

Position Title:	Group Manager Community & Environment
Reports To:	Chief Executive Officer
Hours of work:	Full time – Flexibility required
Number of Staff:	Direct reports – eight (8) Indirect reports – twenty (20)
Purpose of the Role:	
To provide leadership to Community services & Environment services teams ensuring the cost effective and timely delivery of appropriate services and compliance with our legal and statutory obligations.	
Key Relationships:	<p>Internal: Chief Executive, Group Managers, Mayor and Councillors, District Licensing Committee, District Plan Review Committee, Hearings Committee, Economic Development Committee, other Staff.</p> <p>External: Ministry for Business, Innovation and Employment, Ministry for the Environment, Local Government New Zealand, SOLGM, Council Stakeholders, General Community</p>
Core Staff Values	
<p>Community Driven –We are committed to making a difference in the community we call home</p> <p>One Team - Shared direction, shared effort</p> <p>Future Focussed– We seek solutions that are fit for the future</p> <p>Integrity - Open and honest in decisions and action</p> <p>We Care - About people and place</p>	
Key Functions	
Key Result Area:	Expected Outcomes:
Staff Leadership	<ul style="list-style-type: none"> • Lead and influence the effective and efficient management of all our customer focussed services, including compliance and regulatory, planning, library, theatre, etc. • Ensure that Council directions, decisions, policies and values are clearly conveyed to, and understood and implemented by all staff in your group. • Council and the Chief Executive receive co-ordinated and professional advice on all functions undertaken by the Community & Environmental Group. • Performance of the Community & Environment Group is controlled and monitored to ensure objectives are met. • All group staff have professional development and performance plans linked to achieving organisational objectives. Any performance issues are appropriately addressed. • Employment obligations are met. • Compliance with human resource policies and practise. • The group structure is fit for purpose and for delivering the district’s needs in the future.

Compliance and Regulatory	<ul style="list-style-type: none"> • To ensure that the Council complies with all legal obligations in relation to the activities under the Community & Environments group control. • All projects are delivered using best practice management processes. • Ensure compliance with LGA 2002 and all other relevant legislation.
Civil Defence and Emergency Management	<ul style="list-style-type: none"> • A lead role is taken in the aspects of civil defence and emergency management. • Key positions fulfilled during emergency response as required by Civil Defence Manager, Controller or Chief Executive.
Key Projects Management	<ul style="list-style-type: none"> • Lead key strategic projects as agreed with the Chief Executive, ensuring a successful outcome. • Financial and project management principles followed. • All projects delivered on time and budget.
Person Specification	
Qualifications and Experience Desirable	<ul style="list-style-type: none"> • A tertiary qualification in planning, business, communications or other relevant field • Demonstrated experience in a similar role • Good overall knowledge of local government policies and procedures • A high degree of computer literacy • High level of project management skill and experience • Experience in community service delivery including regulatory services, compliance, planning and consent processes • High level of communications knowledge/ expertise •
Leadership Capability	<ul style="list-style-type: none"> • Capacity and capability to provide Council with high level policy and strategy advice • Exemplary staff management experience • Influential leadership skills • Broad strategic focus and strategic thinking • Operational ability and able to delegate effectively • Able to build relationships at a high level • Proven capacity for innovation and creativity • Demonstrated collaborative approach • Flexibility and agility to take on new responsibility and lead further organisational change
Skills and Attributes	<ul style="list-style-type: none"> • Strong customer service focus • Planning and problem solving skills • Professionalism, honesty, integrity and reliability • Excellent time management skills • Confident presentation skills • Listening, verbal and written communication skills • Self-motivated with initiative • Professional and courteous manner • Energetic personality and a team player • Resilience and ability to cope under pressure • Appreciation of the political and sensitive nature of Local Government • A positive, can-do attitude

Key Functions of Community & Environment Group	
The group Manager has responsibility for oversight and leadership in the following areas:	
Building Control	<ul style="list-style-type: none"> • Provision of building consent services that meet statutory requirements • Maintain accreditation as a Building Consent Authority as required by the Building Act.
Resource Management	<ul style="list-style-type: none"> • Promote and maintain the sustainable management of natural and physical resources as contained within the Resource Management Act and District Plan. • Development and implementation of district plan. • Provision of resource consent services that meet statutory requirements.
Environmental Health	<ul style="list-style-type: none"> • Provision of an Environmental Health service as applicable under the Health Act, Food Act and other relevant legislation and regulations.
Noise Control	<ul style="list-style-type: none"> • Provision of a noise complaint monitoring service with efficient response.
Alcohol Licensing	<ul style="list-style-type: none"> • Continuation of provision of an agency for the efficient processing and monitoring of alcohol licences.
Litter Control	<ul style="list-style-type: none"> • Investigation and regulatory control of appropriate litter control measures.
Dog and Stock Control	<ul style="list-style-type: none"> • Enforcement of Dog Control Act with policy and bylaws. • Control enforcement and monitoring of stock control and fencing bylaws.
Hazardous Substances	<ul style="list-style-type: none"> • Enforce and apply the provisions of the Hazardous Substances and New Organisms Act 1996 as required by legislation
Other compliance	<ul style="list-style-type: none"> • Including freedom camping, enforcement of bylaws, resource consent monitoring etc
Policy and Strategy	<ul style="list-style-type: none"> • Provision of strategic and policy advice to council • Development and review of bylaws and public policy • Leadership role in LTP and annual plan processes
Community services / liaison	<ul style="list-style-type: none"> • Provision of 'front of house' customer services for the organisation that meets Council's Values and Customer Services Principles • Establish and maintain links with community groups to support, assist and encourage their effectiveness and self-development. • Advise and assist community groups on funding and administration of BDC's community grants schemes. • Coordinate Council's involvement with community events. • Coordinate Council's liaison with local sports and recreation clubs and the Regional Sports Trust (or other service providers to Councils).
Libraries and Theatres	<ul style="list-style-type: none"> • Provision of quality district libraries and theatres, including Sue Casey Thompson Memorial Library, Reefton Library, NBS Theatre and Reefton Theatre.
Communications & Community Engagement	<ul style="list-style-type: none"> • Provision of strategic communications advice and tactical implementation including: <ul style="list-style-type: none"> • Media management and liaison • Oversight and management of Council website and social media • Preparation of media releases, Newsletters and other outwards communications • Oversight of community engagement processes

COMMUNITY & ENVIRONMENT STRUCTURE CHART

