

Job Description

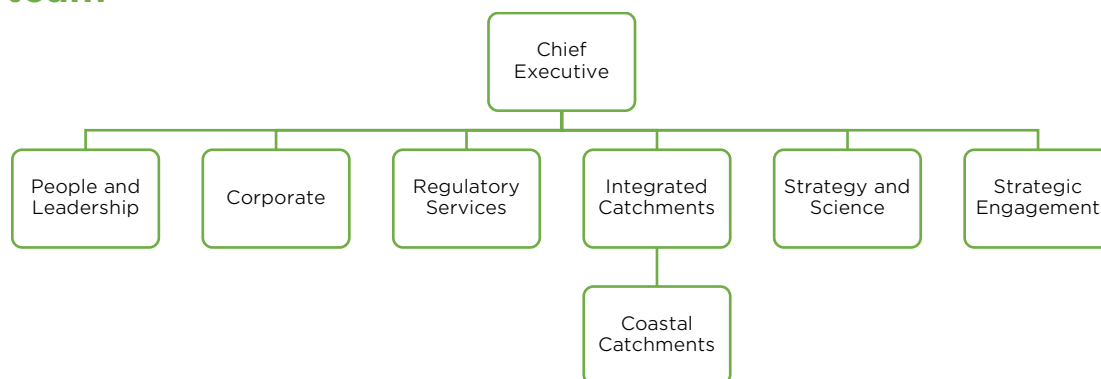


Job title	Coastal Catchments Manager
Group	Integrated Catchments
Section	Coastal Catchments
Responsible to	General Manager, Integrated Catchments
Responsibility for employees	Senior Environmental Scientist, Principal Advisor, Coastal Catchments Team Leader (x2), Coordinators, Land Management Officers, Fish Passage Officer [currently 23 staff]
Date	February 2026

Our organisation

About us	Toi Moana Bay of Plenty Regional Council's work guides and supports the sustainable development of the Bay of Plenty. We are responsible for land, air and water, as well as public transport and economic development. We want to make sure our region grows and develops in a way that keeps its values safe for future generations.
Our vision	Our vision of "Thriving together – mō te taiao, mō ngā tangata" means we want to ensure that both the environment and the people in the region thrive. Looking after the environment is at the heart of what we do.
Our values	Our values reflect who we are and what is important to us: Trust, Integrity, Courage, Manaakitanga, Kotahitanga, Whanaungatanga.
Our leadership model	Te Pae Rangatira, means 'The Model of Leadership'. In Māori, it is said a Rangatira (Leader) is one who is able to raranga (weave) their tira (group of people) together. Leadership at Toi Moana is guided by four pou whirinaki (pillars of guidance), these are: Care, Collaborate, Navigate and Balance.
Partnerships with Māori and Te Tiriti o Waitangi	The Treaty principles and the partnership upon which it is founded are an established part of our local government framework. As Treaty partners, Māori hold a unique role in shaping and contributing to regional leadership and direction.
Our community outcomes	Our community outcomes describe what we're working towards achieving for the Bay of Plenty: ○ He taiao ora - a healthy environment, ○ He hapori mata-hī awatea - future ready communities, ○ Ngā hapori e honoa ana, e whakamanatia ana hoki - Connected and enabled communities, ○ He whanaketanga mauri tū roa - Sustainable development, ○ Te Ara Poutama - The Pursuit of Excellence. Directly or indirectly, your work will feed into helping us achieve one or more of these outcomes.

Our team



Job purpose

Toi Moana Bay of Plenty Regional Council (BOPRC) is committed to its' vision of thriving together through the delivery of strong community outcomes. It is our people and their commitment to first class leadership and high performing teams which will ensure this delivery.

This job exists to provide planning, coordination and implementation of work programmes and projects to deliver Councils Long-Term Plan activities and community outcomes relating to the management of natural resources within the Tauranga, Kaituna and Eastern catchments.

This requires a focus on integrating output delivery within communities and catchments. Strong leadership qualities and balanced functional groups will ensure this occurs. Overlaying the functional groups will be a strong programme and project management approach and there will be a strong emphasis on ensuring that the processes and systems within the organisation support this structure.

This job will form part of BOPRC's management structure. BOPRC managers are expected to provide a focus on the effective management of people and teams and the delivery of results.

Bay of Plenty Regional Council managers are responsible for the implementation of activities of the Long-Term Plan.

Functional relationships

External	Purpose and frequency of contact	
• Partner agencies.	• Integration of work programmes.	Frequently
• Co-governance entities	• Committee Champion (eg for Te Maru o Kaituna River Authority currently)	
• Iwi and hapū.	• Understanding needs and communicating direction.	Frequently
• Community groups.	• Understand needs and communicating direction.	Frequently
• Other local authorities.	• Coordination and information sharing.	Occasionally
• Consultants.	• Commissioning work.	Occasionally
• Contractors	• Commissioning work	Occasionally
• Technical professionals	• Seeking advice and support	Occasionally

Internal	Purpose and frequency of contact	
• Councillors.	• Providing briefings.	Regularly
• Leadership Team.	• Briefing and decision-making.	Occasionally
• Section managers.	• Group project work, information sharing.	Regularly
• Staff at all levels.	• Setting direction.	Regularly

Key result areas

The job encompasses the following major functions or key result areas:

- Operational Management
- People Management
- Relationship Management
- Project Management
- Corporate Contribution

The requirements in the above key result areas are broadly identified below:

Key accountabilities

The requirements in the above key result areas are broadly identified below:

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
1. Operational Management	
• Lead the catchment Programmes, and other ICM project work within the Tauranga Moana, Kaituna and Eastern catchments. • Ensure that the projects and work programmes are integrated with other Council and partner agency projects where appropriate. • Ensure relationships with iwi, TLAs and industry partners are maintained. • Ensure achievement of the KPI for biodiversity for the ICM Group. • Ensure accurate reporting of the LTP KPI for swim ability. • Contribute to the development of Council strategies, plans and policies where ICM Group resources will be required for implementation. • Undertake other relevant duties as delegated by the General Manager Integrated Catchments	• Objectives and outputs agreed in the Tauranga Harbour Programme; Rangitāiki Catchment Programme; Ōhiwa Harbour Catchment Programme and Kaituna & Eastern activities are delivered within agreed timeframes and to high quality. • Expenditure and revenue targets are achieved, as set out in relevant budgets. • Projects are delivered on time and within budget and work programmes objectives align with those of other relevant work programmes and projects. • Relationships with relevant iwi and TLAs are maintained and developed as necessary. • The General Manager is satisfied with the contribution made to the delivery of the ICM LTP KPIs in the Coastal Catchments, and relevant project delivery.
2. People Management	

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
• Communicate clear directions and expectations to staff and project team members. • Work with staff to develop, monitor and review their work performance. • Ensure that staff training and development needs are identified and provided for. • Plan for the best use of resources to help the Group achieve its targets and outcomes. • Develop and enhance the skills and performance of the individuals and the group. • Demonstrate the required behaviours and values of the organisation. • Manage external contractors, consultants, projects, project teams and manage the quality and timeliness of outputs.	• Staff are clear about the contribution they are making towards achieving Council outcomes. • Staff are clear about what they are expected to deliver and behaviours they must exhibit. • Operating and performance review processes are carried out on time with all direct reports. • Training development programmes are in place for all staff. • Conduct actively contributes to the building of a motivated and successful team. • The performance review process is carried out on time with all staff. • The provision of services by external contractors, consultants, projects, project teams is delivered on time, to budget and agreed quality.
3. Relationship Management	
• Establish and maintain close working relationships with internal and external contacts including local authorities, iwi, ratepayers, landowners, suppliers, consultants, and contractors. • Build and maintain strong relationships with key stakeholders, iwi and hapū within the Tauranga, Kaituna, Eastern and Rangitāiki catchments. • Act as a representative for Council at appropriate public meetings, conferences, seminars, and other public events.	• Partner agencies are satisfied that the relationship is professional and constructive and that their interests are being effectively represented within the various catchment based programmes (e.g. Tauranga Moana Programme, Rangitāiki River Programme). • Key stakeholders, iwi and hapū are satisfied that the relationship is professional and constructive. • Professional image is conveyed in public forums.
4. Project Management	
• Develop and lead existing ICM projects and develop new projects where necessary which may extend across the Bay of Plenty. • Track project management of all projects that are the responsibility of Coastal Catchments team. • Ensure that the above projects are integrated with other Council projects where appropriate. • Monitor external contacts, ensuring satisfactory performance.	• Projects are effectively managed; work is completed on time and within budget. • Objectives are achieved, as set out in relevant projects and work plans. • Expenditure and revenue targets are achieved, as set out in relevant budgets. • Project and work plan objectives align with those of other relevant work plans and projects. • Risks are communicated in a timely manner. • Contract outputs successfully achieved.
5. Corporate Contribution	
• Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems.	• Corporate responsibilities are undertaken and completed accurately, meeting

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
- Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015. - Meet statutory responsibilities detailed in Information Management Policy and Procedures. - Meet Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management.	specified standards and within agreed timeframes. - Hazards are identified, and all incidents and accidents are reported. - Council records are maintained in corporate information systems, meeting specified information management standards. - Participate in any civil defence and emergency management training initiatives and assist with any civil defence emergencies.

Delegations

Delegations as set out in the Chief Executives Delegations Manual.

Freedom to act

The following guidelines and support are available to assist the jobholder to make decisions:

- General Manager in regard to improvement initiatives.
- Standard operating procedures/guidelines.

Work complexity

Most challenging duties typically undertaken:

- Responsible for shaping, obtaining co-funding for and delivering the projects, outcomes, milestones and KPIs associated with the Coastal Catchments Activity on behalf of Council, including staffing and culture, Capital and Operating Projects, Finances, Asset Management, Compliance, process improvement and implementation of shared priorities with others.
- Will be required to build strong working relationships with key partners, community and stakeholder groups, and will often be required to resolve complex conflicting objectives and priorities at a senior level.
- Managing relationships in a consultative fashion and resolving conflict in a positive and productive way, being aware of our spirit of service at all times and prudent management and distribution of public funds directed to achieving outcomes in our regional environment.
- Understanding and maintaining an awareness of business functions, policies, processes and systems in order to make informed decisions and implement changes that improve the council's economy, efficiency, effectiveness and culture.

Person specification

Minimum academic qualifications required:	
Essential	Desirable (for recruitment purposes only)
A general relevant Bachelor degree.	- Management and leadership training. - Experience and training in programme/project management disciplines.

• A valid driver's licence required* 1	• Business management tertiary qualification.
--	---

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
• Minimum of 10 years' experience managing and leading a team. • Minimum of 10+ years' experience in either a technical or management leadership field. • Proven experience in a relevant natural resource management field. • Strong skills in communication, influencing and relationship building.	• 5 years' experience in delivering services to communities, iwi and hapu. • Experience and training in programme/project management disciplines. • Proven experience in delivering measurable results in the environment.

Key skills / job specific competencies

The following indicates what would typically be expected for this role at a competent level:

Advanced knowledge	• Take a Council-wide perspective. • Lead collaboratively. • Focus on results. • Build an effective team and a positive workforce ecosystem. • Attract, recruit and develop talent, for now and the future. • Ability to support and drive change. • Display and apply business acumen. • Take ownership for personal learning and development. • Able to achieve health, safety and wellbeing goals. • Professional and technical knowledge in relevant areas of environmental and resource management, and sustainable management principles. • Advanced people management skills. • Well-developed relationship management and interpersonal skills. • Excellent oral and written communication skills. • Persuasion and influencing skills. • Working within the political environment of local government. • Planning, delegating and organising skills.
Working knowledge	• Health and Safety at Work Act. • Resource Management Act. • Local Government Act. • Regional Policy Statement and Regional Plans. • Relevant Environmental Guidelines and National Environmental Standards. • Financial and budget preparation. • Excellent coordination, project and time management.

¹ Driving record free of driving suspensions or convictions (excluding demerit points and infringement fees). Requirement for valid Driver's Licence may be waived if applicant has a driving-related disability.

	• Proficiency with oral presentations and advanced report writing skills. • Administration and clerical procedures. • Safe work practices. • Competent in Microsoft Office packages.
Awareness	• An understanding of the importance of tikanga Maori. • Community, cultural and political awareness. • Council Policy. • Organisational Vision and Values. • National Environmental Policy.

Personal attributes / key behaviours

- High level of professionalism.
- Sound judgement and initiative.
- Integrity and the ability to maintain confidentiality.
- Ability to promote harmony in a team.
- Leadership capabilities.
- Conceptual skills.
- Ability to cope with change.
- Logical and lateral thinker.
- Well-developed written and verbal skills.
- Ability to work well in a team and independently.
- Ability to multi-task, delegate and prioritise to ensure deadlines are met.
- Excellent problem solving and analytical skills.
- Excellent organisational and time management skills.

Other requirements

- May require frequent travel within or outside Bay of Plenty region.
- Occasionally required to work outside normal working hours.

Change to job description

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.

Approved:

Manager

Date

Discussed with job holder:

Employee

Date