



The Halo Project Landscape Connections Trust

Source to Sea Project Manager Role Description

September 2020

Job title: Source to Sea Project Manager

Location: Dunedin central

Duration of fixed-term: 3 years

About the Trust:

Landscape Connections Trust (LCT) is an incorporated charitable trust which was established in 2009. LCT's mission is to create healthy landscapes that support resilient communities.

LCT works with groups and individuals across the landscape north of Dunedin to enhance this special area. Our community-led management strategy recognises that as well as protecting and managing specific high-value biodiversity areas, other actions are required to ensure broader ecosystem functionality and integrity across the project area. Our health, wellbeing, lifestyles and economy are all dependent on a healthy natural environment and it is this underlying principle that drives our objectives to enhance the natural environment. We implement a number of projects, as part of our Halo Project.

About the Source to Sea Project:

This new project aims to work with a range of stakeholders to restore riparian and wetland habitat in high priority eastern Otago river and stream catchments. The focus is to work with private landowners to establish or enhance indigenous riparian and wetland habitats. This work will lead to a wide range of benefits including improved water quality, increased flood/erosion protection, improved/increased habitat for aquatic and terrestrial flora and fauna and providing corridors for the movement of indigenous wildlife, improved mahinga kai sites, compliance with local and central government legislation, and engagement with local communities.

There is over 2,800 km of stream and river within the seven target catchments. Selecting the highest priority sites on which to undertake work is essential to ensuring the maximum benefit is achieved using the resources available. Priority sites will be those which will likely to result in improved freshwater quality if restored; and have potentially high biodiversity and/or mahinga kai values presently or if restored. The

project will not only benefit the environment, but also economic livelihoods as we hope to assist landowners in achieving their legal requirements.

An integral part of this project, and a measure of its success, will be engagement with community groups, volunteers and skill development of young people.

Community and social development

With this project, we hope to benefit the wider community in a variety of ways. The obvious benefactors from this project are those landowners receiving assistance with restoration activities on their property. Beyond the direct benefactors, we hope provide value to the community by creating restoration/conservation-focused jobs. These jobs will allow workers to develop skills sets which will only increase in value as New Zealand moves towards a more environmentally sustainable future.

Partnerships

It is hoped the community at large will benefit by being involved in all possible components of the project. The first step has been to engage with communities to gain an understanding of their willingness to participate and the kind of involvement and outcomes they would like to see. To date, we have partnership arrangements with Kati Huirapa Rūnaka ki Puketeraki, the Otago Regional Council, the Department of Conservation, the Dunedin City Council, Conservation Volunteers New Zealand, and the Otago Corrections Facility.

Purpose of the Project Manager role:

As Project Manager you will be responsible for developing, planning, budgeting and reporting on a work programme to achieve riparian and wetland habitat restoration across prioritised sites within this project area. You'll provide habitat restoration technical advice to landowners. You'll manage contracts and landowner agreements. You'll be the spokesperson for the Project.

An integral part of this project, and a measure of its success, will be engagement with community groups, volunteers and skill development of the project team. You will have excellent people management skills, with responsibility for a team of up to eight, including two direct reports (Field Supervisor [1FTE] and School Educational Officer [.25FTE]) and six field team members, who will report to the Field Supervisor. You'll be supported by the Halo Project Director and a part time communications staff member.

Key Accountabilities:

Project Planning

The Project Manager is responsible for the operational planning and implementation of the Source to Sea Project, as set out by Key Performance Indicators and milestones. The Project Manager is responsible for successfully implementing these work programmes within budget and to set timeframes.

Key Tasks

- Coordinate and prepare operational plans to achieve the objectives of the Source to Sea project.
- Prepare the budget and forecast of expenditure for the Source to Sea project.

- Anticipate variations to operational plan objectives and communicate these in a timely, clear and relevant manner.
- Continuously review the operations of the team to ensure responsiveness to changes in environment, priorities and direction and ensure these are reflected in the operational plan.
- Regularly review programmes to ensure changing requirements continue to be met and productivity and efficiency continue to improve.
- Identify, recommend and implement improvement initiatives.

Project management, reporting and liaison

The Project Manager will report to the Director of The Halo Project, and will have a broader responsibility to report to wider stakeholders.

Key Tasks

- Provide clear, concise and relevant reports detailing achievement against annual Key Performance Indicators and milestones.
- Provide clear, concise and relevant reports detailing budgets and expenditures (both forecasting and reporting).
- Liaise regularly with the wider Halo programme to ensure alignment and ensuring the sharing of skills and resources can be maximised.
- Understands Source to Sea obligations and commitments to the Ministry for Primary Industries and other project funders and project partners, and applies this knowledge in decision making.

Staff Management

The Project Manager is responsible for managing and supporting operational staff within the Halo project.

Key Tasks

- Ensure Source to Sea meets its statutory, legal and good employer obligations;
- Manage the team to ensure continued improvement in group performance, effectiveness and productivity of resources;
- Empower staff in their roles and provide or organise assistance, mentoring or coaching where necessary.

Health and Safety Management

The Project Manager will assist Source to Sea staff, contractors and volunteers to fulfil their health and safety obligations and duties within the programme.

Key Tasks

- Ensure all staff are aware of the health and safety and quality control requirements of their roles.
- Guide and coach staff and contractors to improve their health and safety systems and practices
- Encourage open, positive and responsive health and safety culture within the team.
- Ensure staff and contractors' health and safety performance is audited.
- Investigate health and safety incidents.
- Escalate (formally and informally) health and safety issues that arise.
- Improve and develop health and safety policies and procedures as necessary.
- Keep up to date with relevant health and safety legislation and regulations pertaining to Source to Sea operations.

Public Relations

The Project Manager will have shared responsibility for guiding and participating in the programmes' public relations including outreach, education and fundraising for Source to Sea.

Key Tasks

- Collaborate with staff and partners of The Halo Project to plan direction and scope of outreach, education, public meetings and fundraising.
- Participate personally in public relations and provide support for staff, stakeholders and Halo Project to do so.

<u>Implementation Competencies</u>	<u>Operational Planning</u>	Translates the organisation's priorities into an operational plan of action; provides clarity and focus of effort through effective planning; allocates resources (ie human, capital and financial); develops and utilises processes to monitor progress and contingencies.
	<u>Operational Decision Making</u>	Understands the needs of stakeholders; makes every effort to ensure the stakeholders are listened to by self and others; focuses their attention on meeting their needs wherever possible and on managing their expectations.
	<u>Stakeholder Service Orientation</u>	Engages in the thorough analysis of team effectiveness through gathering relevant information; sees the "whole" and complexity of connections; takes into account factual information, logical assumptions, resources, potential risks and opportunities; makes timely, sound decisions.
	<u>Work Management</u>	Controls ones work by prioritising work goals, requirements and areas of opportunity.

<u>Relationship Competencies</u>	<u>Building Relationships</u>	Builds, maintains and uses effective working relationships, internal and external to the organisation , to facilitate the successful achievement of projects, assignments and objectives.
	<u>Communication</u>	Expresses and conveys information effectively to other people. This includes speaking, writing and listening in both formal and informal situations.
	<u>Delegation</u>	Takes into account the strengths, knowledge, potential and development opportunities when delegating. Monitors activities that have been delegated; provides support without removing responsibility.

	<u>Developing Organisational Capability</u>	Creates learning opportunities for others to develop and grow, positively influencing their progress towards successful results. Coaches and gives feedback, guidance and support to enable individuals to reach agreed objectives. Creates an environment conducive to learning.
	<u>Influential Leadership</u>	Inspires, motivates and builds cohesive teams; promotes and uses the Halo Projects' vision, values and strategic priorities as a guide to everyday operations. Leads others through change by helping them to see and feel how things can be different.
	<u>Persuasiveness</u>	Uses appropriate interpersonal styles and communication methods to gain acceptance of an idea, product, plan or service; effectively influences others and adapts one's own behaviour to accommodate circumstances and individuals involved.

You will:

- Be an inspiring leader who is adaptable, innovative and creative;
- Understand sound financial and contract management principles;
- Have successful staff and contractor management experience;
- Possess strong technical knowledge of habitat restoration and monitoring;
- Be able to implement field-based operations in a strategic and methodical manner;
- Have a strong knowledge of workplace health and safety requirements;
- Be an excellent communicator with an ability to relate to a range of people;
- Have sound computer skills, particularly in Microsoft Office; and
- Have excellent written and verbal communication skills.
- Hold a full drivers licence and work visa

Preferably, you will also:

- Be a competent user of GIS and project management software;
- A tertiary qualification in fields relating to conservation, ecology or science is desirable; and
- Have experience in conservation field work, preferably within a New Zealand context.

How to apply:

If you believe you have the relevant skills and experience to undertake this role please send your cover letter and CV to liz@haloproject.org.nz

For a confidential discussion regarding the role, please contact Rhys Millar (Halo Project Director) – Rhys@haloproject.org.nz

Applications close 9am Monday 5th October, 2020