



THRIVING SOUTHLAND

*Tōnui ana te whenua. Tōnui ana te takata.
A thriving, prosperous land. A thriving, prosperous people.*

Position Description

Catchment Coordinator

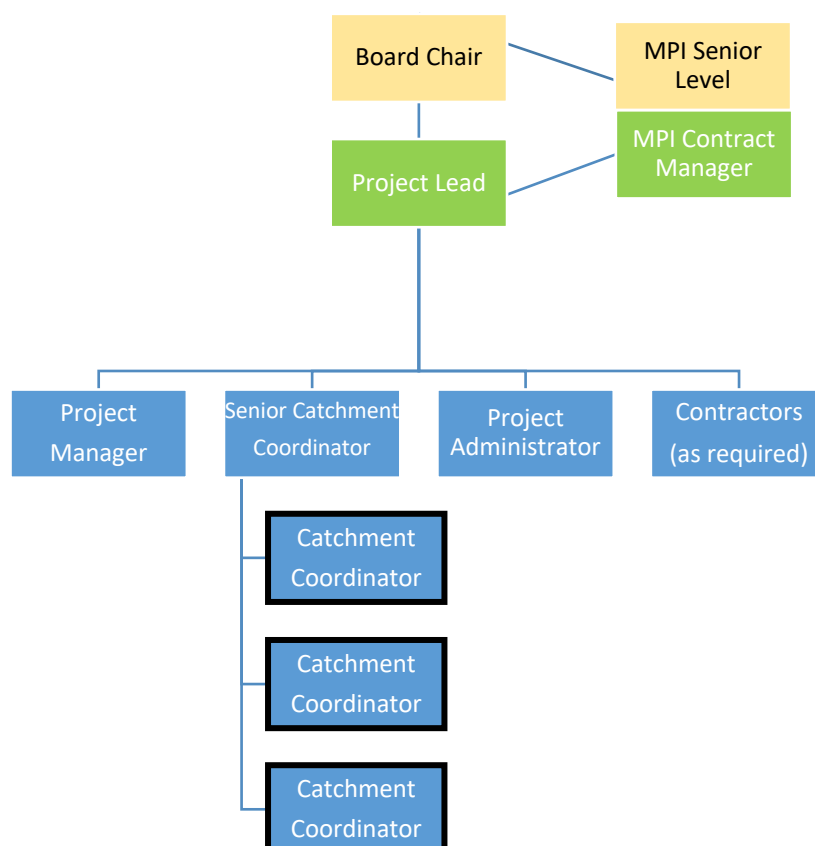
About the Thriving Southland Project Team

The Thriving Southland Project Team is vital for delivery of the Thriving Southland Change and Innovation project. The Project Team operates in partnership with the Ministry of Primary Industries (MPI) and reports to and takes direction from the Thriving Southland Board.

Thriving Southland is an enabler and operates to empower Community Catchment Groups. The structure of the team will ensure that on-farm innovation is supported through understanding and supporting Community Catchment Group needs and collaboration with stakeholders. The team focuses on good business practices, including transparency and strong systems and processes.

In future it is anticipated Thriving Southland will also work with different funders to support other innovative community projects.

Operational Structure (with linkage to Governance and Funder)



Objectives of the Role: The Catchment Coordinator will be part of a positive team that supports our community Catchment Groups, understands their needs and goals, and helps plan and deliver their solutions to meet their goals and the Project Team's goals. These include productive, social and cultural and environmental goals.

The Catchment Coordinator will work with individual groups and on catchment-wide and cross-catchment initiatives, and be an active member of the Catchment Coordinator Team.

Reports to: Senior Catchment Coordinator

Direct Reports: None

Key Relationships:

<u>Internal</u>	<u>External</u>
Project Lead	Stakeholders (Industry, Iwi,
Senior Catchment Group Coordinator	Councils, NGOs)
Catchment Group Coordinators	
Project Administrator	
Contractors	

Key Responsibilities of Catchment Coordinator:

Key Responsibilities	Outcomes
1. Catchment Groups	<ul style="list-style-type: none">• Be part of a positive team culture that supports the Catchment Groups.• Works with their Catchment Groups to clearly define and understand their needs and goals. Uses science, evidence and latest policy in delivering goals.• Works with their Catchment Groups to help plan and deliver support and solutions to meet their goals and the Projects goals.• Support Catchment wide initiatives, and work with other Team members and Primary Industry extension on cross catchment initiatives.• Work with stakeholders to support Catchment Groups avoid duplication and fill gaps.• Support Māori participation in the project at a local level.• Advocate for the needs of the Catchment Group with the Project Team as appropriate.

2. Operational	<ul style="list-style-type: none"> • Ensures work progresses and resources are used effectively. • Ensures quality and project controls are met to a high standard. • Identifies and advises the Senior Catchment Coordinator in a timely manner, of any opportunities, risks, issues, or changes, that could affect Project delivery. • Ensures project documentation is correctly completed to a high standard in a timely manner by themselves and the Catchment Groups. • Ensures that all legal and contractual documents with all farmers and advisers are completed as required.
3. Relationship management	<ul style="list-style-type: none"> • Develop and maintain collaborative relationships with stakeholders. • Feedback to the Project team any needs or concerns of the Catchment Group or other stakeholders.
4. Health and safety	<ul style="list-style-type: none"> • Fulfil their obligations under the Health and Safety at Work Act 2015 by complying with Thriving Southland's health and safety policies and procedures. • Take reasonable care to look after their own health and safety, fitness for work, and the health and safety of others. • Ensure that no action or inaction on their part results in injury or illness to either themselves or to others. • Report all accidents, incidents, near misses and hazards immediately. • Effectively use personal protective equipment and clothing supplied for all work that requires it.
5. Other activities	<ul style="list-style-type: none"> • Completion of other activities as directed by the Senior Catchment Coordinator.

PERSON SPECIFICATION

Key Competencies	
Interpersonal <i>Interpersonal sensitivity</i> <i>Teamwork</i> <i>Building & maintaining relationships</i> <i>Flexibility</i> <i>Stress tolerance</i> <i>Tenacity</i>	<ul style="list-style-type: none"> - Shows consideration concern and respect for others feelings; demonstrates interest in others' opinions; is tolerant of differing needs and viewpoints. - Cooperates and works well with others in pursuit of team goals; shares information and supports others. - Able to establish and maintain relationships with people at all levels; puts others at ease; promotes harmony and consensus through diplomatic handling of disagreements and potential conflict. - Adaptable; receptive to new ideas; willing and able to adjust to changing demands and circumstances. - Remains calm, objective and in control in stressful situations; maintains a stable performance under pressure; accepts criticism without becoming over-defensive. - Resilient and persevering; continues to strive for a goal even in the face of adversity; copes with disappointments and setbacks.
Decision making <i>Judgement</i> <i>Information gathering</i> <i>Problem analysis</i>	<ul style="list-style-type: none"> - Makes rational, realistic and sound decisions based on consideration of all the facts and alternatives available. - Seeks all possible relevant information for problem solving and decision making; consults widely; probes the facts, analyses issues from different perspectives. - Breaks the problem into constituent parts and differentiates key elements from the irrelevant or trivial; makes accurate use of logic and draws sound inferences from information available.
Communication <i>Self-confidence</i> <i>Impact</i> <i>Drive</i> <i>Initiative</i> <i>Oral Communication</i> <i>Written Communication</i> <i>Facilitation</i>	<ul style="list-style-type: none"> - Independent and self-reliant; conveys a realistic confidence in own ability to select appropriate courses of action and in likely success of own initiatives; able to stand ground in face of opposition. - Makes an immediate positive impression on others; has 'presence' and comes across with force and credibility. - Enthusiastic and committed; demonstrates capacity for sustained effort and hard work over long time periods. - Proactive and self-starting; seizes opportunities and acts upon them; originates action and actively influences events. - Communicates orally in a manner which is clear, fluent and to the point and which holds the audience's attention, both in groups and one-to-one situations. - Produces written communications which are clear, fluent, concise and readily understood by the intended recipient(s). - Contributes structure and process to interactions so groups are able to function effectively, make high quality decisions and succeed in achieving objectives.

SKILLS, EXPERIENCE, QUALIFICATIONS & PERSONAL ATTRIBUTES

Essential

Community engagement and networking skills
Ability to motivate and empower others
Strong communication and facilitation skills
Relationship management skills
Strong time management and prioritisation skills
Capable user of IT

Preferred

Ability to engage successfully with land managers and the rural community
Farming knowledge and experience
Knowledge of farm systems / agronomics
Biological sciences and social science processes
Experience using computer systems, e.g. GIS, Publisher or other graphic design software
Knowledge of Te Tiriti o Waitangi and Tikanga Maori.
Good primary industry networks
Able to present at field days, events, etc.

Essential Attributes

Trustworthy
Collaborative
Flexible and adaptable
Transparent
Friendly and empathetic
Creative thinker
Problem solver
Outcome focused

Signed by: _____
Employer

Date: _____

Signed by: _____
Employee

Date: _____