

Project Interface Coordinator

Purpose | Te arotahi mātua

The Project Interface Coordinator is responsible for working collaboratively and cohesively with both Taranaki Regional Council and New Plymouth District Council to ensure the timely delivery of their regulatory responsibilities.

The role encompasses engagement with Te Ara o Te Ata/Mount Messenger Alliance, iwi/hapū, the science community, and a range of internal and external stakeholders. Effective communication with a wide range of audiences is a key aspect of this role.

Role dimensions | Te ahu mahi

Responsible to:	Environmental Assurance Manager
Responsible for:	Nil
Primary location:	Stratford, although travel throughout the region will be required
Position grade	17

Organisational context | Te horopaki whakahaere



Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only. Performance measures for this job will need further discussion between the job holder and People Leader/Manager as part of the performance development process.

The position holder does not have staff reporting to them but does involve the position holder leading and managing projects involving council staff and contractors. So people leadership responsibilities are included.

People Leadership

- Maintain a high standard of support and proactively assess team resources and/or reallocate workloads as necessary.
- Create a team environment that fosters and develops effective working relationships and high performance based on Taranaki Regional Council values.

Lead the Regulators

- Assist and support the Taranaki Regional Council's technical experts and consent compliance staff involved in the Te Ara o Te Ata/Mount Messenger Bypass project to fulfil their regulatory obligations. Specifically this will involve, the monitoring and control of the compliance monitoring programmes. This will be undertaken by: fortnightly updating the project costs; the preparation and delivery of programme status reports, and the preparation of quarterly management reports on project performance in terms of schedule, cost and scope.
- Lead the project to ensure that Taranaki Regional Council's technical experts are engaged and provide timely input into all matters across the project to which their expertise relates. Manage the work flows across these experts to ensure that timelines are achieved and where necessary appropriate measures/practices are put in place to ensure that all resource consent conditions are achieving their intentions.
- Manage reporting obligations to ensure that all required aspects of the resource consents and associated plans have been met to ensure consent compliance across the project is achieved.
- Identify any aspects of actual or likely consent non-compliance and where required escalate these issues to the appropriate council for resolution in accordance with their enforcement policy.

Council standard

- Delivery of products and/or services on behalf of the Taranaki Regional Council that meet the required standard.
- Ensure that systems, processes and equipment are used in accordance with requirements set out in any applicable standards for which the Taranaki Regional Council has attained, or is working towards achieving accreditation.

RMA knowledge	<ul style="list-style-type: none"> • Provide guidance to Taranaki Regional Council officers on matters of environmental management. • Have a working knowledge of Taranaki Regional Council's enforcement provisions under the Resource Management Act 1991 to ensure that appropriate enforcement tools are considered to address matters of non-compliance. • Foster constructive relationships with external parties who are involved and affected by the project undertaken as a responsibility of this role including iwi/hapū, stakeholders and consent holders, and community members.
Financial management and reporting	<ul style="list-style-type: none"> • Accountable and responsible for managing the project budget. • Preparation and annual review of compliance monitoring programme budgets and subsequent financial management, including implementation, and reporting of performance.
Quality Assurance	<ul style="list-style-type: none"> • Support the delivery of products and/or services on behalf of the Taranaki Regional Council that meet the required high standard of quality. This includes: <ol style="list-style-type: none"> 1. Ensuring that work is fit for purpose to meet all internal and external monitoring and reporting obligations. 2. Continually ensuring that work conforms to the requirements of any applicable standards for which the Council has attained or is working towards achieving accreditation. • Documentation, maintenance of and adherence to procedures for quality assurance as required and assigned.
Māori relationships	<ul style="list-style-type: none"> • Develop an effective partnering relationship with Ngāti Tama, who are mana whenua, to support the delivery of the resource consent priorities. • Maintain an understanding of the relationships, and work that the Taranaki Regional Council have underway, with tangata whenua and Māori groups across the region.
Stakeholder engagement	<ul style="list-style-type: none"> • Consult and collaborate with a diverse range of external and internal stakeholders to ensure the smooth delivery of Taranaki Regional Council regulatory requirements. Support Taranaki Regional Council staff, to develop and maintain effective partnering relationships with all key project stakeholders.
Health and safety	<ul style="list-style-type: none"> • Take all practicable steps to ensure a safe and healthy workplace by promoting, implementing and supporting appropriate health and safety practices.

Responsibility area

- Management of interactions between the Councils, the Alliance and Ngati Tama.
- Acting as the first point of Taranaki Regional Council contact with the Alliance for queries and issues in real time.
- Clear and detailed understanding of the projects consent conditions and how they were derived.
- Monitor and control the plans associated with the resource consents. Ensure people are working to them and that they are updated in a timely manner.
- Management of the Taranaki Regional Council's performance against their RMA duties to ensure regulatory requirements are undertaken in a timely manner.
- Establishing processes to ensure regulatory duties are completed in a timely manner.
- Overseeing a number of workstreams being undertaken across the Taranaki Regional Council.
- Project cost and progress monitoring and reporting.
- Attendance at site inspections, meetings, workshops/activities in relation to the project to ensure regulatory performance is on track as the project progresses.
- Liaise with the Alliance to ensure that monitoring and reporting obligations and associated timelines are met.

Special requirements

- Must be able to undertake the physical requirements of the position.
- May be expected to work under conditions in which personal risk is maybe incurred and safety procedures must be adhered to in accordance with the Taranaki Regional Council's Policies and Procedures.





Organisational areas of responsibility | Ngā wāhanga whakahaere

- **Be a team player** – Contribute to the greater team and organisational goals by completing projects and tasks in an efficient and effective manner, including any additional activities as directed by your People Leader.
- **Be flexible and adaptable** – Flexible work arrangements meet the needs of our customers, the Council and the individual and may include the need to work outside normal office hours from time-to-time.
- **Look after yourself and others** – Work within the Council's health and safety systems, policies and procedures at all times to limit risk and keep yourself and those around you safe.
- **Work with integrity** – Maintain high professional and ethical standards that align with relevant legislation, Council policies and our values.
- **Be culturally aware** – Show appreciation and understanding of Māori culture and values and put these into practice in your work.
- **Be an agent for change** – Always be on the lookout for ways to do things better, faster or smarter and be an active participant in the continuous improvement culture.
- **Be digitally savvy** – Understand and be competent in the use of digital technologies relevant to your role, including processing and storage of Council information in line with relevant policies.
- **Live our values** – Be aware of and demonstrate our values in ways that support inclusivity in every aspect of our work.

Delegations of authority | Te tuku mana

Delegations for all roles are set out in the **Taranaki Regional Council Delegations Manual** as appropriate.



Personal specifications | Ngā whakaritenga whaiaro

Qualifications

- A Bachelor's degree in environmental management/RMA or a field that is relevant to the specialisation of this role is required.

Experience

- At least five years' related experience, preferably in a local government environment.
- Have technical and practical proficiency and competency relevant to this role's specialisation including developing and maintaining project plans and finances.
- Experience with building and maintaining effective relationships and gaining the cooperation of a wide range of internal and external stakeholders.

Skills

- Strict attention to quality control, data management and accurate record keeping.
- Strong organisation and time management skills with an ability to multi-task, delivering complete solutions within agreed timeframes.
- Ability to plan and manage complex interfaces and tasks, to provide timely technical advice.
- Highly developed problem solving and lateral thinking skills and the ability to take a collaborative approach to solve project issues, develop solutions and implement process improvements.
- Excellent verbal, written, interpersonal and negotiation skills with the ability to influence and use discretion in a complex project and political environment.
- Proven ability to manage, motivate and develop a project team of professional officers.
- Resilient and capable of working in a client facing role, whilst building a strong, professional relationship
- Ability to think strategically and take a Taranaki Regional Council-wide perspective, understanding the impacts of activities and programmes on the wider Council and community.

Knowledge

- Experience or a good working knowledge of the Local Government Act 2002 and Resource Management Act 1991 specifically relating to regulating and ensuring compliance with resource consent conditions.
- Familiarity with kaupapa Māori, tikanga, and te reo Māori.
- A sound understanding of Treaty of Waitangi obligations with regard to Māori.

Personal attributes

- **Collaborative** – can connect with others, listens, reads people and situations, communicates tactfully.
- **Goal orientated** – shows commitment and ambition.
- **Strategic thinker** – ability to think analytically and critically, with the big picture in mind.
- **Integrity** – leads with purpose and inclusiveness.
- **Resilience** – displays resilience, maintains composure.
- **Self-aware and agile** – able to receive feedback on own performance, can self-assess, adapts approach, and commit to own growth and development.

Functional relationships | Te whanaungatanga mahi

Build, maintain and role model meaningful effective and sustainable relationships with;

Internal

- All Council staff involved in the Te Ara o Te Ata – Mount Messenger Bypass project

External

- Te Ara o Te Ata – Mount Messenger Bypass Alliance, Iwi authorities and the community

Changes to job description | Ngā huringa ki ngā whakaahuatanga mahi

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 for the annual performance cycle.



Our key messages | Ko ā mātou kōrero mātua

Taranaki Regional Council works with the Taranaki community:



Improving lifestyles
Supporting livelihoods
Taking Taranaki forward

Our mission | Tō tātou mīhana

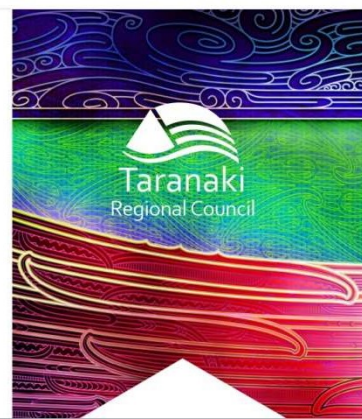
To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources.
- Safeguarding Taranaki's people and resources from natural and other hazards.
- Promoting and providing for significant services, amenities and infrastructure.
- Representing Taranaki's interests and contributions to the regional, national and international community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

Our values | Tō tātou whanonga pono

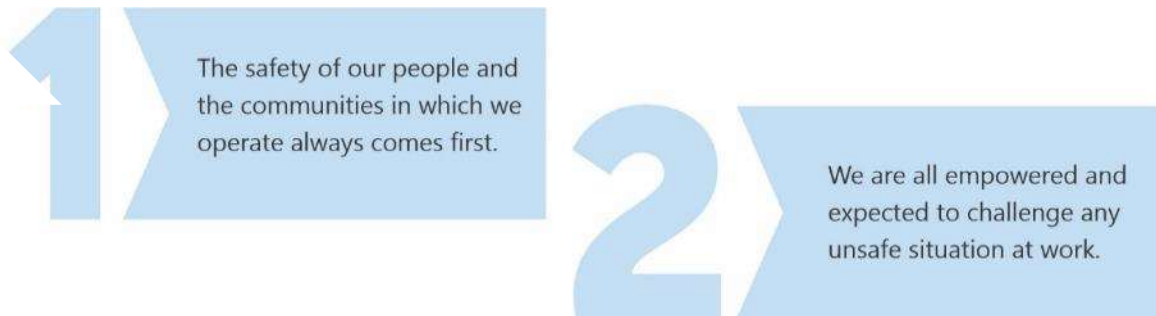
- **Integrity** | We do what it is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence, embracing change as an opportunity for innovation.



Our health and safety | Tō tātou Hauora me te haumarū

The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

There are two key points to health and safety:



We will achieve these by:

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning



He Pūkenga Ara Skills Pathway

Skill Area	Capabilities
Service Delivery	<ul style="list-style-type: none">• Service Standards• Customer Service• Judgement and Decisions
Organisational Impact	<ul style="list-style-type: none">• Aligns Work• Collaborates• Assesses Impact and Value• Promotes Change
Self-Awareness	<ul style="list-style-type: none">• Knows Self• Develops Self and Others• Builds Trust
Communicates Effectively	<ul style="list-style-type: none">• Clear Messages• Adapts Style• Tact and Diplomacy
Digital Technology	<ul style="list-style-type: none">• Systems Knowledge• Works Efficiently• Data Management
Wellness and Risk	<ul style="list-style-type: none">• Policies and Procedures• Manages Risks• Proactive Wellbeing• Site Safety
Cultural Awareness	<ul style="list-style-type: none">• Reo• Tikanga• Whakawhanaungatanga• Local context• Mātauranga Māori• Regulatory Environment