

# Position description

## Position details

**Position title:** Principal Advisor

**Group:** Kaupapa Kura Taiao (KKT)

**Location:** Wellington

**Financial delegations:** Nil

**Job band:** L

**Reports to:** Manahautū Kaupapa Kura Taiao

**Staff responsibilities:** Nil

**Job level:** 3

## About us: Doing good for New Zealand

We are New Zealand's independent environmental regulator. Our role is to help protect our country's unique way of life by looking out for the health of its environment, its economy and its people. Finding the right balance between these different priorities means we play a key role in safeguarding our identity, oceans, flora and fauna while supporting economic growth and considering the interests of Māori. By contributing to the work of the EPA, we are all helping to shape the future of Aotearoa, and doing good for everyone working, playing and living here.

## Our vision

Our vision is an environment protected: enhancing our way of life and the economy and we place significant importance on:

- understanding our customers and placing them at the centre of our work (Customer Centric)
- working or partnering with others, both within New Zealand and internationally (Partnership Plus)
- providing a clear, authoritative voice and sharing our knowledge (One EPA)
- delivering our work through capable and empowered staff (People Potential).

## Our values

- Passionate people working as One EPA
- Big ideas, bold goals and aspirations
- Who we are, our identity and our purpose
- Our customers and partners and service to the nation
- Scientific endeavour, mātauranga Māori, and evidential decision making

- Being full of life through diversity of people and ideas

## Group purpose

Kaupapa Kura Taiao (Māori Policy and Operations Group):

- Provides advisory and executive support to Ngā Kaihautū
- Provides advice on the incorporation and consideration of Māori perspectives in applications and submissions to the Authority and decision-making committees, and to EPA more broadly, in regard to all of the functions of EPA.
- Promotes knowledge and understanding of the Treaty of Waitangi within the EPA.
- Manages programmes and initiatives associated with Māori participation and perspectives.

## Position purpose

The purpose of the Principal Advisor (Māori) is to support and deliver initiatives that ensure EPA Policy, process and decision-making is fully and effectively informed by Māori perspectives. The Principal Advisor is also expected to be a specialist in understanding the EPA's obligations to Māori under our environmental legislation, including the Hazardous Substances and New Organisms Act, Exclusive Economic Zone and Continental Shelf Act, Resource Management Act and in conjunction with the Emissions Trading Scheme Group the Climate Change Response Act.

The Principal Advisor will also mentor and provide technical advice to other staff in the Kaupapa Kura Taiao group and where relevant other parts of the EPA.

## Accountabilities

Accountability	Performance measures
<b>Relationship Management</b> <ul style="list-style-type: none"> <li>• Proactively build positive working relationships with people at all levels within the public sector, private sector and Māoridom, with the intent of furthering the organisations' strategy</li> <li>• Ensure all stakeholders have their say and information is considered before decisions are made</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates leadership through the effective sharing of knowledge and expertise and adherence to organisational values and behaviours</li> <li>• Effective delegation and monitoring of work project streams and tasks amongst team members</li> <li>• Effective coaching and mentoring is received by individuals in Kaupapa Kura Taiao and other groups</li> </ul>

Accountability	Performance measures
<ul style="list-style-type: none"> <li>• Foster an environment where people work together with ease and understanding</li> <li>• Champion initiatives that achieve a positive outcome for stakeholders</li> <li>• Approach tense or difficult situations with the objective of reaching win-win solutions</li> <li>• Adhere to concepts such as whanaungatanga, whakapapa and manaakitanga when dealing with people</li> </ul>	
<p><b>Māori Perspective</b></p> <ul style="list-style-type: none"> <li>• Have a broad based understanding of Māori values and knowledge including the contextual background</li> <li>• Plan and conduct your work with appropriate reference to tikanga and kawa</li> <li>• Are knowledgeable about iwi and hapu groups as well as Māori leaders and other important Māori figures</li> <li>• Have an in-depth understanding of the Treaty of Waitangi and its importance to Māori</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate tikanga and kawa are known and followed by staff across the EPA</li> <li>• Treaty of Waitangi is appropriately provided for in the EPA's decision making functions</li> <li>• EPA management, Board, sub-committees and staff have confidence in the advice provided by Kaupapa Kura Taiao</li> </ul>
<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Translate the organisations direction into goals and action for the team</li> <li>• Create opportunities for development of individuals and the team</li> <li>• Provide support and motivate team members</li> <li>• Take action to improve team dynamics, achievement and abilities</li> <li>• Look for areas for improvement and positive change</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated leadership through the effective sharing of knowledge and expertise and adherence to organisational values and behaviours.</li> </ul>
<p><b>Business Understanding</b></p> <ul style="list-style-type: none"> <li>• Have a detailed understanding of the organisation's structure, the purpose of each group and how each contributes to the whole organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Effective planning to deliver on Group and organisational priorities is consistent.</li> <li>• Ensures adherence to agreed strategic and operational plans.</li> </ul>

Accountability	Performance measures
<ul style="list-style-type: none"> <li>• Understand the nuances of the political environment and consider them in decision making</li> <li>• Have an in-depth understanding of the Treaty of Waitangi and its impact through the State Sector</li> </ul> <p>Understand the strategic alignment of Māori succeeding as Māori and have a vision of what that success looks like</p>	
<p><b>Communicating Effectively</b></p> <ul style="list-style-type: none"> <li>• Are adept communicating with Māori audiences adhering to tikanga and kawa</li> <li>• Strategise the presentation of verbal and written information and deliver to the highest level of audience with clarity and confidence</li> <li>• Vary your communication style and draw upon examples or illustrations relevant to the audience</li> <li>• Deliver unpopular information with diplomacy and tact</li> <li>• Use a consultative approach to decision making</li> </ul> <p>Consider who (individuals, teams and organisations) need to be aware of relevant information and ensure information is imparted</p>	<ul style="list-style-type: none"> <li>• Team work programme is carried out to agreed timeframes and quality, including adjustments made to adapt to changing circumstances</li> <li>• Contribution is timely and well considered, and informed by the statutory, strategic and operational business contexts.</li> <li>• Ensures adherence to agreed strategic and operational plans.</li> </ul>
<p><b>Results Orientation</b></p> <ul style="list-style-type: none"> <li>• Develop medium to long term business plans to achieve organisation strategy</li> <li>• Plan work programmes managing timeframes and priorities; organise and allocate resource; monitor and report on progress; anticipate roadblocks and plan how to overcome them</li> <li>• Integrate Māori values and concepts in planning and problem solving</li> <li>• Constantly monitor organisational risk and act to prevent it</li> <li>• Set challenging stretch goals and pursue them with energy and drive</li> </ul>	<ul style="list-style-type: none"> <li>• Advice provided is accurate, objective and appropriate.</li> <li>• Project milestones and deliverables are achieved within agreed timeframes, budgets and resource constraints.</li> <li>• Has established a network of peers and stakeholders.</li> <li>• Stakeholders impacted by compliance decisions and activities are engaged and informed.</li> </ul> <p>Minister and Board are informed of compliance activities and issues.</p>

Accountability	Performance measures
<ul style="list-style-type: none"> <li>• Demonstrate agility and responsiveness in meeting changing work demands</li> </ul>	

## All EPA accountabilities

Accountability	Performance measures
<b>Relationship management</b> <ul style="list-style-type: none"> <li>Develops and maintains relationships, and engages collaboratively with internal customers, key stakeholder, suppliers and Customers.</li> <li>Actively supports our customer-focused culture by providing timely, high quality, relevant advice and service delivery to internal and external customers.</li> </ul>	<ul style="list-style-type: none"> <li>The needs of all parties are met in a timely and effective way.</li> </ul>
<b>Team contribution</b> <ul style="list-style-type: none"> <li>Regularly demonstrates a positive, open and collaborative manner when contributing to their team, wider group and the EPA's objectives and activities.</li> <li>Shares expertise and knowledge within own team, across wider group and the EPA.</li> </ul>	<ul style="list-style-type: none"> <li>Contribution to the team enhances the team wellbeing and helps improve the productive output of the team.</li> </ul>
<b>Personal development</b> <ul style="list-style-type: none"> <li>Takes individual responsibility for seeking internal or external learning opportunities to enhance expertise and/or further career growth.</li> </ul>	<ul style="list-style-type: none"> <li>Has established and is working through a personal development or career development plan with manager.</li> </ul>
<b>Health and wellbeing</b> <ul style="list-style-type: none"> <li>Takes responsibility for continuously upholding</li> <li>EPA's health and wellbeing policies by:               <ul style="list-style-type: none"> <li>reporting all hazards, accidents, incidents and near misses</li> <li>practicing safe work methods to prevent injury or illness</li> <li>actively participating in health and wellbeing initiatives including suggesting any improvements.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Accidents or incidents are reduced as a result of proactive health and safety practices.</li> </ul>
<b>Treaty of Waitangi obligations</b> <ul style="list-style-type: none"> <li>Establishes effective relationships with Māori and other stakeholders to ensure that obligations under the principles of the Treaty of Waitangi are met.</li> </ul>	<ul style="list-style-type: none"> <li>Considers the effect on Māori when undertaking their job and contributes to the enhancement of the EPA's relationship with Māori.</li> </ul>

## Key working relationships

All staff are responsible for developing and managing key working relationships with internal customers and stakeholders they may liaise with in the course of their positions. This position liaises specifically with:

### Internal

- Managers and staff across all groups
- The EPA Board and their sub committees.
- Ngā Kaihautū Tikanga Taiao

### External

- Māori Communities
- Iwi and Māori Providers
- Staff in Government agencies (in particular with MSD & MOH)
- The Ministry for the Environment and other government agencies, especially those with responsibilities under other Environment Acts
- Test certifiers
- Industry and industry associations
- Relevant professional networks
- Contractors and suppliers
- General public

# Skills, Knowledge and Experience

To be performing successfully in this position, the following essential and/or desirable qualifications, experience, knowledge and skills are required.

Qualifications	Experience	Knowledge	Skills
<ul style="list-style-type: none"> <li>Relevant tertiary qualification, preferably of a science/engineering discipline, with related work experience</li> </ul>	<ul style="list-style-type: none"> <li>Significant professional work experience involving hazardous substances and wastes, either within industry and/or the government sector</li> <li>Experience in regulatory compliance and enforcement, ideally within central or local government</li> <li>Demonstrated experience in dealing with complex technical and scientific data</li> <li>Experience in contract and project management</li> </ul>	<ul style="list-style-type: none"> <li>Extensive knowledge of compliance principles and processes</li> <li>Knowledge of relevant environmental laws, especially the HSNO Act</li> <li>An understanding of the methods and techniques for the assessment and management of risk</li> <li>Knowledge and understanding of industry operating environments and their technical needs</li> <li>Solid knowledge of machinery of government processes and systems</li> </ul>	<ul style="list-style-type: none"> <li>Proven analytical and research skills</li> <li>High level project management skills</li> <li>Budget management</li> <li>Contract negotiation skills</li> <li>Excellent written and verbal communications skills</li> <li>Ability to lead and mentor other staff</li> <li>Sound MS Office application skills</li> </ul>



# EPA core competencies level 3\* (in addition to level 1 and 2)

The core competencies refer to the individual attributes or characteristics, such as motives, attitudes and values, for performing the 'how' of tasks or activities by staff in their positions. The following competencies are aligned with our vision, mission and values.

\*(Refer to EPA Core Competency Framework for further information).

Communicating and connecting	Big picture thinking	Applying knowledge	Day-to-day delivery	Leadership
<ul style="list-style-type: none"> <li>Promotes team collaboration and a sense of belonging for team members.</li> <li>Involves others and recognises their contributions.</li> <li>Approaches negotiations with a clear understanding of the key issues.</li> <li>Demonstrates an understanding of the desired outcomes.</li> <li>Encourages the support of relevant stakeholders.</li> <li>Encourages staff to communicate across the organisation.</li> <li>Addresses emerging or unresolved conflict and mediates in order to achieve positive outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>Identifies the relationships between goals and operational tasks.</li> <li>Communicates with others regarding the purpose of their work.</li> <li>Coaches team in government processes relevant to work area in order that correct processes are followed.</li> <li>Demonstrates ability to establish clear plans and timeframes.</li> </ul>	<ul style="list-style-type: none"> <li>Identifies broader influences that may impact on the team work objectives and takes appropriate action or advises manager.</li> <li>Identifies knowledge gaps in team and takes steps to correct.</li> </ul>	<ul style="list-style-type: none"> <li>Keeps others well informed on potential issues that may affect work progress.</li> <li>Demonstrates ability to delegate appropriately, set priorities and expectations, and adjust as required.</li> </ul>	<ul style="list-style-type: none"> <li>Leads on coaching and mentoring staff.</li> <li>Identifies and encourages high performers.</li> <li>Motivates others to achieve short term targets and milestones</li> <li>Positively promotes change and assists staff in adjusting to change.</li> <li>Manages effective relationships within the team.</li> <li>Allow team members to take initiative and play to their strengths.</li> </ul>