



TaurangaCity

Job description

Title	Advisor: Natural Environment and Assets
Number	6PR32A
Group	Operations and Infrastructure
Division	Spaces and Places
Reports to	Team Leader: Natural Environment and Assets
Direct reports	N/A
Date	15/10/2026

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

Job purpose

The purpose of this role is to manage and oversee all aspects of the natural environment on Council managed land. This includes managing all vegetation, wetlands, Dunes, restoration sites and pest animal control across our reserves. The primary focus is on work that is aligned with the Environment Strategy and Nature and Biodiversity Action and Investment Plan. This work is delivered through the effective management of the Passive Reserves and Nature and Biodiversity budgets to improve ecological outcomes for the city.

Key outcomes

Contractors and assets are managed in a way that betters the community.	• Management of contractors, ensuring high-quality works management and advisory services in ecosystem management of the City's network of reserves. In particular our Special Ecological Areas. • Contractors deliver obligations of contracts and meet KPIs. • Workmanship and services delivery fully satisfy councils work order/ instruction, and is
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	professional, cost effective, on time and with-in budget. • Effective use of corporate asset management systems. • Council's processes and policies are adhered to. • Active communicative and effective relationships are maintained with the contractor through regular meetings, directives and site inspections. • Ensure that assets are maintained in accordance with contract specifications and best practice. • The use of Agrichemicals is managed to comply with adopted policy and procedures. • Ensure pest animal management is delivered across the city efficiently, is undertaken using humane methods and utilising the advancing technology in the industry. • Customers receive a fit-for-purpose product delivered in a consistent manner across the city.
Deliver a high standard Environmental Restoration Project Management.	• Plans, budgets, project scopes and reports are delivered in full and on time. • Legislation, strategies, and reserve management plans are reflected in decision making. • The community is engaged when applicable throughout the process of plan development and implementation.
Technical advice is best practice.	• Be a subject matter expert within the organisation for Ecological and Environmental outcomes. • Ecological values are appropriately assessed and captured in work plans, specifications, policies, and programme's, as appropriate and with a balanced consideration of project delivery and fit for purpose outcomes. • Projects and programmes align with the vision and goals of the organisation and best practise methods. • Seek potential improvements in ecosystem management across the priority biodiversity areas across the city.
Communication	• Communicate to both internal and external stakeholders in a proactive manner • Ensure all written communication is clear, concise and is adhering to internal policies and procedures.

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Promote excellent Community Relationships.	• Council's policy, regulatory and legislative requirements are adhered to. • Enquiries, requests and incidents are professionally responded to in accordance with corporate guidelines and recorded accurately in council systems. • Stakeholders and volunteers receive appropriate level of Council contact, information, acknowledgment and service. • Heritage, Archeological and Tangata whenua values are embedded within management decisions and outcomes. • Professional and prompt response and presence for weekend and after hour's enquiries. • Activities, events and programs are professionally designed and managed.
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The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Person specifications

Essential
• Tertiary qualification in Environmental Science or Ecology, or a comparable qualification. • Three to five years proven experience in an environmental project management role. • Minimum three years proven experience in pest animal management

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Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community
and each other

Whanaungatanga / Collaboration

We work together and create connections