



**Tauranga**City

## Job description

<b>Title</b>	Senior Climate Resilience Advisor
<b>Number</b>	
<b>Group</b>	Strategy, Partnerships & Growth
<b>Division</b>	Strategy, Governance & Climate Resilience
<b>Reports to</b>	Team Leader: Climate & Resilience
<b>Direct reports</b>	N/A
<b>Date</b>	[Date the position description finalised/issued]

### 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 primary purpose of this role is to strengthen Tauranga's resilience to climate change. The role provides strategic leadership, expert analysis, and practical guidance to help Council and our communities prepare for, adapt to, and thrive in a changing climate. Working collaboratively across teams, with tangata whenua, and with external partners, the Advisor shapes and drives TCC's climate adaptation direction, ensuring our planning, policies, and investments reflect best practice, science, and the needs of our people and environment. The role champions resilience across the organisation, builds capability, and leads initiatives that turn strategy into meaningful action, shaping the future of our city.

### Key outcomes

<b>Council compliance and governance</b>	<ul style="list-style-type: none"><li>• Provide technical advice, guidance and progress reports to Council and senior management that are pragmatic, solutions-focused, timely and effective</li><li>• Ensure that TCC's strategic response to climate change meets national, regional, and local requirements, relevant legislation, as well as best practice.</li></ul>
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	<ul style="list-style-type: none"> <li>• Support effective integration of climate change into decision-making processes, long-term plans and investments.</li> </ul>
<b>Policy development and reporting</b>	<ul style="list-style-type: none"> <li>• Lead the development of necessary frameworks or policies to provide a clear direction and pathway for TCC's climate change response.</li> <li>• Lead and undertake research and analysis required to inform evidence-based decision making across the organisation.</li> <li>• Develop and maintain systems for monitoring the effectiveness of climate measures, including relevant climate-related disclosures.</li> </ul>
<b>Risk management &amp; assessment</b>	<ul style="list-style-type: none"> <li>• Develop climate change risk assessments for Tauranga, including for TCC assets, operations and/or communities to improve resilience and inform adaptation planning.</li> <li>• Advise TCC on the identification and management of climate-related risks</li> </ul>
<b>Project delivery</b>	<ul style="list-style-type: none"> <li>• Identify, deliver or coordinate cross-functional projects that contribute to Tauranga's climate response.</li> <li>• Appropriately scope, plan, resource, and manage projects to ensure high-quality results.</li> </ul>
<b>Knowledge and capacity building</b>	<ul style="list-style-type: none"> <li>• Equip staff with necessary skills, knowledge and tools to deliver climate and resilience outcomes in their work.</li> <li>• Provide advice to TCC teams in the identification, assessment and management of climate risks and opportunities.</li> </ul>
<b>Community engagement and education</b>	<ul style="list-style-type: none"> <li>• Facilitate engagement with communities and tangata whenua through workshops, meetings, and events.</li> <li>• Support the development of community awareness and communication programmes on climate change.</li> </ul>
<b>Collaboration and coordination</b>	<ul style="list-style-type: none"> <li>• Build and maintain effective relationships across TCC, encouraging collaboration and relationships between teams, departments, and divisions.</li> <li>• Enable national and regional capacity building by close collaboration and partnerships with agencies, communities of practice, and other territorial authorities on climate change topics.</li> <li>• Build meaningful relationships with tangata whenua, reflecting Te Tiriti o Waitangi and tikanga Māori.</li> </ul>

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
<ul style="list-style-type: none"><li>• At least a degree-level qualification in environmental science, climate change science, planning &amp; development, policy or a related field.</li><li>• Significant experience working with climate or sustainability issues, risk management, and/or community development processes, ideally in a local or central government environment.</li><li>• Working knowledge of climate legislation and policies in Aotearoa New Zealand.</li><li>• Proven ability to effectively manage multiple complex and cross-functional projects from planning to delivery.</li><li>• Experience in facilitating workshops and meetings with community members, policymakers, and other stakeholders.</li><li>• Working knowledge of Te Ao Māori concepts, hapū/iwi engagement, and stakeholder engagement and facilitation.</li><li>• Strong interpersonal, communication, and leadership skills.</li></ul>
Desired
<ul style="list-style-type: none"><li>• Postgraduate qualification in climate change science or sustainable development.</li><li>• Strong understanding of climate change impacts and mitigation and adaptation strategies.</li><li>• Proficiency in using Geographic Information Systems (GIS) for spatial analysis.</li><li>• Experience in implementing practical solutions to increase climate resilience, such as green infrastructure.</li></ul>

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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