

## SCHEDULE 2: POSITION DESCRIPTION

Job title	Farm Environmental Consultant
Department	Farm Environmental
Reports to	National Farm Environmental Manager
Date	October 2023

### PURPOSE OF POSITION

- The purpose of this role is to work alongside farmers and growers to help them develop Farm Environmental Management Plans (FEMPS's), Integrated Farm Plans (IFP's) and Freshwater Farm Plans (FFP's), and to support their knowledge and understanding of good environmental outcomes on farm.
- The role may also involve the preparation of resource consent applications and AEE's tailored to their individual needs and acknowledging key issues on farm and relevant regional requirements, working alongside the planning and environment team. The role will also require an education and support component. This will involve helping our clients to be aware of the changing regulatory requirements for their regions, when they have to meet new regulations, and the steps required to do so. The role may also involve assisting our clients with consent compliance, and implementation of good management practices.
- Collaborating across Landpro's other services this role is also responsible for assisting with the provision of planning services to clients on a day-to-day basis with a particular focus on our rural clients.

### PURPOSE, VISION & VALUES

- Here at Landpro we have vision to be the best little consultancy in the world. We do this through creating and inspiring sustainable solutions through expertise, innovation and technology, the purpose of which is to help our clients make the most of their land.

Our core values are



### ORGANISATIONAL STRUCTURE

- Landpro is a multi-disciplinary team of experts whose experience covers all aspects of Planning, Environmental Science, Survey and Geospatial Consultancy. At Landpro our vision is to "be the best little consultancy in the world", and our purpose is to "create and inspire sustainable solutions through expertise, innovation and technology" – we even have our own planes to help with this!
- We are a successful company that is committed to making a difference in the regions we work, which is predominantly Southland, Otago and Taranaki for now.

- Our people truly are our greatest asset, they are flexible, hard-working and all-round great people: we care about meeting the needs of each other and our clients. As a company we are focused on fostering long term opportunities for the growth of our people. Our office locations are fantastic places to max out your playtime and offer great outdoor activities around the sea, snow, lakes, hills and trails... make the most of working flexitime at Landpro!



## BUSINESS DRIVERS

- Landpro is a growing company, size doesn't matter though - opportunities for our people do. Regardless of growth, keeping connected to our people and our partners (internal and external) and keeping at the forefront of conversation, innovation and technology is of critical importance to us. We pride ourselves in cross pollinating ideas, products knowledge across the organisation which allows us to be the company that offers a solution. This is the way we strive to create profit for our people, and our partners.



Landpro continues to grow, both in size and in locations, as does the importance of a broad base of leadership. The Regional Lead roles for each service in each location play a significant role towards scaffolding for future growth.

## RELATIONSHIPS

KEY RELATIONSHIPS	TYPICAL NATURE OF CONTACT
<b>Farm Environmental Team</b>	<ul style="list-style-type: none"> <li>• We work as a team to simplify complexity; share and create knowledge, while having fun; and ultimately deliver exceptional solutions for our clients</li> </ul>
<b>Councils/Regulatory Agencies</b>	<ul style="list-style-type: none"> <li>• Facilitate enduring partnerships and relationships, understanding philosophy, principles and approach, in order to navigate changes and facilitate efficient and effective outcomes for clients</li> </ul>
<b>Clients</b>	<ul style="list-style-type: none"> <li>• Building positive relationships with farmers and growers to support and enable environmental, social and practice change</li> <li>• Relationships before business is our point of difference for clients - we care for our clients and their projects</li> <li>• Knowing our community (internally and externally) sets us apart and connects us</li> <li>• Champion the Landpro product/service and explore broader solutions for mutually beneficial outcomes with clients/partners</li> </ul>
<b>Consultants/ Contractors</b>	<ul style="list-style-type: none"> <li>• Facilitate enduring partnerships and relationships with external/international partners and contractors</li> </ul>

	to deliver on time and to Landpro's quality needs in a mutually beneficial way
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## AUTHORITIES

This position has no authorities

## SUPERVISES

This position has no Supervisees.

## KEY ACCOUNTABILITIES

ACCOUNTABILITY	PERFORMANCE INDICATOR
<ul style="list-style-type: none"> <li>• <b>Working alongside farmers and growers to help them develop FEMPS's, IFP's or FFP's, resource consent applications and AEE's tailored to their individual needs and acknowledging key issues on farm and relevant regional requirements.</b></li> <li>• Helping our farmers and growers and other clients to be aware of the changing regulatory requirements for their regions and when they have to meet new regulations, and the steps required to do so.</li> <li>• Supporting our clients through change, including knowledge, advice, training and guidance.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in preparation of written reports, scenario's, GIS mapping, including Land Use Capability Mapping, FEMPs, IFPs and FFPs, and Nutrient Budgets and their review, to ensure they are created in accordance with relevant industry standards and guidelines and Landpro quality systems.</li> <li>• Provide up to date advice to clients on farm environmental matters, including good management practices, including current and emerging policy.</li> <li>• Provide support to clients in relation to regulatory compliance, including consent compliance.</li> <li>• Able to critically analyse and evaluate technical information and explain this in a non-technical way to farmers and growers.</li> <li>• Support and assist with audit and certification functions where appropriate or relevant.</li> <li>• Ensure that reports are completed to a high standard, are easy to read, grammatically correct, and are completed in full to internal specifications and on time.</li> <li>• Assist with and prepare GIS mapping as required.</li> <li>• Liaise genuinely and in good faith with allied professionals in line with the values and standards of Landpro and build strong and trusted industry networks.</li> </ul>
<p><b>Preparation of FEMPS's, IFP's or FFP's, resource consent applications, submissions, planning documents, consultation information, DOC concessions, LINZ Discretionary Actions, Management Plans, and other documents on an as required basis.</b></p> <ul style="list-style-type: none"> <li>• All documentation prepared in accordance with industry best guidelines, legislative requirements and company policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Applications/Documents are prepared in accordance with timeframes agreed with client at outset of project.</li> <li>• Documents meet the legal requirements of the RMA, Local Government Act, Land Act and Crown Pastoral Land Act, as well as any other necessary legislation.</li> <li>• Risks are adequately outlined &amp; agreed to with clients at the outset of project</li> </ul>
<p><b>Maintain the highest professional service to Clients &amp; Partners</b></p>	<ul style="list-style-type: none"> <li>• All jobs are prepared in a timely manner, without delay.</li> </ul>

<ul style="list-style-type: none"> <li>All tasks are carried out in a professional manner, reflecting the Landpro values and in the best interest of the client.</li> </ul>	<ul style="list-style-type: none"> <li>The Client is aware of job status, milestones and any delays at all times</li> <li>Communication with the client remains above client expectations</li> <li>Repeat business and long term enduring relationships occur as a result of excellent service</li> <li>Client feedback is actively sought and considered</li> <li>Client complaints are minimised – but if they occur, they are handled with input from one of the executive team.</li> <li>Key business alliances are maintained with councils, clients and consultants</li> </ul>
<p><b>Maintain consistent vigilance towards Health and Safety</b></p> <ul style="list-style-type: none"> <li>Adhere to Landpro's Health &amp; Safety and Quality Plans and procedures, taking reasonable care of yourself and others who may be affected by your actions.</li> </ul>	<ul style="list-style-type: none"> <li>All legislative environmental and health and safety requirements are adhered to.</li> <li>All Landpro Health &amp; Safety and Quality Plan and Safe Work Procedures are followed</li> <li>All incidents are reported in a timely manner via Audit.</li> <li>Ensure all work sites have an active Health and Safety plan</li> </ul>
<p><b>Maintain up to date administration &amp; reporting</b></p> <ul style="list-style-type: none"> <li>All tasks are carried out in accordance with company administration procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Keep clear, precise and factual notes and files.</li> <li>Work presented to a consistently high standard.</li> <li>Complete weekly timesheets via WorkFlow Max</li> <li>Undertake client invoicing.</li> <li>All timesheets and other administration requirements are undertaken on a weekly basis, and client invoicing completed on a monthly basis</li> </ul>
<p><b>Be a high involvement Team Member</b></p> <ul style="list-style-type: none"> <li>Contribute to the evaluation and implementation of continuous improvement processes for the company, Planning &amp; Environmental Team and self.</li> </ul>	<ul style="list-style-type: none"> <li>Work collaboratively with other sections/units of Landpro towards organisational and Planning &amp; Environmental team outcomes</li> <li>Participate in the development of companywide initiatives and marketing.</li> <li>Attend fortnightly meetings with the Planning &amp; Environmental team &amp; bimonthly All staff meetings</li> <li>Meet monthly with supervisor/management and/or senior staff to discuss performance, monitor progress and consider future requirements</li> <li>Commit to developing an individual action plan and delivering on the agreed professional development plan with your manager biannually</li> </ul>

KNOWLEDGE	EXPERIENCE
<p>A recognised professional qualification in science (Ag/Hort or environmental) or planning at tertiary level</p> <p>Basic understanding of the Resource Management Act and all relevant legislation, including relating to the provision of farm environmental expertise for a wide variety of projects and clients.</p> <p>Understanding of on farm environmental risks, good management practices and mitigations.</p> <p>Understanding of relevant regulation – NES/NPS/He Waka Eke Noa plus local govt rules.</p> <p>A New Zealand Drivers Licence.</p> <p>Authorisation to work in New Zealand (or New Zealand citizenship or residency).</p>	<p>Relevant experience in the agricultural and/or horticultural industry, general farm systems knowledge and understanding of Overseer (Overseer qualifications not mandatory)</p> <p>Experience or understanding of the RMA, and its application.</p> <p>Passion for working with farmers and growers, and positive about the future of the food and fibre sector.</p> <p>Experience across a variety of jobs and farm systems, including horticulture, viticulture, sheep/beef, deer or dairy would be an advantage.</p> <p>Some experience with Overseer.</p> <p>GIS capability – we use QGIS, but ARC training will be fine.</p> <p>Land Use Capability understanding an advantage</p>
PERSONAL STYLE	COMPETENCIES
<p><b>Collaborating:</b> Working cooperatively with others to help a team or work group achieve its goals.</p> <p><b>Engagement Disposition:</b> Demonstrating a willingness to invest your time, talent, and best efforts in accomplishing organisational goals.</p> <p><b>Applied Reasoning:</b> The ability to solve problems, identify trends and interrelationships between data and information, and effectively reason through complex challenges.</p> <p><b>Continuous Learning:</b> Actively identifying new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application.</p> <p><b>Initiating Action:</b> Taking prompt action to accomplish work goals; taking action to achieve results beyond what is required; being proactive.</p> <p><b>Influencing:</b> Using effective involvement and persuasion strategies to gain acceptance of ideas and commitment to actions that support specific work outcomes.</p> <p><b>Communication:</b> Conveying information and ideas clearly and concisely to individuals or groups in an engaging manner that helps them understand and retain the message; listening actively to others.</p>	<p><b>Planning and Organizing:</b> Establishing an action plan for yourself and others to complete work efficiently and on time by setting priorities, establishing timelines, and leveraging resources.</p> <p><b>Building Customer Relationships:</b> Ensuring that the customer’s internal or external needs are met; building productive relationships with high-priority customers; taking accountability for customer satisfaction and loyalty; using appropriate interpersonal techniques to prevent and resolve escalated customer complaints and regain customer confidence.</p> <p><b>Adaptability</b> Maintaining effectiveness when experiencing major changes in work responsibilities or environment (e.g., people, processes, structure, or culture); adjusting effectively to change by exploring the benefits, trying new approaches, and collaborating with others to make the change successful.</p> <p><b>Driving for Results:</b> Setting high goals for personal and group accomplishment; using measurement methods to monitor progress toward goals; tenaciously working to meet or exceed goals while deriving satisfaction from that achievement and continuous improvement.</p> <p><b>Broadening Business Value:</b> Exploring customers’ underlying issues and needs that suggest broader solutions; maximizing the productiveness of sales interactions by building on customer cues to gain commitment to products, services, and solutions; articulating and promoting a path forward.</p>

## CHANGE TO JOB DESCRIPTION

From time to time it may be necessary to consider changes in the Job Description in response to the changing nature or our work environment, including technological requirements. Such change may be initiated as necessary by the Executive Directors.

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Date:

Landpro signed:

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Date:

Employee signed:

## **JOB DESCRIPTION:**

### **Farm Environmental Consultant (Otago, Southland, Canterbury, Waikato or Taranaki)**

#### **Are you a passionate farm environmental professional ready to take the next step with a market leader?**

But before that, we'll tell you about the role and our business and culture.

Our vision is to be the best little environmental consultancy in the world. Being the best in the world and little might seem at odds with each other, but we believe that being the very best doesn't have to come at the expense of people, partnership and being connected. We are growing and will continue to do so, but never at the expense of the culture we created when we were little – be your best, be collaborative and be honest.

Our guiding purpose is to navigate the many complex environmental challenges our wide and varied client base face delivering strategic outcomes to secure the future value of their environmental assets. We call this delivering an environmental return. We do this across a wide range of environmental services covering all aspects of Farm Environmental, Land and Aerial Surveying, Planning, Environmental Science, and Geospatial Consultancy.

#### **The Farm Environmental Team**

Our farm environmental team work to champion our rural clients by walking alongside them through the ever changing and complex farming landscape. We are deeply committed to providing leading consultancy and advisory services to our rural clients through continuous investment in our products, services and most importantly our people.

Our work is multi-disciplined and covers a variety of farm systems and landscapes. As such we work closely with our in-house GIS, and planning and environmental teams. Our work is highly varied, developing farm environmental plans to support other work streams which might be regulatory or industry focussed such as NZFAP+, or taking an integrated farm planning approach, or supporting on farm compliance requirements. In addition, we work closely with regional catchment groups and regulatory bodies to support and promote farm environmental initiatives.

#### **The role**

This role will suit an individual with experience in the farm environmental, or related farm support services sector, and will involve significant time out and about with our rural clients so a passion for rural life and an ability to connect with farmers is a must. If you enjoy working with clients, and managing your own projects from start to finish, and having a mix of farm and office-based work this is the job for you! Your passion will motivate you to help enable farmers to achieve good environmental outcomes, meet regulatory compliance needs and most importantly help our clients to achieve better environments and better returns.

#### **The Benefits:**

- Salary range – negotiable
- Flexible and family friendly working arrangements
- Health, well-being and insurance cover
- Development and career pathways

#### **What you'll be working on:**

The role is primarily responsible for leading and developing farm environmental plans that meet the needs of the client, as well as meeting regulatory (i.e. certified freshwater farm plans) or industry standards (i.e. NZFAP+).

The role will also require you to take a strategic approach to supporting change on farm, in addition to working closely with catchment groups and other industry bodies within the farm environmental landscape.

Your practical experience will assist to help farmers to prepare for intensive winter grazing, which may from time to time mean you support the planning and environment team with consenting related projects.

You will also provide regulatory compliance support to clients where required.

#### **Criteria:**

If navigating complex issues, problem solving and achieving strategic outcomes for farmers and the environment sounds like you then we love to find out how together we can become the best little environmental consultancy in the world.

- A minimum of 5 years of industry or related experience and a recognised professional qualification in science (Ag/Hort or environmental) or planning at tertiary level is desirable
- Passion and experience across a variety of farm systems, including horticulture, viticulture, sheep/beef, deer or dairy would be an advantage.
- Understanding of environmental risks on-farm and mitigations.
- Experience with Overseer would be an advantage.
- Understanding of GIS or an interest in learning GIS capabilities
- Preferably experience in delivering farm environmental plans and an understanding of freshwater farm plans, or a willingness to upskill in this space based on your related experience
- Understanding of relevant regulation – e.g. NES/NPS/He Waka Eke Noa, plus local regulatory context.