

Job Description

Job title:	Climate Change Regional Emissions Reduction Plan – Project Lead	Location:	Wellington / flexible
Status:	12 Months Fixed term	Effective:	May / June 2022
Group:	Strategy	Department:	Wellington Regional Leadership Committee

1. About the Wellington Regional Leadership Committee (WRLC)

Ready to guide, shape and facilitate new collaborative outcomes for the Wellington-Wairarapa-Horowhenua region, and beyond.

The WRLC brings together key leaders across the region, from local government, central government and designated iwi organisations, to progress some of our biggest challenges and opportunities. They have a capable and forward-looking Secretariat team to support them and help ensure the best decisions and outcomes are achieved.

The WRLC has three interdependent spheres of responsibility: the Wellington Regional Growth Framework, regional economic development, and regional economic recovery. The work programme of the WRLC includes three projects with a climate change focus, including the Regional Emissions Reduction Plan.

Role of the WRLC's Secretariat Team: the Secretariat team works to ensure all WRLC's considerations and decisions are well-informed, the right connections are made, and stakeholders, partners and others can benefit from outcomes and implementation actions, including:

- To support decisions, activate connections and help ensure the WRLC has the perspective, expertise and advice to explore options, make informed decisions and equip the region to sustainably grow.
- To support and activate strategic directions for the development and achievement of goals and actions that underpin and help realise the WRLC's commitment to spatial development, regional economic development and regional economic recovery.

2. Purpose of role

The purpose of the role is to deliver the **Regional Emissions Reduction Plan** – a collectively-owned emissions reduction plan which directs the transition to a low-no carbon region by:

- Drafting the Plan
- Managing all aspects of work relating to delivering the Plan, including:
 - Devising a project plan
 - Building and maintaining key relationships, including with contemporaries at all participating Councils, central government, iwi partners and other key stakeholders
 - Running workshops to engage with partners, stakeholders, subject matter experts and the wider community about the project
 - Managing consultants

The role will be based in the Wellington Region.

3. Working relationships/reporting lines

The Project Lead reports to the Programme Manager, WRLC Secretariat, and has a close working relationship with the Project Sponsor. The role has no direct reports.

Regional Emissions Reduction Plan Project	Project Sponsor Project Board Core Project Team Contractors undertaking project work Greater Wellington Administration and Democratic Services staff (for administration and committee matters) Relevant staff from partner organisations e.g., EAs, communications and engagement staff, science, technical and policy advisors Wellington Regional Climate Change Forum
WRLC	Programme Manager Programme Director Communications and Stakeholder Adviser Programme Co-ordinator

Other

External consultants, partners and suppliers of key services

Mana whenua representatives where not represented on the Project Board and/or Core Project Team

External stakeholders such as central government agencies, elected representatives, research institutions, relevant sector organisations, businesses and NGOs (environment, transport, urban development, economic development)

Officers from other NZ councils undertaking similar work

Wider community members representing stakeholder groups

4. Key results and tasks

Key Results	Key Tasks
<p>Plan Development</p> <ul style="list-style-type: none"> The Regional Emissions Reduction Plan is prepared and endorsed by the WRLC on time and to a high standard. 	<ul style="list-style-type: none"> Prepare the draft Regional Emissions Reduction Plan with input from project team, consultants and key stakeholders Ensure community representatives are engaged in the development of the plan
<p>Leading the Regional Emissions Reduction Plan Project</p> <ul style="list-style-type: none"> The Regional Emissions Reduction Plan Project is efficiently and effectively managed The planning and delivery actions for the Regional Emissions Reduction Plan Project are coordinated Work is undertaken to a high professional standard, on time and within approved budgets. 	<ul style="list-style-type: none"> Represent WRLC in partnership and collaboration Lead collaborative planning and delivery with partners, stakeholders and the community Apply appropriate project management tools and processes Manage budgets and consultants to ensure efficient and effective use of resources Monitor progress and coordinate accountability reporting against Project objectives (including financial), to satisfy WRLC requirements and those of external funders
<p>Climate Change Understanding and Awareness</p>	<ul style="list-style-type: none"> Maintain awareness of regional, national and international developments related

Key Results	Key Tasks
<p>The Project Sponsor, Programme Manager and other key stakeholders receive timely advice on developments in the regional and national climate change and emissions reduction landscape that may affect project success</p>	<p>to climate change, emissions reduction and this project</p> <ul style="list-style-type: none"> • Lead and assist with the running of stakeholder forums to discuss issues • Develop and maintain effective working relationships with a wide range of organisations and groups • Commission consultant research and reports as required • Convene technical advisory groups as required
<p>Sustainable Resource Management</p> <p>Demonstrates a commitment to sustainable resource management</p>	<ul style="list-style-type: none"> • Promotes sustainable resource management and the WRLC's role and achievements in this area, including making effective and efficient use of resources available • Carries out such other duties relating to sustainability as may be assigned from time to time.
<p>Health and Safety</p> <ul style="list-style-type: none"> • A safe and healthy working environment is maintained • GWRC's health and safety policies are observed 	<ul style="list-style-type: none"> • Actively engages in health and safety matters, practices safe work methods and follows health and safety procedures • Protects themselves, their fellow employees and any other party, from unsafe situations by working in a safe and responsible manner, in accordance with policy and procedural requirements • Participates in safe work planning, hazard identification, risk assessment and developing recommendations for corrective actions

Key Results	Key Tasks
	<ul style="list-style-type: none"> • Reports all incidents, including near misses and hazards, whether or not these incidents involve injury

5. Dimensions (employees, budget, delegations)

5.1 Employees

No direct reports.

May be responsible for the management of consultants, contractors and the Project contributions of a range of others (both internal and external to the WRLC).

5.2 Budget

The project has an estimated budget of \$300,000.

5.3 Financial delegations

Authority to approve expenditure related to area of responsibility at delegated level. Staff delegations are defined in the Instrument of Delegation at Greater Wellington.

Part two: person specification

Essential knowledge, skills, and behaviours

1. Qualifications, skills and experience

- An appropriate tertiary qualification or equivalent experience in a relevant field (climate change policy / mitigation, emissions reduction)
- Experience with drafting or preparing planning, policy or strategy documents in a central or local government context
- Understanding of local government processes, such as public engagement
- Project management experience, including all stages of project lifecycle management, with a track record of successful delivery

- Experience working with or leading multi-disciplinary or cross-organisational teams
- Experience with management of consultants
- Demonstrated ability in advising and influencing project governance and advisory groups
- Excellent communication skills, with experience writing for a diverse range of audiences
- Ability to review documents and provide constructive feedback to ensure documents are completed to a high standard

2. Personal attributes and behavioural competencies

- Ability to operate strategically, with a solution focussed attitude
- Well-developed interpersonal skills (listening skills, persuasive), with the ability to relate to a wide range of people and maintain good working relationships; Enjoys collaborating with others to achieve positive outcomes
- Builds partnerships and works collaboratively with others to meet shared objectives providing timely and helpful information and advice to colleagues and stakeholders – gaining the trust and support of others.
- Ability to work as part of a project team, as well as to work independently
- Ability to work to deadlines and complete work to a high standard
- Ability to influence through effective application of knowledge and logic
- Sound judgement: Able to assess options and evaluate potential outcomes to ensure decisions are based on well thought out processes
- Honesty, integrity, enthusiasm and energy
- Respects other people's contributions, work pressures and responsibilities
- Awareness and understanding of tikanga Māori

3. Physical requirements

- Ability to safely use a keyboard, mouse without causing or aggravating an injury

- Able to physically carry out the functions of the position.

Date and signatures

Job holder: _____

Date: _____

Manager: _____

Date: _____