



Position Description

POSITION: Environmental Management Advisor

RESPONSIBLE TO: Environmental Manager

LOCATION: National Office, Wellington

DATE: February 2008

JOB PURPOSE

To advise and support the Environmental Manager in the research, development, implementation and review of Transit's environmental and social policies and procedures to ensure Transit demonstrates social and environmental responsibility in all matters, and to provide environmental and social advice to regional staff on state highway planning, design, construction and maintenance activities.

KEY PERFORMANCE INDICATORS

- Robust advice and consistent support provided to the Environmental Manager to ensure Transit policies, standards, contracts and decision making processes give effect to Transit's commitment to sustainability
- Transit's environmental guidelines, specifications and standards set realistic expectations for the state highway network and provide best practice guidance to Transit staff and suppliers
- Transit influences external processes that affect state highway environmental management in a manner that promotes realistic, affordable solutions

TRANSPORT PLANNING TEAM

The Transport Planning Team is responsible for delivering national strategies, policies and standards that contribute to an integrated, safe, responsive and sustainable land transport network. It has a very broad focus including strategic land use and transport planning and integration, travel demand management, environmental management and land transport funding and forecasting.

The Transport Planning Division is also responsible for developing all civil engineering projects in the 10-year state highway forecast to the point where a preferred option has been developed to Transit's standards, public consultation completed, all Resource Management Act processes completed, project funding obtained and land purchase completed ready for the Capital Projects Division to complete design, call tenders and construct the required projects. The Network Operations Division is then responsible for maintaining and operating the state highway asset.

The National Standards Team is one of three Transport Planning teams in National Office. Its purpose is to ensure Transit's policies and standards provide a level of service on the state highway network that aligns with Transit's commitment to sustainability. The team has a long term, strategic focus and is responsible for addressing emerging issues, particularly in the transport-planning field.

This multi-disciplinary team currently comprises ten professional positions and is well respected for providing robust direction and advice and promoting strong relationships with key stakeholders.

FUNCTIONAL RELATIONSHIPS

Internal

- Transit Board
- Chief Executive and General Managers
- National Standards Manager
- Macro Policy Manager and team
- Regional Managers and Planners
- Capital Projects Managers
- Network Operations Managers
- National Travel Demand Manager and team

External

- Ministry of Transport
- Key transport stakeholders, including Land Transport New Zealand
- Key government agencies, such as the Ministry for the Environment and Department of Conservation
- Public interest groups
- Iwi
- Local Authorities and Local Government New Zealand

ROLE SUMMARY

1. Embedding environmental and social responsibility

This position will contribute significantly to the implementation, monitoring and review of Transit's Environmental Plan to ensure environmental and social considerations are an integral part of everything Transit does. This includes ensuring environmental best practice is adopted as a matter of course when planning, constructing and operating the state highway network. Impacts to be addressed include traffic noise and vibration, water runoff, air pollution, social severance, visual quality, climate change, energy efficiency, biodiversity and heritage. An integral part of the role is providing comprehensive advice to other areas of Transit on environmental and social policy matters, particularly relating to noise, air and storm water impacts, followed by implementation at both regional and project level.

2. Legislative and policy engagement

This position will help ensure Transit's interests and needs are protected during legislative reviews, development of government policy and development of national policy statements and national environmental standards under the Resource Management Act.

3. Business leadership

This position will contribute to developing further the credibility of the National Standards Team and will contribute to positioning Transit as being recognised as a centre of excellence in transport planning, environmental management and sustainable transport solutions.

PERSON SPECIFICATION

Sector Knowledge

The position holder will have a comprehensive understanding of resource management, environmental science and the principles of policy development and implementation. A knowledge of, and experience in, environmental and planning aspects of road transport is highly desirable.

Familiarity with the Transit New Zealand Act, Land Transport Management Act, Resource Management Act and Local Government Act is required, as is knowledge of district and regional planning processes.

Core Skills

The position holder will have strong analytical skills and well developed negotiating and consulting skills. Demonstrated spoken communication and presentation abilities are essential, as are excellent written communication and report writing skills.

Solid computing skills are required for this position and project management experience is essential.

Behavioural Skills

Innovation + Communication + Cooperation = Excellence (ICCE) are the behaviours that apply to all staff in Transit and are required for Transit to succeed in achieving its strategic objectives.

The competency levels for this position are:

Innovation	Level	C
Communication	Level	D
Cooperation	Level	C

(Refer attached competencies matrix.)

Required Attributes

The position holder will be a rigorous thinker who is able to take an overview and develop ideas into sound policies and procedures. They will be a self-starter who is able to work well with minimal supervision and has a mature and professional manner. The position holder will be a lateral thinker who is versatile and adaptable.

Qualifications

The position holder will be tertiary qualified at a graduate level in a field related to strategic planning and environmental management. Post graduate qualifications would be an advantage as would international experience.

ACCOUNTABILITIES

Environmental Management Advisor

Key Result Areas	Accountabilities
Embed environmental and social responsibility	
Environmental Plan	<ul style="list-style-type: none"> Provide robust advice and support to the Environmental Manager to enable the effective implementation, monitoring and review of Transit's Environmental Plan in a manner consistent with Transit's commitment to sustainability
Environmental policies and standards	<ul style="list-style-type: none"> Contribute to the development of policies, standards and guidelines to address environmental and social impacts, including noise, air, water and energy impacts Undertake appropriate consultation and engagement to ensure internal and external support
Environmental management system	<ul style="list-style-type: none"> Assist the Environmental Manager to develop and implement an environmental management system to embed the Environmental Plan

Key Result Areas	Accountabilities
Environmental reviews	<ul style="list-style-type: none"> • Assist the Environmental Manager to review and influence Transit projects and activities to ensure fulfilment of Transit's Environmental Policy
Legislative and policy engagement	
Advocacy	<ul style="list-style-type: none"> • Monitor and contribute to proposed changes to government policy, legislation and regulations • Advocate and protect Transit's interests • Promote affordable, realistic solutions for the transport sector
Business leadership	
Leadership	<ul style="list-style-type: none"> • Manage consultants effectively to ensure maximum value for Transit
Stakeholder liaison	<ul style="list-style-type: none"> • Ensure regular and effective communication is undertaken with stakeholders and encourage open and regular feedback
Compliance	<ul style="list-style-type: none"> • Ensure compliance with all relevant statutory requirements • Ensure all activity is undertaken in accordance with Transit's policies and standards
Additional duties	<ul style="list-style-type: none"> • Carry out other duties as requested from time to time by the Environmental Manager or the National Standards Manager
Personal development	<ul style="list-style-type: none"> • Take responsibility and action for own personal development, to meet future organisation needs
Maintain Transit standards	<ul style="list-style-type: none"> • Continuously work within the spirit and intent of the values of Transit and promote Transit's practice with colleagues and external associates • Ensure all work is conducted in a manner that meets the quality systems and practice standards of Transit New Zealand

ICCE Competency Matrix – Innovation

Challenging assumptions and constantly looking for ways to deliver the best value for money for Transit and the best outcomes for transport					
Competency Area	Level A	Level B	Level C	Level D	Level E
	Demonstrated behaviours	As with Level A plus:	As with Level B plus:	As with Level C plus:	As with Level D plus:
Identifying opportunities & issues	<ul style="list-style-type: none"> Keeps an ear to ground in all situations for information relevant to own area & passes on 	<ul style="list-style-type: none"> Proactively scans the external environment for points of interest & potential / emerging issues Looks for better & more efficient ways of achieving the required business result 	<ul style="list-style-type: none"> Uses internal networks to gather information across Transit Questions the status quo for its appropriateness in the current environment, developing new or better approaches to achieving business results 	<ul style="list-style-type: none"> Identifies situations that may have a positive or negative impact on Transit's credibility, making connections between unrelated pieces of information in order to provide insight Initiates ideas likely to positively impact beyond own division / region 	<ul style="list-style-type: none"> Accurately identifies & assesses political & sensitive issues for impact on Transit & transport partners Initiates ideas likely to assist achievement of Transit's & transport partners strategic objectives
Maximising opportunities	N/A	<ul style="list-style-type: none"> Analyses opportunities methodically, identifying all cost drivers & seeking the right balance of cost & benefit in making a recommendation 	<ul style="list-style-type: none"> Considers all relevant pro's & con's, developing a clear logic that ensures alignment to Transit's objectives, & implementation feasibility without hampering others 	<ul style="list-style-type: none"> Shows integrity in making robust recommendations / decisions, ensuring full consideration of the trade-offs between value drivers (e.g. environmental, safety, cost) 	<ul style="list-style-type: none"> Applies sound judgment about which ideas will provide most value for Transit & transport partners, using experience to balance the short term risks & gains against the long term
Solving problems	<ul style="list-style-type: none"> Gathers accurate information on the problem 	<ul style="list-style-type: none"> Determines problem nature by asking appropriate questions Develops an approach to resolving the problem, identifying the right people to involve, & ensuring resolution in a timely manner 	<ul style="list-style-type: none"> Identifies the root cause, & any short & long-term impact across Transit, ensuring solutions meet organisational needs Relies on previous experience to resolve problems, applying judgment to add weight to analysis when forming decisions 	<ul style="list-style-type: none"> Provides a sharp perspective on issues & problems, forming a view of the associated risk to Transit Exercises considerable judgment in reaching decisions, in short timeframes if required by the issue 	<ul style="list-style-type: none"> Thinks laterally, providing insight into complex problems, direction for resolution & driving others towards an answer Uses extensive judgment to make decisions that withstand any contest at an Executive level
Applying a broad perspective	<ul style="list-style-type: none"> Thinks across the range of Transit processes & objectives 	<ul style="list-style-type: none"> Thinks beyond current boundaries in all situations, not confined by process & tradition 	<ul style="list-style-type: none"> Thinks conceptually, considering what Transit / stakeholders needs will be in the future & how they can be addressed 	<ul style="list-style-type: none"> Takes a national & cross-divisional view, looking for impacts on Transit, it's stakeholders, their strategies, & communities 	<ul style="list-style-type: none"> Always considers the broadest & longest-term view of a challenge or opportunity

ICCE Competency Matrix - Communication

Providing timely, complete & relevant information in a way that delivers on the needs of others, to assist a successful end result					
Competency Area	Level A	Level B	Level C	Level D	Level E
	Demonstrated behaviours	As with Level A plus:	As with Level B plus:	As with Level C plus:	As with Level D plus:
Understanding	<ul style="list-style-type: none"> Seeks to understand Transit, it's structure, process & objectives 	<ul style="list-style-type: none"> Seeks to understand Transit's stakeholders & their needs, asking open questions to ensure a full understanding of other parties & how they relate to own work 	<ul style="list-style-type: none"> Seeks to fully understand the stakeholder's position, extracting important information from communications & checking interpretation 	<ul style="list-style-type: none"> Interprets diverse pieces of information concisely, seeking clarity around areas of conflict or misalignment with Transit position or direction 	<ul style="list-style-type: none"> Accurately interprets the political environment & various political stakeholders' needs & expectations of Transit
Keeping stakeholders informed	<ul style="list-style-type: none"> Conveys routine information completely & accurately, using non-technical language where possible 	<ul style="list-style-type: none"> Addresses stakeholders information needs, ensuring communications occur as promised & are consistent with Transit position Voices position confidently, stressing key message points & providing reasoning for the position taken 	<ul style="list-style-type: none"> Provides timely information, ensuring stakeholders are informed about impacts before they occur Tailors communication approach to audience, structuring information in a meaningful way to maximise acceptance & buy-in 	<ul style="list-style-type: none"> Provides accurate information in any situation ensuring all questions are answered & adding valuable insight Is effective in communicating both inside & outside Transit 	<ul style="list-style-type: none"> Proactively addresses information needs of internal & external parties to minimise future issues Communicates complex, ambiguous or contentious information effectively
Ensuring 'no surprises' within Transit	<ul style="list-style-type: none"> Escalates developing issues ASAP to minimise impact 	<ul style="list-style-type: none"> Provides information on potential issues & non-successes to the correct person in a timely manner 	<ul style="list-style-type: none"> Assesses the possible impact of potential issues & non-successes to Transit & its stakeholders, escalating where relevant 	<ul style="list-style-type: none"> Accurately assesses the impact of potential issues & non-successes, escalating complete information with recommended actions 	<ul style="list-style-type: none"> Accurately advises developing issues, using judgment to assess real & potential impact & providing complete recommended actions
Applying organisational sensitivity	<ul style="list-style-type: none"> Knows when to not comment externally, handing over communications to the appropriate person 	<ul style="list-style-type: none"> Considers potential implications when giving information, handing over to others if unsure 	<ul style="list-style-type: none"> Understands Transit's position and delivers the message (good or bad) appropriately 	<ul style="list-style-type: none"> Delivers the message (good or bad) 	<ul style="list-style-type: none"> Consistently provides information in alignment with Transit's & the government's position

ICCE Competency Matrix - Cooperation

Looking outside of our own division and working in an integrated manner, both with external stakeholders and across Transit, to achieve the best transport solutions					
Competency Area	Level A	Level B	Level C	Level D	Level E
	Demonstrated behaviours	As with Level A plus:	As with Level B plus:	As with Level C plus:	As with Level D plus:
Contributing to the Transit team	<ul style="list-style-type: none"> Works as part of a team respecting the timelines of others, ensuring own priorities do not impede others 	<ul style="list-style-type: none"> Understands the linkages between Transit teams & their interdependence to achieve Transit's objectives, changing own priorities where necessary to reflect the teams 	<ul style="list-style-type: none"> Actively assists towards the success of other teams / divisions, recognising that they are important to own success 	<ul style="list-style-type: none"> Emphasises the achievement of organisational objectives over individual objectives, changing priorities to assist the achievement of organisational priorities 	<ul style="list-style-type: none"> Promotes the 'one business' approach, taking action to remove barriers to effective teamwork across the division & between divisions Disseminates information on Transit's direction to staff, translating organisational objectives & team results
Collaborating with stakeholders	<ul style="list-style-type: none"> Shares information about own work & how that relates to others 	<ul style="list-style-type: none"> Gets involved early with stakeholders to ensure the right input is provided at the right time Works with others, identifying alternatives for delivering stakeholder outcomes within own objectives 	<ul style="list-style-type: none"> Draws on the common interests of parties, gaining input from others & seeking buy-in to objectives in a timely & inclusive manner Identifies integrated solutions, focusing on consensus, rather than compromise, to get best possible outcome 	<ul style="list-style-type: none"> Accurately identifies whom to bring together to ensure complete representation, defining common objectives with stakeholders Confidently works across boundaries to get the required result, sharing resources to achieve objectives 	<ul style="list-style-type: none"> Accurately defines how collaboration can improve team & organisational performance, providing support for collaborative efforts Prioritises resources based on joint Transit & stakeholder objectives, focusing the team on what's important
Interpersonal savvy	<ul style="list-style-type: none"> Builds positive working relationships with fellow team members 	<ul style="list-style-type: none"> Builds internal & external links to assist in achieving own objectives, developing positive & productive relationships with stakeholders Forms a view on best way to interact with individual stakeholders based on their needs & expectations 	<ul style="list-style-type: none"> Develops effective networks, gaining the trust of other parties by ensuring they are engaged at the right time & in the right way to get buy-in Suggests solutions for change if cannot directly influence 	<ul style="list-style-type: none"> Builds trust & gains buy-in from stakeholders who may hold differing or conflicting views Has a convincing style which helps to influence direction & decisions 	<ul style="list-style-type: none"> Builds trust & gains buy-in from stakeholders, mentoring others on the best way to work with stakeholders to achieve a successful result Builds rapport with stakeholders, negotiating effectively to achieve desired result