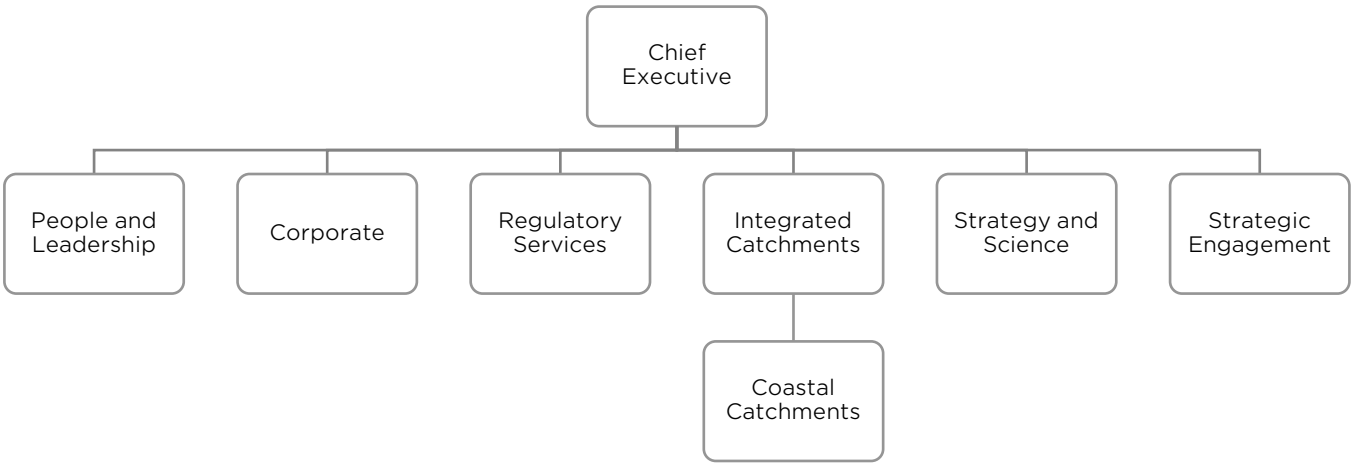
Job Description

Job title	Team Leader, Coastal Catchments
Group	Integrated Catchments
Section	Coastal Catchments
Responsible to	Coastal Catchments Manager
Responsibility for employees	Land Management Officers (9)
Date	November 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	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: o He taiao ora - a healthy environment, o He hapori mata-hī awatea - future ready communities, o Ngā hapori e honoa ana, e whakamanatia ana hoki – Connected and enabled communities, o He whanaketanga mauri tū roa – Sustainable development, o 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 lead, manage, mentor, training and develop a team of Land Management Officers and contribute to the strategic leadership and direction of the Coastal Catchments and Regional Parks Activities.

The purpose of the role is to maximise achievement of sustainable land, water and biodiversity management outcomes for the community. The role navigates catchment relationships, statutory constraints and obligations, Council's policies and plans, funding and collaboration opportunities and the biophysical environment to identify plan, prioritise and implement projects. These projects and contracts are partnerships or collaborations, often with Māori and usually on other people's land, sometimes with volunteers, that take skill to negotiate and execute.

Functional relationships

External	Purpose and frequency of contact	
• Contractors, consultants and suppliers, including technical and legal professionals	• Negotiate clear agreements for goods and services while delivering value for ratepayers. • Assisting staff to negotiate good outcomes with contractors and consultants and resolving complaints, performance issues and H&S investigations.	Weekly
• Iwi and Co-governance entities	• Develop, collaborate and maintain effective working relationships with iwi and co-governance entities within the Bay of Plenty.	Weekly
• Hapū, Marae and Māori Land Trusts	• Develop and maintain some of the relevant relationships at Hapū, Marae and Land Trust	Weekly

	level in the Bay of Plenty, and through your team, deliver on partnership and collaboration opportunities.	
• Community Care groups and NGOs	• Develop and maintain empowering, supportive, and effective relationships with community groups to make it easy for them to achieve environmental outcomes.	Weekly
• Landowners / occupiers	• Develop and maintain effective and trusting working relationships with landowners. Resolve complaints and issues.	Daily
• The public	• Respond to complaints and enquiries professionally and effectively,	Daily
• Local authorities and central government agencies and potential co-funders	• Develop, collaborate and maintain effective working relationships and/or points of contact at relevant local and central government agencies	Weekly
• Industry groups	• Collaboration and communication through trusted contact points and networks.	Weekly
• Research entities	• Collaboration and communication. • Participate in relevant research projects. • Share knowledge and opportunities.	Occasionally
• Media	• Spokesperson for key projects and/or supporting staff to take this role on.	Occasionally

Internal	**Purpose and frequency of contact**	
• Western / Eastern Catchments team members	• Lead, manage, mentor and develop team members to contribute to Council's purpose and reach their potential.	Daily
• Coastal Catchments Senior Team	• Contribute to the strategic leadership and direction of the Coastal catchments and Regional Parks Activities.	Weekly
• Staff at all levels of the organisation and across all section of Council	• Develop and maintain effective working relationships with relevant staff across the organisation relevant to your team's work. • Assist with technical land or water management issues across Council as a subject matter expert. Resolve complaints and issues.	Daily

	• Collaborate, inform, communicate.	
• Council Committees and Councillors, Leadership Team	• Informing, reporting, responding to queries.	Occasionally
• Management across the organisation	• Informing and managing risks, collaborating on resourcing requirements	Weekly

Key result areas

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

- Operational management
- Project management
- People development and management
- Relationship 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	
• Supervise and coordinate the planning, development and implementation of projects to support the sustainable management of land to enhance and protect indigenous biodiversity. • Monitor land management practice and threats to indigenous biodiversity within the Bay of Plenty region; report on this; and recommend action to ensure best practice is being applied and legislation is being complied with. • Negotiate with stakeholders, including landowners Māori, tangata whenua, industry to ensure Coastal Catchment and Regional Parks Activity objectives are met. • Support the establishment and maintenance of community initiatives to implement sustainable land management practices and to protect indigenous biodiversity. • Coordinate and supervise contract works and contractors associated with field work.	• Agreed project objectives and milestones are met. • All programme management requirements for Coastal Catchments land management activities are delivered on time and within budget. • Work is conducted to a standard specified in project plans and in a way which complies with Council policy and legislation. • Response to enquiries is provided in a professional and courteous manner. • Advice provided is based on sound research and analysis and is provided in a timely and professional manner. • Work undertaken by contractors, students and team members meets project objectives, is completed to a standard specified in project plans and meets deadlines. • The right information is available at the right time to manage catchment issues

Key accountabilities (You are responsible for)	**Key accountability measures** (You will be successful when)
• Supervise students undertaking field work and administrative duties. • Coordinate and collaborate with Integrated Catchment Management partners to ensure integration and alignment of workstreams, including Matauranga Maori • Provide expert advice, reports and recommendations on a range of complex issues related to resource management in Coastal Catchments • Undertake other relevant duties as directed by the Manager.	• Workstreams across catchments are integrated and aligned. • Partners are collaborating with the Regional Council in the planning and delivery of catchment initiatives. • Any additional duties are completed to a standard as specified in the project plan.
2. Project management	
• Provide leadership and direction to projects, including preparing and overseeing relevant project budgets • Manage external contractors, consultants, projects, project teams and managing the quality and timeliness of outputs • Ensure contributors to projects, including staff and external stakeholders, are fully aware of their responsibilities and how these fit within the wider programme • Prepare regular project updates on matters relating to Regional Integrated Catchment Management	• Projects are appropriately resourced, managed and completed to a high professional standard • Projects are completed on time and within budget • Project contributors understand their roles and are aligned with the objectives of the project • Contract outputs are successfully achieved • Managers are fully briefed on progress against projects and are well informed on issues as they arise through agreed reporting mechanisms.
3. People Management	
• Provide supportive leadership, motivation and direction to employees as they work. • Communicate current activities and policies to stakeholders. • Lead the performance management process and work with employees to develop, monitor, and review employees' work performance. • Manage external contractors, consultants, projects, project teams, and manage the quality and timeliness of outputs.	• Employee turnover is within acceptable level. • Appropriately skilled employees are appointed and retained • Employees are professional in approach and can contribute individually and collectively to the organisation's success. • Personal conduct actively contributes to the building of a motivated and successful team. • The performance review process is carried out on time with all employees. • All employees have a targeted learning and development programme.
4. Relationship Management	
• Establish and maintain close working relationships with internal and external contacts including Local Authorities,	• Effective, professional relationships and partnerships are developed and maintained with internal and external contacts.

Key accountabilities (You are responsible for)	**Key accountability measures** (You will be successful when)
ratepayers, industry group, landowners, suppliers, consultants, and contractors. • Maintain a close working relationship with internal and external contacts. • Represent Council at appropriate local, regional and national forums, local government conferences, seminar and other events as directed by the Manager. • Ensure that the relationship between the Council and all relevant stakeholders is positive and constructive.	• Professional image is conveyed in public forums. • Stakeholders consider that their relationship with the council is positive and constructive.
5. Corporate contribution	
• Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems. • Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015. • Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard. • Meet Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management.	• Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. • Hazards are identified and all incidents and accidents are reported. • Participate in any wellness programmes, such as stress management training and health monitoring. • Council records are created and 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, as part of Bay of Plenty Regional Council's responsibilities for civil defence and emergency management.

Delegations

Delegations as set out in the Chief Executives Delegations Manual.

Freedom to Act

In making decisions the job holder will have access to guidance and support from their manager and senior staff, specialist consultants and subject matter experts, procedures and policies but is generally expected to operate and make decisions with a reasonable degree of independence.

- Resource Management Act.
- Soil Conservation and Rivers Control Act.
- Biosecurity Act.
- Financial Delegations of Council.
- Environmental Grants Policy
- LMO Handbook and other BOPRC Policies

Work complexity

Most challenging duties typically undertaken:

- Maintaining a high level of technical and legal knowledge within relevant areas of sustainable land management and resource management practice
- Identifying, investigating, prioritising and implementing the best mix of options/projects available within a range of constraints and expectations to maximise achievement of Council's community outcomes and strategic priorities with the resources available.
- Using, integrating and improving complex geospatial, financial and administrative systems.
- Communication of Regional Council objectives and policies to a range to a range of audiences to engage them.
- Deliver specialist customer service ensuring customers receive good advice and practical, feasible solutions to sustainable land management issues.
- Development of documents and reporting to meet programme and project management requirements of the organisation.
- Motivate and engage team members to meet Council objectives, including performance management where this is required.
- Regularly handling complex face-to-face negotiations with landowners/occupiers, iwi, community groups, media and other affected parties, and supporting staff in their interactions when situations become difficult or challenging.

Other Aspects

- This role requires a proactive person who can identify potential projects, partnerships and initiatives and then investigate, prioritise and implement the best mix of those given available resources

Person specification

Minimum academic qualifications required:	
Essential	**Desirable** (for recruitment purposes only)
• A relevant Bachelor's degree in the land and/or resource management field (or equivalent) • A valid driver's licence required*[1]	• Qualifications in land use, resource management, project management

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	**Desirable** (for recruitment purposes only)
• At least seven years' experience in relevant land, resource management and associated leadership roles • Prior experience in people leadership or similar supervisory role • Contract negotiation and supervision experience	• Experience in or with a relevant local government environmental management setting • Experience delivering services to communities, iwi and hapu

[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.*

• Experience scoping and managing high value/risk/complexity environmental or construction projects	

Key skills / job specific competencies

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

Advanced knowledge	• Professional and technical knowledge of sustainable land management practices through training or experience in related rural activities • Land management, biodiversity and resource management legislation • Stakeholder management and collaboration including a range of relationships with land trusts, hapū and iwi • Knowledge of ecology, indigenous biodiversity and biosecurity would be an advantage • Excellent problem solving and analytical ability. • Take a Council-wide perspective. • Display and apply business acumen. • Take ownership for personal learning and development. • Able to achieve health, safety and wellbeing goals. • Lead collaboratively. • Focus on results. • Attract, recruit and develop talent, for now and the future, ensuring an effective team is built. • Programme and project management, including leading multiple, complex, or not well defined projects. • Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally. • Ability to write and peer review compliance approaches, reports and advice. • People management, coaching, training, mentoring, leadership • Knowledge of the rural and natural environment of the Bay of Plenty region
Working knowledge	• People management • Financial and budget preparation • Computers, GPS, GIS, databases • Contract requirements • Negotiation skills • Project management • Presentation and public speaking skills • Resource management and other relevant legislation • Consent requirements and conditions • Health and safety legislation and personal HSE obligations
Awareness	• Community, cultural and political awareness • Council Policy. • Organisational Vision and Values.

Personal attributes / key behaviours

- Professional and mature approach
- Enthusiasm
- Excellent judgement and initiative
- Excellent time management
- Excellent problem-solving skills
- Ability to promote harmony in teams
- Negotiation skills with ability to resolve conflict situations
- High level of communication skills
- People management skills
- Project management skills
- Prioritisation and integration skills
- The ability to share specialist knowledge

Other requirements

- May require frequent travel within or outside Bay of Plenty region
- Undertake fieldwork and site inspections, which may include hazardous sites, and/or at remote locations
- Occasionally required to attend meetings, which may occur outside normal working hours
- Responsible for project budgets relating to sustainable land management and biodiversity projects
- A reasonable level of fitness required for conducting site inspections and for undertaking restoration work
- Four-wheel drive skills
- First Aid skills

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