# Job description - Team Leader – Land Management

## Job summary

Lead the promotion and implementation of Council policy in respect to the implementation of the Riparian Management Programme to achieve soil and water conservation and sustainable land and water use. This will be achieved principally through the provision of information, advocacy, and enforcement to achieve behaviour change.

## Schedule of duties

1. Manage the delivery of Council’s sustainable land management programme, with a particular emphasis on riparian management and wetland protection.
2. Leadership and day to day management responsibilities of the Land Management Officers – Riparian.
3. Assist Land Services Manager with preparation of the yearly work programme for riparian management.
4. Assist the Land Services Manager in the preparation of budgets and subsequent financial management, including implementation, and reporting of performance.
5. Manage the planning, implementation, monitoring and reporting of riparian management operations, including preparation of reports for Council.
6. Manage and report on, the financial administration of relevant, riparian funding schemes.
7. Maintain effective relationships with our partners on riparian matters and issues, including - with Government departments and agencies, district councils, land occupiers and owners, interest groups, any other external parties, and the general public.
8. Take all practicable steps to ensure the health and safety of yourself, Council employees and contractors in accordance with the Council’s Health and Safety Policy Statement.
9. Ensure that staff are adequately trained and mentored to undertake their roles at a very high professional level.
10. Other duties as and when required by the Land Services Manager and/or Director—Operations.

## Person specification

* Ideally hold an appropriate tertiary qualification
* Have a high standard of technical knowledge of, and be experienced in, riparian management
* Leadership and motivational skills
* Proven staff management skills, including directing day-to-day activities and performance management and review
* Ability to convey the Council’s policies to a wide range of groups and individuals
* Proven interpersonal and conflict resolution skills
* Excellent reporting ability, both oral and written
* Have experience in the facilitation and negotiation of contracts
* Be literate in the use of the Microsoft suite of programmes, particularly spreadsheets and databases
* A strategic, methodical and common-sense approach to problem solving
* Committed to the principles of the Treaty of Waitangi
* A requirement to work outside normal working hours from time to time.
* May be expected to work under conditions in which personal risk is incurred. Safety procedures must be adhered to in accordance with Council Policy and the Health and Safety in Work Act 2015.

## Position details

Number TBC

Holder Vacant

Department Operations

Section Land Management

Responsible to Land Services Manager

Subordinate Staff Land Management Officers (Riparian)

Functional Relationships Land occupiers and owners

General public and interest groups

Other Council Departments and Sections

Location Based at the Regional Council premises in Stratford and will be required to travel throughout the Taranaki region as part of their daily duties

## Salary range

A market salary for the position will be negotiated, depending upon experience, qualifications and aptitude. The salary is subject to annual general market adjustment and review.

## Standard conditions of appointment

1. The appointee must, at all times, abide by the terms and conditions of the *Taranaki Regional Council Collective Employment Agreement or relevant Individual Employment Agreement* and amendments and variations thereto.
2. The appointee must, at all times, abide by the terms and conditions contained in the Council’s in-house manual entitled *Working for the Taranaki Regional Council*.
3. Special conditions of appointment may apply to particular positions. These may include motor vehicle, special allowances, and other non-standard employment arrangements. Where such conditions apply, they will be separately added to the Job Description for the position concerned.
4. Appointment to a permanent position with the Taranaki Regional Council shall be subject to a probationary period of six (6) months from the date of taking up the position.
5. Specific to this position, the appointee must acknowledge:
   1. A requirement to work outside normal working hours from time to time.
   2. May be expected to work under conditions in which personal risk is incurred. Safety procedures must be adhered to in accordance with Council Policy and the Health and Safety in Work Act 2015.