

## Your Position

<b>Your Job</b>	<b>Manager Urban Ecology Kaiwhakahaere Hauropi Tāone</b>
<b>Your Group</b>	Infrastructure
<b>Your Team</b>	Parks
<b>Your Manager</b>	Manager Parks, Julian Emeny
<b>Your Base</b>	Porirua

## What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

### Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

### How we work together:

- Whakakotahi – Team up  
Mā te mahi tahi e puta ai he hua ki tō tātou hapori  
Together we make a difference for our community
- Mahi Atamai – Work smart  
Ka whakapātari i a tātou anō kia pai ake ai ngā hua  
We challenge ourselves to do things better
- Whakatinanatia— Make it happen  
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga  
We use our energy and skills to get things done

## Your group & team purpose

The Infrastructure group comprises four teams: Parks, Transport, Water Services and Waste. The Group is responsible for a significant portion of the Council's customer interactions and budget spend as people work, live and play in Porirua.

The Parks team is a high performing, multifunctional team responsible for a wide range of business outputs. We provide outdoor sport, recreation and play opportunities, protect and enhance our natural environment and work in partnership with our sporting, recreation and environmental communities.

## Your purpose

The Manager Urban Ecology role is to:

- Develop, implement and manage the Council's biodiversity strategy, direction, approach and service delivery function, including working pro-actively with community and agency stakeholders.
- Be accountable for ensuring the development of biodiversity best practise in relation to regional and industry standards.

## Who you'll be working with

Your direct reports	<ul style="list-style-type: none"><li>• Manager Nursery Business Development</li><li>• Manager Cadetship</li><li>• Manager Restoration</li><li>• Riparian Operations Advisor</li></ul>
Your indirect reports	<ul style="list-style-type: none"><li>• Nursery staff</li><li>• Team Leaders &amp; Cadets</li><li>• Restoration team staff</li></ul>
External people and groups	<ul style="list-style-type: none"><li>• Project partners</li><li>• Government, public organisations, and business</li><li>• Members of the public and community organisations</li><li>• Ngāti Toa Rangatira</li><li>• Other local authorities including Great Wellington Regional Council</li><li>• Contractors, consultants, and suppliers</li><li>• Industry groups</li></ul>
Internal people and groups	<ul style="list-style-type: none"><li>• Executive Leadership Team, Managers, and staff at all levels of the organisation</li><li>• Mayor, Councillors, Council and Council committees</li></ul>

## Your responsibilities

What you'll do	How you'll do it
Leadership and Management	<ul style="list-style-type: none"> <li>• Lead and facilitate a way of working within the Parks team that builds a constructive and collaborative environment, maintains a strong customer focus, drives continuous improvement, and ensures the business unit is well connected to internal and external stakeholders and broader communities.</li> <li>• Have a leadership role in delivery of biodiversity actions across all Council teams and influence the work programmes of others.</li> <li>• Provide high quality advice to Council and ensure the provision of an expert advisory service on matters relating to Urban Ecology</li> <li>• Develop and lead the Urban Ecology Team to achieve results and provide a customer focused service by setting performance expectations, providing guidance and development, monitoring individual and team performance, and providing constructive feedback/support when required.</li> <li>• Lead effective and efficient financial and operational management of the Urban Ecology Team</li> <li>• Prepare plans and budgets for the Urban Ecology Team to meet the key areas of responsibility.</li> <li>• Develop and implement work practices and processes that ensure compliance with the Health and Safety at Work Act 2015</li> </ul>
Strategic & Operational Planning	<ul style="list-style-type: none"> <li>• Develop a Biodiversity Strategy for Porirua City.</li> <li>• Develop and implement a framework for capturing the City's biodiversity assets, sharing with relevant departments to influence decision making.</li> <li>• Ensure ecological requirements are recognised and captured in all Council strategies and plans.</li> <li>• Assist with the preparation of ecological management and restoration plans.</li> <li>• Provide specialist ecological and outstanding natural features input and advice into regulatory processes (including resource consenting and compliance). Undertake associated business improvements to improve these processes and services.</li> <li>• Support the development of and delivery of operational monitoring and survey programmes for flora, fauna and ecosystem restoration; contribute to the reporting of their effectiveness and outcomes to inform an adaptive management approach.</li> <li>• Develop programmes for biodiversity action, engage people with nature, and foster pro environmental behaviours.</li> </ul>
Operational Delivery	<ul style="list-style-type: none"> <li>• Develop programmes for biodiversity action, engage people with nature, and foster pro environmental behaviours.</li> <li>• Develop new projects as required.</li> <li>• Improve our internal expertise and capacity in biodiversity conservation.</li> <li>• Ensure best practice ecological principles across Council programmes.</li> <li>• Advocate and provide advice on best practice ecological restoration and protection methods for indigenous species and ecosystems across local and regional programmes, whether they are council, iwi or community led.</li> <li>• Support place-based teams with quality ecological advice as needed to enable effective implementation of the work programme.</li> <li>• Work with the climate change team to implement our change response around revegetation, canopy cover and land management.</li> </ul>

	<ul style="list-style-type: none"> <li>• Work with the Strategic Partnerships and Economic Development teams and our Parks Volunteer Advisor to develop programmes to attract our community, visitors, tourists and migrants to assist in restoration of Porirua's biodiversity.</li> <li>• To respond to after hour call outs directly or by team.</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Establish and maintain positive relationships with key stakeholders and business and industry groups.</li> <li>• Develop and implement a key client relationship management plan to support delivery of team objectives.</li> <li>• Represent Council and the Infrastructure Group at appropriate conferences, seminars and other events.</li> </ul>
Health and safety	<ul style="list-style-type: none"> <li>• Understand and apply health, safety and risk management in accordance with Council's risk management framework and relevant legislation.</li> <li>• Take responsibility for your work environment; identify, assess, and manage hazards and risks to ensure they are addressed.</li> <li>• Encourage and support the identification, assessment, management, reporting and monitoring of hazards and risks to ensure they are addressed.</li> <li>• Recognise when to escalate issues.</li> <li>• Take reasonable care that what you do or don't do does not adversely affect the health and safety of other people.</li> <li>• Take reasonable care of your own health, safety, security, and wellbeing.</li> <li>• Ensure all health, safety and security incidents are reported.</li> <li>• Encourage others to report health and safety incidents and risks.</li> <li>• Cooperate with any reasonable workplace health and safety policy or procedure.</li> <li>• Comply with any reasonable instructions given.</li> </ul>
Corporate Responsibilities	<ul style="list-style-type: none"> <li>• Build commitment of our vision, strategic directions, values and services.</li> <li>• Willingly undertake any duty required within the context of the position.</li> <li>• Adhere to our Code of Conduct.</li> <li>• Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event.</li> </ul>

## Your skills, experience, and qualifications

<p>It's essential that you have:</p>	<ul style="list-style-type: none"> <li>• A tertiary qualification in Ecology, biodiversity or equivalent experience</li> <li>• Proven effective leadership experience with the ability to develop, lead, motivate and manage high performing teams</li> <li>• Excellent written and verbal communication skills including the ability to be a confident and effective public speaker</li> <li>• A professional and management perspective with objective demeanour when positive or negative/difficult situations occur</li> <li>• A demonstrated track record in achieving results through their own efforts and others</li> <li>• Experience in biodiversity leadership and management</li> <li>• A demonstrated knowledge in ecological restoration/biodiversity management practices</li> <li>• The ability to lead and inspire people to get involved in biodiversity projects and activities</li> <li>• Resilient, energetic and self-starting individual</li> <li>• Good working knowledge of relevant legislation</li> <li>• Excellent relationship management skills building productive relationships with community groups, iwi, and other partner organisations</li> <li>• Ability to work collaboratively, developing and implementing projects with a range of stakeholders and partners</li> <li>• Project management skills and experience including planning, budgeting, implementation, monitoring and reporting</li> <li>• Full unrestricted drivers licence</li> <li>• The ability to respond to after hour callouts if required</li> <li>• Excellent interpersonal and communication skills, both written and oral</li> <li>• Understanding and commitment to health and safety in the workplace</li> <li>• Understanding and commitment to diverse workplace.</li> <li>• Understanding and commitment to the Treaty of Waitangi and bicultural issues.</li> </ul>
<p>It'd be great if you also have:</p>	<ul style="list-style-type: none"> <li>• Have a working knowledge of the Resource Management Act, Local Government Act and the Reserves Act.</li> <li>• Have experience and general knowledge of local authority activities.</li> </ul>

Last updated October 2024



Porirua City Council supports an inclusive and welcoming environment and is a member of Diversity Works.