

Tūranga Mahi / Position Description: *Kaiwhakatere Wai Āwhā / Stormwater Manager*

Nāu te rourou, nāku te rourou ka ora ai te iwi
With your basket of knowledge, and my basket of knowledge, all will be well

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 70,000 residents, and visitors numbering in the millions. We are determined to be among the best councils in New Zealand and are committed to continually improve the service provided to our customers, both external and internal.

Our people are central to achieving Council's Priorities and providing high quality community services that offer best value for money. And we are committed to building a high performing culture based on our **core values** of being *innovative, helpful, respectful, engaging and inspiring*. In addition to our values, there are **core competencies** required of all Council staff, being:

- **Performance Orientation:** A high performer consistently delivering performance outcomes
- **Solutions Focused:** Committed to customer-centred continuous improvement
- **Teamwork:** Contributes effectively within a team providing leadership where appropriate
- **Relationships:** Well-developed interpersonal, and relationship engagement and management skills
- **Collaboration:** Works collaboratively across teams and functions within a matrix organisation
- **Accountability:** Willingly takes accountability and engage in problem solving
- **Te Ao Māori:** Proficiency in te reo Māori me ōna tikanga appropriate to their role¹.

Rotorua is in the heart of the Te Arawa region. 40% of the population are Māori. Being a bicultural city provides a foundation for us to recognise and celebrate our increasing diversity which enriches us as individuals and as a multi-cultural community.

Our top priority is to ensure the health, safety and wellbeing of our people at work. We want you to go home healthy and safe each day. Safety is everyone's job – all of our staff have a shared responsibility to manage our work environments to prevent harm, and to actively engage with health and safety initiatives and procedures. Managers are responsible for the health, safety and wellbeing of the areas and people under their leadership.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM) within the District. This responsibility extends to all staff, who may be called upon to undertake CDEM roles in addition to their position specific responsibilities.

We are one team. To be successful, it is important that all staff are aligned to and actively support the organisation's direction, working collaboratively, and actively participating in activities and initiatives to advance the organisation e.g. activities to build bicultural capability, improve health and safety, or promote diversity.

The following pages provide the requirements of your specific position. In addition to these, you are also expected to be proactive in knowing and following Council policies and procedures.

TE ĀHUA O TE MAHI - POSITION SPECIFICATION

¹ This is informed by our Bicultural Competency Framework, and staff are actively supported in gaining competency.

MAHI - POSITION:	Kaiwhakatere Wai Āwhā - Stormwater Manager
RANGATIRA - REPORTS TO:	Water Services Delivery Manager
KĀHUI - GROUP:	Infrastructure and Assets
TAUNGA MAHI - LOCATION:	RLCDepot
PŪTAKE - POSITION PURPOSE:	This role is responsible for leading and managing the stormwater and site works teams in order to effectively and efficiently carry out site works and stormwater planned and reactive works. The role has a strong customer relationship focus in addition to people and budget management. Delivering one of Councils critical water services (stormwater), the position requires a strong sense of commitment to ensure an effective response to emergencies to be delivered 24/7.
NGĀ WHAKARITENGA - DELEGATIONS	Direct reports: <ul style="list-style-type: none"> Stormwater and Reinstatements Team
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal	<ul style="list-style-type: none"> Mayor and Elected Members Te Tatau o te Arawa CE's Group Manahautū Te Arawa Partnership Destination Development Organisational Performance & Innovation Infrastructure & Assets Chief Financial Officer People & Culture Community Experience
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāwaho - External	<ul style="list-style-type: none"> Council stakeholders Contracted service providers Technical professionals in your field Consultants and Contractors Auditors Local Iwi groups Neighbouring local authorities Mayor and Elected Counsellors Local Government New Zealand (LGNZ) Media and professional groups Regional Council Chamber of Commerce Te Arawa Entities Rotorua Community & Partnership Police Māori Wardens Neighbourhood support

<p>NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:</p>	<ul style="list-style-type: none"> • Ensuring the effective planning and delivery of stormwater and site works maintenance and surface reinstatement activities. • Effective management of the team providing the above stormwater, Site works and surface reinstatement activities. • Planning of works and ensuring they are delivered on time, meeting quality, health and safety and budgetary requirements. • Ensuring that requests for service are responded to efficiently and effectively. • Effective response to weather and other natural events that threaten the continuity of stormwater and other essential Council services. • Provide support and backup to other managers/ staff on technical, resourcing and/or managerial issues as they arise. • Review daily reports and liaise with supervisors, staff and Manager. • Regular quality control reviews and audits carried out on site. • Ensure documentation for completed works is checked/verified before inputting into RLC Asset Management systems. • Select, engage and manage third party contractors to ensure their work is delivered safely to the required specification, quality and cost. • Contributes to annual budget planning process • Recommendation of new/ replacement capital equipment to Manager • In consultation with manager, lead recruitment process for direct reports <p><i>NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional delegated responsibilities in the course of your employment that are consistent with the purpose of your role.</i></p> <p>There will also be the annual delivery of agreed KPIs.</p>
<p>TE ĀHUA O TE TANGATA - PERSON SPECIFICATION</p>	
<p>NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)</p>	<p>Required</p> <ul style="list-style-type: none"> • Relevant Trade qualification or Level 4 equivalent • Full Class 1 licence • 5 years' experience managing multiple teams • Experience within the Stormwater sector • Proven experience with creating and maintaining reports • Practical financial acumen with a focus on delivering agreed outcomes <p>Desirable</p> <ul style="list-style-type: none"> • Class 2, WTR • Practicing TMO/STMS

**NGĀ PŪKENGĀ -
POSITION SPECIFIC
COMPETENCIES AND
ATTRIBUTES**

Leadership & People Management

- Inclusive and approachable; values team diversity.
- Strong leadership with a focus on staff development and empowerment.
- Maintains clear professional boundaries with staff.
- Builds strong professional relationships.
- Supports staff growth through mentoring and skill development.
- Reliable and committed to maintaining team performance.
- Demonstrates health and safety leadership.

Communication & Interpersonal Skills

- Communicates clearly and confidently at all levels.
- Strong written and verbal communication skills.
- Maintains confidentiality and uses sound judgement.
- Works well in a team environment.

Customer and Service Focus

- Understands customer and supplier needs.
- Committed to delivering high-quality service\

Organisation & Task Management

- Organised and adaptable; handles changing priorities well.
- Manages multiple tasks with strong time management and delegation skills.
- Self-motivated and able to work independently.
- Detail-focused and sets high quality standards.

<p>NGĀ UARATANGA - VALUES:</p>	<p style="text-align: center;">Tatou Tatou – We Together Kotahi Tatou – One Community – One Team</p> <p>WHY WE DO IT..... We believe in empowering our people and providing them with the tools to create value and make a positive difference in their lives and the lives of others</p> <p>HOW WE DO IT..... We do this by working in partnership, making it simple and solutions focused</p> <p>WHAT WE DO..... We provide quality services for our community and people to prosper</p> <p>OUR CORE VALUES – PEOPLE FIRST</p> <p>RESPECTFUL: Integrity, Listening, Pride, Honesty, Empathy, Understanding, Considerate</p> <p>HELPFUL: Approachable, Supportive, Collaborate, Go the extra mile, Proactive, Friendly, Caring, Guiding</p> <p>ENGAGING: Communication, Connectivity, Partnership, Working Together, Inclusive, Supportive, Responsive</p> <p>INSPIRING: Make a difference, Motivated, Take people with you, Encourage, Have pride in your work, Be proactive, Energised</p> <p>INNOVATIVE: Find solutions, Progressive, Continuous improvement, Empowered</p> <p>BICULTURAL: Willingness to learn and understand the Māori worldview, consideration, leading by example, sharing experiences</p>
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