



Job description

Part one: position description

Job title: Team Leader, FMP Implementation	Location: Wellington
Status: Permanent	Effective: October 2015
Division: Catchment Management	Department: Flood Protection

1. Role of the Flood Protection Department

The Flood Protection Department sits within the Catchment Management Group. The Group is one of 7 Groups within Greater Wellington and is tasked with providing a range of regional council services including activities associated with flood protection and river management, plant and animal pest management, bovine Tb vector control, and sustainable land management.

The Flood Protection Department is tasked with region-wide responsibility for Greater Wellington's river and flood risk management. This is to ensure the best possible protection from the consequences of floods for communities in the region (given available resources), to manage the river environments to provide attractive places for recreation and to take care of our river ecosystems.

2. Purpose of role

The FMP Implementation team takes primary responsibility for implementation of the floodplain management plans in the western part of the region for the Hutt, Otaki and Waikanae Rivers, and management and asset maintenance for the western region's 5 major and 20 minor watercourses.

The role of Team Leader, FMP Implementation is to:

- Provide strategic leadership and project management of the Hutt, Otaki and Waikanae Floodplain Management Plan Projects, including:
 - project scoping;
 - investigation, analysis and reporting of project component tasks;



- options assessment and selection;
 - Council and public communications strategies;
 - financial planning and budget control;
 - interaction of flood protection measures into long term environmental strategies.
- Take responsibility for the investigation, design and project management of the Western Area capital works.
 - Contribute to the ongoing development of the departments Asset Management Plans.
 - Contribute to other Floodplain Management Investigations and Flood Hazard Assessments undertaken by the Department.
 - Contribute to Flood Protection operational, strategic and planning activities, as part of the Council's Flood Protection team.
 - Co-ordinate with the Western Delivery Operations team and to contribute to the Flood Protection management team.

3. Working relationships/reporting lines

This position is one of five team leader positions reporting to the Manager, Flood Protection. The Team Leader, FMP Implementation will have up to 3 staff reporting to him/her. This is a 4th tier management position within Greater Wellington.

The Team Leader, FMP Implementation is required to work closely with the other Team Leaders within the Department and will have contact with a number of internal and external stakeholders. In particular the Team Leader, FMP Implementation will need to work closely with the Operations Engineer (Western) to deliver the Western Delivery functions.

Greater Wellington has a commitment to providing excellence in customer service and this commitment will extend to all levels of the incumbent's working relationships, including but not limited to those noted below:

- With the Manager, Team Leaders, and all other staff of the Flood Protection Department.
- With other staff within the Regional Council, including senior management.
- With Government, local authorities, environmental groups and other organisations.
- With the public for providing information and advice.
- With consultants employed by the Flood Protection department.
- With contractors and suppliers.
- With elected representatives and Committee appointees (on a periodic basis).



4. Key results and tasks

Key results	Key tasks
<p>Team Leadership</p> <ul style="list-style-type: none">• A positive contribution to the internal management of the Flood Protection Department through active and responsible membership of the Flood Protection management team.• Demonstrated openness to the ideas and contributions of other team leaders, managers and staff, and willingness to explore options that offer potential benefits to the Department, Division and Council as a whole.• Ensure that quality advice and guidance to the Manager, Flood Protection (technical, management and financial) is supported by sound reporting, information dissemination, recording, consultation and communications systems.	<ul style="list-style-type: none">• Attend Team Leader meetings, work with other Team Leaders and assist the Flood Protection Manager to set the direction and strategy for the Department.• Contribute to the management debates in an open and robust fashion.• Provide input to other Departmental investigations as required.
<p>Staff and Team Management</p> <ul style="list-style-type: none">• A safe working environment is maintained and the Western Delivery Team complies with its responsibilities under the Health and Safety in Employment Act and the Council's Health and Safety Management System (Keeping Employees Safe at Work).• Ensure that the Western Delivery team maintains an appropriate capability for core functions including design of capital works, gravel investigations, consent application, consultation, isolated works, flood response and project management. Note we will continue to use external	<ul style="list-style-type: none">• Ensure all hazards are identified and appropriate measures taken to eliminate, isolate or minimise them• Record all accidents and near misses, investigating and implementing changes as necessary to ensure they don't reoccur• Assist with the recruitment and development of staff, as required, to meet the Team's business objectives and make sure that Flood Protection continues to train and develop river engineers.



<p>consultancy services where appropriate.</p> <ul style="list-style-type: none">• The Western Delivery team is appropriately managed with staff professional in approach and able to contribute individually and collectively to Council's success.• Council personnel policies are observed• The Kapiti Area Engineer understands his/her responsibilities for the position, and Flood Protection's role.	<ul style="list-style-type: none">• Manage the Team's Review and Reward programme; ensuring subordinates have an opportunity to actively participate in a fair and transparent process and mechanisms are applied to gain staff commitment, positive input and performance improvements.• Appropriately apply staff training and development resources for performance improvement, efficiency and "learning" for a demonstrable return on ratepayer investment.• Ensure honest, open and constructive communications are actively encouraged within the Team, the department and with other stakeholders.• Effectively communicate current activities and policies• Mentor the Kapiti Area Engineer in fulfilling his/her responsibilities for the position, and understanding Flood Protection's role.
<p>Financial Management and Reporting</p> <ul style="list-style-type: none">• Ensure sound fiscal management of the Team's budget and financial reporting processes.• Projects completed on time, to standard and within budget, and variances justified• Prepare monthly, annual and other reports to the Manager, Flood Protection for review and policy development purposes.	<ul style="list-style-type: none">• Assist the Flood Protection Manager in setting annual and long term budgets and work programmes by providing appropriate input for the Team's activities.• Ensure that the work is undertaken to a high professional standard, on time and within approved budgets.• Ensure a 'no surprises' philosophy by keeping the Flood Protection Manager informed of any unexpected variations that may impact on the overall



	<p>Department's financial reporting.</p> <ul style="list-style-type: none">• Ensure that accurate monthly, quarterly and annual reports are completed on time and in line with reporting requirements.
<p>Floodplain Management Plan Implementation</p> <ul style="list-style-type: none">• Annual work programmes and Council's long term objectives as defined in the LTCCP are achieved within budget, timeframes and to agreed standards.• The investigation, design, resource consent process and project management of Western areas capital works is carried out.• Functions undertaken by the Western FMP Project Team, which include implementation and review of FMP's, flood and erosion hazard assessments, capital improvements to river and stream protection works (including design and consents), managing the Friends groups, input to FMP reviews, isolated works, and Health and Safety are managed in a manner that meets the objectives of the Department and Council.• Floodplain and related management plans contribute to the implementation of the integrated catchment management plan philosophy.	<ul style="list-style-type: none">• Make a demonstrable, meaningful and strategic contribution to the long and short term targets for <i>Planning for Flood Protection</i>.• Provide strategic leadership and project management of the Hutt, Waikanae and Otaki Floodplain Management Plan Projects.• Contribute to development and review of FMPs and stream management plans:<ul style="list-style-type: none">– as specified in the LTCCP that meet the affected community's and stakeholder aspirations, and the wider communities' environmental objectives.– Ensure that FMP capital works activities are reported and communicated to Council (at both management and political levels), the relevant local authority and the public, in a manner which leads to a high level of understanding of the issues. Reports will also provide clear guidance for future actions and positively contribute to the Greater Wellington Regional Council's flood mitigation obligations.• Implement Greater Wellington's Western area floodplain management



	<p>and other plans to the appropriate specifications and standards, in particular the Resource Management Act 1991, the Soil Conservation and Rivers Control Act 1941, and the Local Government Act 2004 and its amendments.</p> <ul style="list-style-type: none">• Key tasks for the main functional areas include:<ul style="list-style-type: none">- Preparation of reports, including floodplain and stream management plan reports, environmental reports, other special evaluation reports and routine departmental reporting and correspondence.- Detailed estimation of costs for a variety of work projects and planning requirements, and control and reporting on allocated budgets.- Preparation of briefs for consultancy services, recommendation of selected consultants and supervision of their activities.- Preparation of contract documents, provide recommendations on selected contractors or suppliers and management of contracts.- Execution of regulatory and statutory functions, including the presentation of evidence where appropriate at consents hearings and, where necessary, the Environment Court.- Keeping relevant records in relation to all the incumbent's functions.• Take an active role in the working group that will develop GW's understanding of integrated catchment management and implement the desired direction.• Manage the isolated works programme and contribute to review of policy.
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	<ul style="list-style-type: none">• Manage the Health and Safety programme for the department and contribute to corporate initiatives. <p>Implement the environment enhancement plans developed for the major western rivers</p>
<p>Relationship Management</p> <ul style="list-style-type: none">• Internal and external relationships with stakeholders are positive and contribute to the achievement of Council objectives• Consultation with the relevant community including iwi, local authority, government department or other organisations is carried out as required.• Information is provided to the public and specific enquiries for which information can be supplied are responded to.• Public meetings or tours to publicise or inform on activities undertaken by the Flood Protection Department are attended, as required.	<ul style="list-style-type: none">• Professional advice is provided to the Flood Protection Manager, Divisional Manager, Council and to other relevant stakeholders.• Effectively manage a wide variety of relationships with support staff, customers, politicians, Council, peers, consultants, contractors and suppliers, other agencies, and the media.• Ensure that the Flood Protection Western Delivery team is known for quality services, professionalism, innovation, and dedication to the Regional Council’s commitment to flood hazard mitigation.• Place appropriate importance and value on establishing and maintaining excellent working relationships with staff in other Territorial Authorities, and other key stakeholders.• Ensure effective community networks are fostered and maintained that assist the Council meet its objectives• Be aware of the political environment, ensuring that information and presentations are delivered with the appropriate level of professionalism and are tailored to the level of understanding of the audience.



<p>Other services provided by the Team</p> <ul style="list-style-type: none">• Other services are provided by the Team, as requested by the Manager, Flood Protection, to ensure that a leading edge and innovative and environmentally friendly flood mitigation service is provided to the residents in the Greater Wellington region.	<ul style="list-style-type: none">• Provide timely, appropriate and effective flood management when on duty, and ensure that adequate training and updating of procedures is undertaken.• Where requested by the Manager, Flood Protection make an appropriate, effective and timely contribution to Corporate initiatives, including Corporate and Divisional policy implementation.
<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)

The Flood Protection Department manages all of the rivers and streams in the Wellington Region.

Key job dimensions include:

- The incumbent will be responsible for project budgets up to about \$20 million, in implementing FMP's.
- Providing leadership, and supervision of up to three professional/technical staff.
- Directing Consultants and Contractors engaged in the implementation of the FMP's in the Western part of the Region

Part two: person specification

Essential knowledge, skills, and behaviours

1. Qualifications, skills and experience

- A full and current driver licence
- A tertiary degree in civil or natural resources engineering preferably with an emphasis on river engineering, hydraulics, or hydrology.
- Specialised knowledge and experience of the flood management sector.
- Appropriate level of experience demonstrated by professional membership of the Institute of Professional Engineers (IPENZ) and Chartered Professional Engineer (CPEng) status.
- Project management experience at a significant level.
- Experience in asset management and its associated procedures, processes and systems.
- Ability to identify the need for project investigations and design, promote their approval, scope and structure their implementation and carry them through to completion.
- Experience in the preparation of briefs for consultancy services, recommendation of selected consultants and supervision of their activities.
- Experience in the preparation of contract documents, recommendations on selected contractors or suppliers and management of contracts.



- Familiarity with environmental and sociological effects and their assessment.
- Experience at managing staff, particularly teams of professional and technical staff.
- Clear, articulate communication skills, both verbally and written, coupled with the ability to understand the need to target communications to a level appropriate for the audience.
- Robust financial and business management skills including experience with major financial management systems (SAP preferably).
- Computer literate, competent in the major Microsoft suite, e.g. Word, Excel, Outlook, web searching.
- Knowledge of tikanga Maori and good environment stewardship.

2. Personal attributes and behavioural competencies

- Ability to take a strategic overview of the business and to translate strategy into deliverable work programmes.
- 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. Ability to influence through effective application of knowledge and logic.
- Ability to lead a team of professional staff and also to contribute and work collegially as a member of the department management team.
- Understands the importance of building and maintaining positive durable working relationships with both internal and external stakeholders.
- Must be politically savvy, i.e. recognises the importance of generating goodwill and influence through fostering opportunities for positive engagement with key stakeholders, understanding relationship subtleties and influences in a political environment.
- Committed to and understands the importance of maintaining a work-life balance.

3. Physical requirements

- The ability to safely and comfortably use a keyboard and mouse without causing or aggravating an injury.
- The ability of carry out site visits on foot over variable terrain.



Date and signatures

Job holder: _____

Date: _____

Manager: _____

Date: _____