



Climate Change Advisor

Part one: Job Description

Job title:	Climate Change Advisor	Location:	Carterton and South Wairarapa
Status:	Permanent part-time (30hrs pw)	Effective:	August 2022
Team:	Community Services & Facilities, CDC; Corporate Support, SWDC		

1. Purpose of the Role

To provide advice and expertise to assist the Carterton and South Wairarapa Councils to play a leadership role in responding to climate change. This is a shared role between the two councils and is situated at both Carterton District Council and South Wairarapa District Council offices.

2. Responsibilities

- Climate change mitigation:
 - To implement and review the Ruamāhanga Strategy and action plan
 - To oversee the monitoring and reporting of greenhouse gas emissions.
- Climate change adaptation:
 - To support resilience within our councils and our local communities from the effects of climate change.
- Education:
 - To advocate climate change mitigation and adaptation within the councils and the wider community.
- Relationship with relevant stakeholders:
 - Maintain an active voice at the local and regional level (climate change caucus, WRCCF, etc)
 - Build and maintain effective relationships with relevant organisations in the Wairarapa (WaiP2K, DoC, EnviroSchools, etc)
 - Build and maintain effective relationships with relevant community groups and the public.

3. Working relationships/reporting lines

The Climate Change Advisor reports to the Community Development Team Leader at CDC and the GM Corporate Support at SWDC, has no direct reports and will work closely with the Mayor, Councillors, Senior Managers, Departmental Managers and other community representative bodies throughout the two Councils.

In addition, the Climate Change Advisor has regular contact with a number of internal and external stakeholders including, but not limited to:

- Committees
- Consultants
- Local and Central Government Agencies
- Clients and General Public
- Iwi and hapū
- Regional Council

4. Key Result Areas

KEY RESULT AREAS	KEY TASKS
Ruamāhanga Strategy and Action plan	<ul style="list-style-type: none"> • Implement and review the Ruamāhanga Strategy and Action Plan. • Prepare additional plans relevant to each specific Council. • Develop policies that align with key Council plans. • Implement and drive the action plans effectively and efficiently, leveraging groups and teams across Council and the community. • Report and monitor regularly the effectiveness of the plans to Councils.
Staff Engagement	<ul style="list-style-type: none"> • Build relationships and maintain regular communication with staff, particularly senior managers. • Provide advice on best practice initiatives around climate change mitigation and adaptation. • Influence decision making to have a climate change focus. • Make quality recommendations to managers and Council, as appropriate, with supporting evidence clearly articulated.
Public Relations	<ul style="list-style-type: none"> • Be the face of Climate Change for the communities in South Wairarapa and Carterton. • Provide advice on and prepare displays and presentation of promotional material from the Council and its departments around climate change. • Respond to inquiries from the public, as appropriate. • Work closely with other advocates and community groups such as EnviroSchools, Resilient Carterton, Local iwi, Māori Standing Committee and, SWDC Community Boards.
Funding	<ul style="list-style-type: none"> • External sources for funding of climate change initiatives aligned to the two Councils' strategies are identified and investigated. • Applications are submitted that enhance the reputation of the Councils, and advance their climate change mitigation objectives.
Internal Communications	<ul style="list-style-type: none"> • Assist with the information flow to staff on Council decisions and direction. • Provide assistance with internal communication projects ensuring key messages are delivered and understood.

KEY RESULT AREAS	KEY TASKS
Technical Knowledge	<ul style="list-style-type: none"> • Advice provided is technically accurate so that the councils can meet their obligations and develop appropriate strategies and plans. • Knowledge of appropriate legislation, and councils' roles and responsibilities in relation to climate change. • Professional development and industry networks are effectively utilised to ensure advice is based on best practice, and current global trends. • Information is researched and reviewed, and appropriate actions recommended to support climate change initiatives. • Education programmes are developed and implemented that improve public awareness around climate change mitigation and adaptation.
Health, Safety and Wellbeing	<ul style="list-style-type: none"> • Actively participate in Health Safety and Wellbeing (HS&W) activities at CDC. • Demonstrate your understanding of HS&W related policies and procedures. • Be accountable for your actions at all times while adhering the Health and Safety at Work Act (2015). • Actively raise awareness to others about HS&W in the workplace. • Actively participate in safety reporting and hazard management. • Demonstrate HS&W practices to colleagues.
Council Contribution	<ul style="list-style-type: none"> • Deliver on overall Council contribution if and when required to ensure Council's overall business goals are achieved as well as developing own professional abilities on a continuous basis. • Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with staff, and internal and external stakeholders. • Act as an ambassador for Council and its services. • Contribute to the promotion of the principles of Te Tiriti o Waitangi and work in partnership with Māori. • Act within professional guidelines and Council policies at all times. • Participate in Council's emergency preparation and response as practicable, including working with the Emergency Operations Centre when directed. • Actively participate in and contribute to performance improvement and development. • Participate and contribute to management support initiatives. • Additional tasks, duties or responsibilities as directed by the CDC Community Services and Facilities Manager, and the SWDC General Manager Corporate Support.

Part two: Person Specification

5. Qualifications, skills and experience

- A relevant tertiary qualification and/or 5+ years successful experience in a climate change, or related discipline, is preferred;
- Ability to think conceptually, identifying and understanding the impacts and relevance of climate change in a wider context;
- Demonstrated leadership and facilitation skills, and a personal style that motivates, supports and empowers others;
- Highly developed coordination, organisational and project management skills;
- Able to adapt to manage a number of tasks concurrently;
- Strong communication skills with the ability to adapt style and delivery to maximise relationships for positive outcomes;
- Ability to provide information in a public educational context;
- Current Driver's Licence.

6. Personal attributes and behavioural competencies

WORKING CO-OPERATIVELY

Working effectively with others inside and outside the organisation. Taking actions that demonstrate consideration for the feelings and needs of others and awareness of the impact of ones behaviour on others.

ANALYSIS (PROBLEM IDENTIFICATION)

Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data form different sources; identifying relationships.

JUDGEMENT (PROBLEM SOLUTION)

Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into account resources, constraints and organisational values.

LEADERSHIP (INFLUENCE)

Using appropriate interpersonal styles and methods to inspire and guide individuals and groups (staff, peers and managers) toward goal achievement; modifying behaviour to accommodate tasks, situations and individuals involved. Gaining agreement/commitment to ideas, plans or courses of action.

ORGANISATIONAL AWARENESS

Having and using knowledge of systems, situations, pressures and culture inside the organisation to identify potential organisational problems and opportunities; perceiving the impact and implications of decisions on other components of the organisation.

CLIENT SERVICE ORIENTATION

Making efforts to listen to and understand clients (both internal and external); anticipating client needs; giving high priority to client satisfaction.

EXTRA-ORGANISATIONAL AWARENESS

Having and using knowledge of societal, technical, political and governmental issues outside the organisation to identify potential problems and opportunities; perceiving the organisational impact and implications of decisions relative to these factors

WORK STANDARDS

Setting high goals or standards of performance for self, staff, and the organisation; being dissatisfied with average performance; self-imposing standards of excellence rather than having standards imposed by others.

PLANNING AND ORGANISING

Establishing a course of action for self and others to accomplish a specific goal; planning proper assignment of personnel and resources.

PROJECT PLANNING

Establishing a course of action to accomplish a specific project or goal; planning proper personnel assignments and appropriate allocation of resources; developing contingency plans.

INTEGRITY

Maintaining and promoting social, ethical, and organisational norms in conducting internal and external business activities.

COMMUNICATION

Expressing ideas effectively in individual and group situations (including non-verbal communication); adjusting language structure or terminology both orally and in memoranda, letters and reports to the characteristics and needs of the audience.