiriti o Waitangi, Te Ao Māori and mātauranga Māori. • Work with other Māori and Māori organisations to advance the achievement of Council priorities.
Stakeholder engagement	• Develop and maintain a key stakeholder engagement strategy that enables Council to obtain the input it needs to achieve its business goals. • Consult and collaborate with a diverse range of external and internal stakeholders to understand the Long-Term Plan, current business operations, policy and procedures, requirements and strategies to deliver the Long Term Plan. • Support Resource Management staff, to develop and maintain effective partnering relationships with all key stakeholders.
Financial management and reporting	• Accountable and responsible for managing a budget as set out in the Taranaki Regional Council Delegations Manual. • Responsible for the preparation of annual work programmes and components of annual and other financial plans and to ensure that such programmes and budgets are met and appropriately reported on. • To ensure efficiency and effectiveness in the delivery performance of the Resource Management group, including optimising the use of resources. • Ensure effective opex and capex budget management.
Service delivery	• Achieve value for money by ensuring that agreed levels of service are delivered in an efficient and effective manner across all areas of the Resource Management Group • Establish and maintain sound professional relationships with Council's external service providers and contractors. • Monitor and evaluate the performance of external service providers.
Health & safety	• Take all practicable steps to ensure a safe and healthy workplace by promoting, implementing and supporting appropriate health and safety practices. • Ensure Resource Management staff 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 high priority health and safety risks identified in the Resource Management group.

	• Contractors (and subcontractors) engaged by Council are selected, inducted, managed, audited and reported in accordance with Council's health and safety policies.
Resource management planning	• Responsible for the resource management policy and planning functions of the Council, including co-ordinating and managing the preparation, adoption, amendment and review of regional plans and the Regional Policy Statement for Taranaki.
Resource consent processing and monitoring	• Responsible for the management of resource consent processing and specific compliance monitoring in accordance with policy and statutory requirements, including ensuring that Council consent decisions are based on appropriate investigations and information, that necessary documents and records are maintained, that appropriate communications are maintained with consent applicants and holders, and that systems are efficient and cost effective.
Pest animal policy	• Responsible for the development and preparation of policy and pest management strategies for pest animal management including the co-ordination of Council's strategies with those of other organisations.
Harbour safety, navigation and marine pollution	• Responsible for the management of Council's Port and Harbour Safety functions of navigation and safety (Bylaws and Codes) within the harbour and immediate environment, and marine oil spill planning and response for coastal waters.
Compliance monitoring and enforcement	• Responsible for the efficient and effective undertaking of compliance monitoring and enforcement.
General policy analysis	• Responsible for servicing other sections of the Council for a variety of policy work in fields ranging from transport, biodiversity, emergency management, long-term Council community planning and performance reporting.
Council	• Responsible for servicing the Council and Council committees and Councillor enquiries associated with the above activities and in particular the servicing of the Policy and Planning Committee. • To promote the public relations image of the Council and at all times act in a manner commensurate with being a senior officer of the Council.

Key result areas | Nga waahanga hua mātua

While due recognition will be made for any extraneous variables over which he/she has no control, the performance of the Director Resource Management will be measured by;

1. The extent to which Council's policy, programmes, decisions, and plans in respect of resource management are developed and actioned effectively by the Director Resource Management.
2. The achievement of approved performance indicators, estimates and related objectives.
3. The extent to which time schedules are adhered to for major projects and for the production of special reports to the Council.
4. The extent to which regular management reports are available to the Chief Executive and Council by the agreed deadline, and quality of reporting thereon.
5. The level of teamwork and the extent to which internal and external engagement including communications are enhanced.
6. The quality of professional advice given to the Chief Executive, and the Council and associated committees.
7. The development of the department officers and their level of professional skills and competence.
8. Taking all reasonable and practicable steps to ensure the health and safety of the Director, Council employees and contractors in accordance with the Council's Health and Safety Policy Statement.
9. The extent to which the image of the Council is enhanced through the efficient performance of its Director Resource Management.

Specific objectives | Whāinga motuhake

In addition, specific objectives may be formulated from time to time by agreement between the Chief Executive and the Director Resource Management. These will outline priority key result areas.





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 polices 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

Qualifications

- A bachelor's degree or higher qualification in resource management or a field that is relevant to the specialisation of this role is required.
- Preferably a management qualification .

Experience

- At least 15 years' experience in resource management in a public sector environment.
- Have professional, technical and practical proficiency and competency in resource management.
- Proven multi-disciplinary experience in resource management.
- Extensive senior/ executive leadership experience, in local government or other public / private sector organisations.
- Demonstrate an evidence-based approach to the development and implementation of strategic frameworks and work programmes.
- Experience with building and maintaining effective relationships and gaining the cooperation of a wide range of internal and external stakeholders at an executive level in government and/or industry.

Skills

- Ability to lead bold cultural and organisational change.
- Management, strategic thinking and leadership skills of a high level.
- Proven ability to manage, motivate and develop staff; to operate efficiently and in a professional manner, and to establish, champion and maintain a positive, enabling, and supportive culture.
- Proven ability to engage effectively with a diverse range of individuals, groups, organisations, scientific specialists, and commercial entities.
- Competence in technical/scientific programme design, investigations, interpretation and reporting.
- Highly developed verbal, written, and interpersonal communication skills including report writing and presentation skills with a proven record of performance in the resource management field.
- Able to present confidently in public and the media and tactfully communicate sensitive topics under public scrutiny.
- Strong organisation and time management skills with an ability to multi-task, delivering complete solutions within agreed timeframes.
- An ability to provide strategic oversight and see the 'bigger picture'.
- A community-focussed approach, with emphasis on seeking and implementing innovative opportunities for added value and purpose, identifying potential issues before they happen, and proactively enhancing stakeholder engagement in long term regional sustainability.
- A successful record in building strategic partnerships across a diverse range of stakeholders.
- Ability to manage multiple projects, able to complete work on time and within budget.
- Proven ability to identify and analyse opportunities and problems quickly and accurately, and to negotiate, and where necessary implement practical, soundly based solutions and actions.

Knowledge

- Comprehensive professional and technical knowledge of resource management.
- Working knowledge of tikanga Māori and Te Reo.

- A good working knowledge of the legislation applicable to the function of a regional council.
- A good working knowledge of financial systems, procedures and reporting.
- Awareness and understanding of Council's responsibilities in regard to the Treaty of Waitangi and Matauranga Māori.

Personal attributes

- **Collaborative** - can connect with others, listen, read people and situations, communicate tactfully.
- **Goal orientated** - show commitment and ambition.
- **Integrity** - lead with purpose and inclusiveness.
- **Resilience** - display resilience, maintain composure.
- **Self-aware and agile** - able to receive feedback on own performance, self-assess, adapt approach, and commit to own growth and development.

Functional relationships | Te whanaungatanga mahi

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

Internal

- All Taranaki Regional Council Staff
- Chief Executive
- Executive Team Members
- Elected Members
- External Committee Members

External

- Public
- Tangata Whenua
- Other local authorities
- Community and business groups
- Professional advisors
- Government agencies.



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.

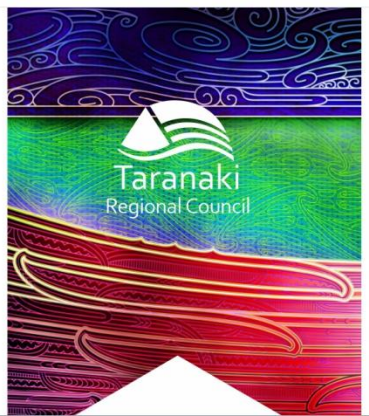
Our values | Tō tātou whanonga pono

- **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

