Te Kaunihera-ā-Rohe o Taratahi

CARTERTON
DISTRICT COUNCIL

Climate Change Coordinator

Part one: Job Description

Job title:	Climate Change Advisor		**Location:**	Carterton
Status:	Permanent part-time (30hrs pw)		**Effective:**	February 2025
Team:	Community Services & Facilities			

1. Role of the Community Services & Facilities Team:

The Community Services and Facilities Group provides public places, facilities and services to make Carterton a welcoming and vibrant community where people enjoy living. We manage the District's Library, Events Centre, parks, reserves as well as community development activities including arts and culture, economic development, neighbourhood support, climate change action, community funding, community events, youth development and civic ceremonies.

2. Purpose of the Role:

The Climate Change Coordinator is responsible for coordinating the delivery of Council's Climate Change Strategy. The role will lead the development and delivery of the work programme, and also provide high-quality advice and guidance to all levels of the organisation to empower the integration of climate change considerations across the Council.

The role will also have a strong focus on working with stakeholders to drive action on climate change adaptation. This will require working closely with the region's councils, iwi, hapū, and communities to support our collective climate change efforts.

3. Responsibilities

- Implement and review the Climate Change Strategy and Implementation Plan including overseeing the monitoring and reporting of greenhouse gas emissions
- Support resilience within the council and our local communities from the effects of climate change
- Advocate climate change mitigation and adaptation within the council and the wider community
- Maintain effective relationships and an active voice with relevant stakeholders, iwi, hapū and community.

4. Organisation Context:
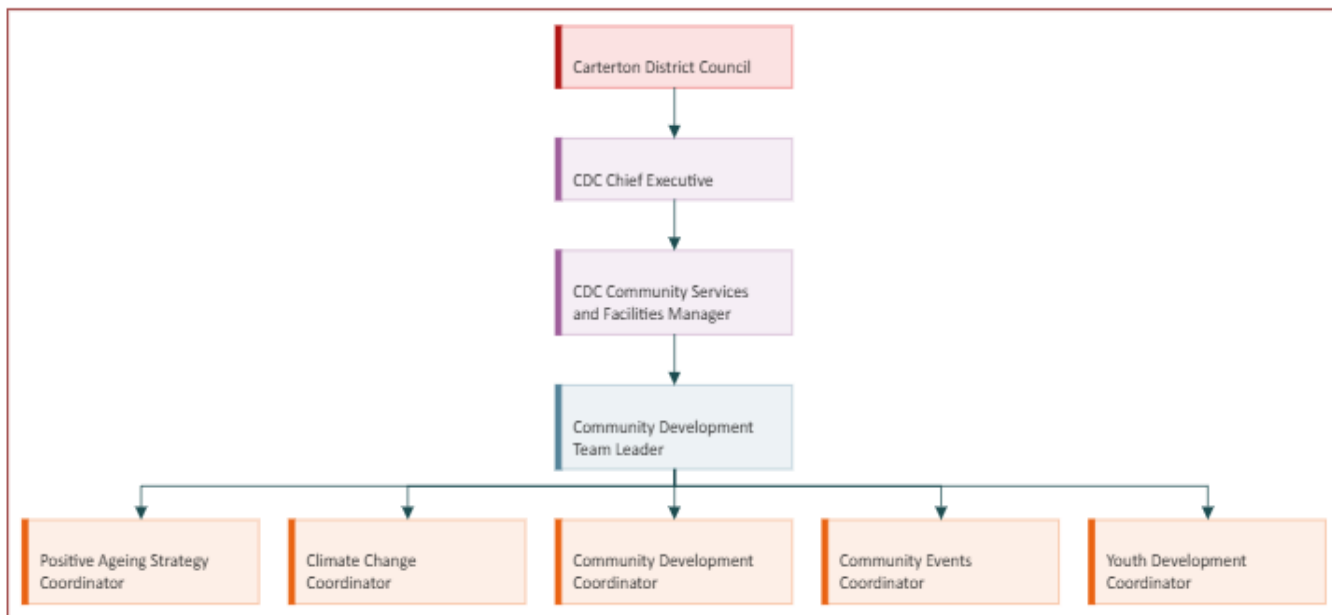
5. Working relationships/reporting lines

The Climate Change Coordinator reports to the Community Development Team Leader and will work closely with the Mayor, Councillors, Senior Managers, Departmental Managers and other community representative bodies throughout the Council. The role has no direct reports.

Additionally, the role will have contact with a number of internal and external contacts including, but not limited to:

External relationships	Internal relationships
- News and other media organisations - Community groups & stakeholders - Local businesses - Suppliers & other business providers - Carterton Ratepayers and residents - Other members of the public - Other Wairarapa councils - Central Government Agencies	- Mayor and councillors including their committees and advisory groups - Chief Executive - Executive Leadership Team and other Managers - Communications Support Officer - Community Services Team - Other CDC council units

6. Key Result Areas

Key result areas	Expected Outcomes
Climate Change Strategy and Implementation Plan	• 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	• 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. • 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.
Public Relations	• Represent climate change for the Carterton community. • 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.
Funding	• Ensure external sources for funding of climate change initiatives aligned to the Council's strategies are identified and investigated. • Ensure applications are submitted that enhance the reputation of the Council and advance our climate change objectives.
Technical Knowledge	• Provide advice that is technically accurate so that the council can meet its obligations and develop appropriate strategies and plans. • Maintain knowledge of appropriate legislation, and council's roles and responsibilities in relation to climate change. • Utilise professional development and industry networks effectively to ensure advice is based on best practice, and current global trends. • Ensure information is researched and reviewed, and appropriate actions recommended to support climate change initiatives. • Develop and implement education programmes are improve public awareness around climate change mitigation and adaptation.
Health, Safety and Wellbeing	• 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	• 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, training, 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 Community Services and Facilities Manager or Community Development Team Leader.

Part two: Person Specification

1. Qualifications, skills and experience

- A relevant tertiary qualification and/or 2+ 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 Full NZ Driver's Licence.

2. 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.