

## 1 PURPOSE

This statement has been prepared to assist candidates who may be considering expressing interest in a role as the Chair of the Queenstown Lakes Climate Reference Group.

## 2 CONTEXT

The Climate Reference Group (CRG) was established in 2020 to be an independent, multidisciplinary and regionally representative team to offer expert climate action and biodiversity advice to the Queenstown Lakes District Council (QLDC). The group works together to evaluate best practice, identify key challenges and recommend priority action areas. The group helped co-design the Queenstown Lakes Climate and Biodiversity Plan 2022-2025 and supports Council in the following key areas:

- Provides expert independent advice to Council officers and Elected Members.
- Reviews the key priorities set out in the Climate and Biodiversity Plan to ensure they remain relevant and focused on the most urgent and material issues for the district to address.
- Advises Council on emerging trends, best practices, scientific updates and legislative changes that may impact on QLDC's response to the climate and ecological crises.
- Provides subject matter expert input into Climate and Biodiversity Plan projects at the request of Council officers.
- Develops expert, independent, positions on key issues that impact the realisation of the district's climate and biodiversity goals.
- Provides advisory support to partnerships and joint work programmes that QLDC is a member of e.g. the Destination Management Plan.

The role of the Chairperson is to:

- Chair the six-weekly meetings.
- Coordinate agendas with staff support.
- Develop and manage the CRG Code of Conduct with staff support.
- Coordinate the composition and tasking of any working groups as they arise.
- Final approval and signatory on CRG submissions to QLDC and other organisations.

## 3 PERSON SPECIFICATION

The ideal candidate for the Climate Reference Group Chairperson will have a proven track record in leadership and governance roles as well as a passion for environmental and sustainability issues.

They should have experience in leading teams, preferably in a multi-stakeholder environment, and across various organisations, projects or public-private partnerships.

They should operate with transparency and integrity to enable the Climate Reference Group to be regarded as a credible voice.

They may also have experience in communicating scientific findings or providing environmental related advocacy to a range of local, regional or national level audiences.

### 3.1 SKILLS AND ABILITIES:

The skills and attributes of the ideal Chairperson include:

1. Excellent leadership qualities: the ability to inspire, motivate, and guide the Climate Reference Group towards its purpose and vision.
2. Strong governance experience- the ability to effectively develop agendas, chair meetings involving a diverse range of stakeholders and facilitate constructive outcomes and decision-making.
3. Strong interpersonal skills: the ability to interact effectively with people of all backgrounds and to build supportive working relationships with colleagues. Self-aware, emotionally intelligent and practicing an inclusive style that ensures everybody in the group has an equal voice.
4. Excellent communication skills: the ability to communicate clearly and persuasively, both verbally and in writing, and to present complex information in a clear and concise manner. Technologically savvy and confident in chairing an online environment.
5. Good organisational skills: the ability to prioritise and manage time effectively.
6. Analytical skills: the ability to analyse and interpret complex scientific, technical, and policy documents. Demonstrates intellectual depth and broad strategic thinking.
7. Knowledge of climate change and/or biodiversity research: strong understanding of the science and policy development (national/international) surrounding climate change and/or biodiversity restoration.
8. Ability to effectively balance personal views and passion for climate action with performing the role of Chair.
9. Demonstrates strong cultural competence, respect for Te Ao Māori and understanding of Te Tiriti o Waitangi.

## 4 ADDITIONAL FACTORS FOR CONSIDERATION

The following factors may assist individuals considering applying for this position:

- Residence inside the Queenstown Lakes District is not a prerequisite to appointment but is desirable.
- All potential conflicts of interest must be disclosed in a candidate's expression of interest. Persons with potential conflicts should not feel discouraged from expressing interest but will be expected to work through a Conflict of Interest Management Plan before appointment if successful.

## 5 ENQUIRIES AND APPLICATION

### 5.1 ENQUIRIES

Any person considering expressing interest in this position is welcome to contact [climateaction@qldc.govt.nz](mailto:climateaction@qldc.govt.nz) for further information on the requirements of the role.

### 5.2 APPLICATION

Applications can be made via the website: <https://www.qldc.govt.nz/crg-chairperson-application>

It is Council practice to deal with applications for appointments, involving personal information, on a confidential basis.

## 6 SELECTION PROCESS & REMUNERATION

The Chairperson will be selected by Chief Executive recommendation to Full Council (public excluded). The successful candidate will be subsequently announced publicly.

The Chairperson will be remunerated for each meeting.