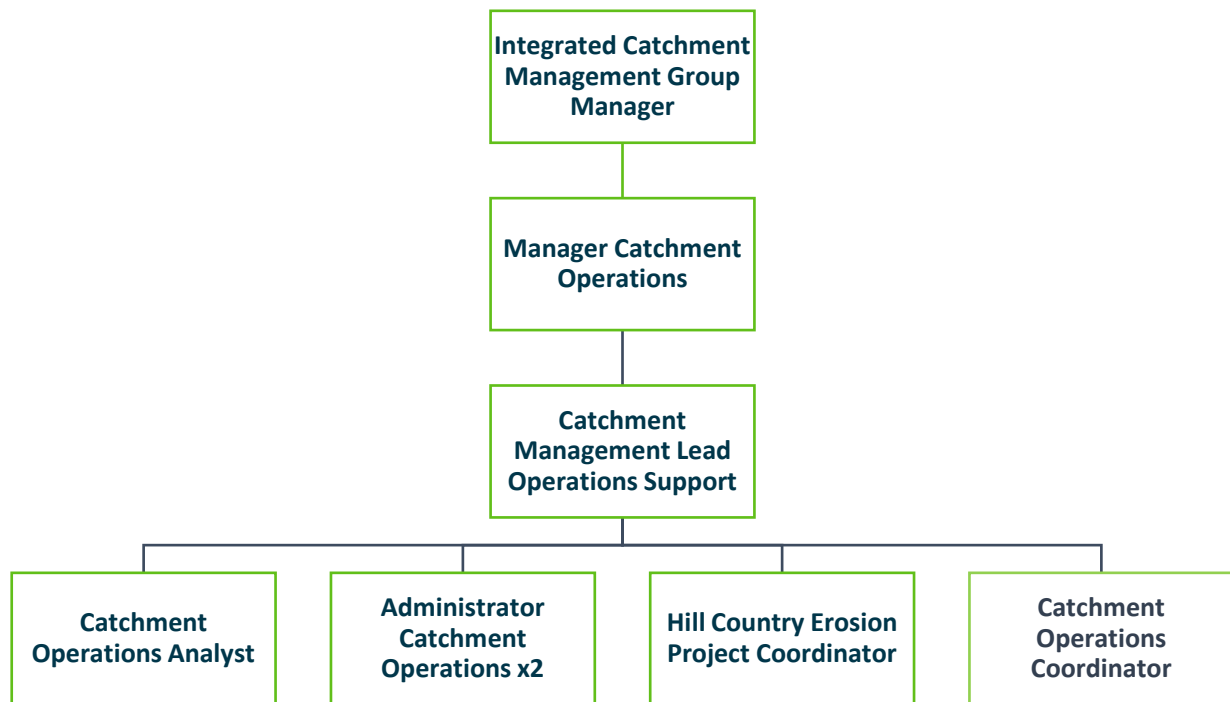


<b>POSITION TITLE:</b>	Administrator Catchment Operations		
<b>GROUP:</b>	Integrated Catchment Management	<b>SECTION:</b>	Catchment Operations
<b>REPORTS TO:</b>	Catchment Management Lead – Operations Support		
<b>RESPONSIBLE FOR:</b>	N/A		
<b>FAMILY:</b>	OS Operations Support	<b>GRADE:</b>	9
<b>DATE REVIEWED:</b>	November 2024		
<b>HBRC STRATEGY</b>			
<b>Our Vision:</b>			
We want a healthy environment, a vibrant community and a prosperous economy.			
<b>Our Purpose:</b>			
We work with our community to protect and manage the region’s precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.			
<b>Our Values:</b>			
<ul style="list-style-type: none"> <li>● <b>Partnership and Collaboration:</b> We work with our community in everything we do</li> <li>● <b>Accountability:</b> We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers’ funds and assets</li> <li>● <b>Transparency:</b> We report on what we do and the value this delivers for our community</li> <li>● <b>Excellence:</b> We set our sights and expectations high, and never stop striving to do better</li> </ul>			
<b>Our Focus:</b>			
<ul style="list-style-type: none"> <li>● <b>Water quality, safety and certainty</b> ~ <i>Kia kounga, kia haumarū, kia pumau te pai o te wai</i></li> <li>● <b>Smart. Sustainable land use</b> ~ <i>kia koi, kia ukauka te whakamahinga o te whenua</i></li> <li>● <b>Healthy and functioning biodiversity</b> ~ <i>kio ora, kia mahi tika te kanorau koiora</i></li> <li>● <b>Sustainable services and infrastructure</b> ~ <i>kia ukauka nga ratonga me nga hanganga -rohe</i></li> </ul>			
<b>POSITION SUMMARY</b>			
The role of the Administrator Catchment Operations is to provide support and assistance to the Catchment Operations section. The role requires a high level of collaboration and working with teams and the wider ICM Group.			
<b>GROUP AND TEAM GOALS:</b>			
The Integrated Catchment Management (ICM) Group is the largest Group in the Regional Council. It includes functional delivery of programmes in environmental science, environmental information, catchment management, biodiversity/biosecurity management and policy implementation.			
Integrated Catchment Management is a process that recognises that everything that happens within a catchment is linked. The aim is to integrate the Regional Council’s activities and those of others working within the catchment to achieve overall outcomes. This group acts as HBRC’s primary vehicle for delivering beyond-regulatory activities within our regional catchments.			

The Catchment Operations section oversees and coordinates Councils catchment management, biosecurity and biodiversity functions.

The Operations Support team will work closely with the broader Catchment Operations section and will service all work programmes undertaken as and when required. Operations Support will also lead continuous improvement initiatives to ensure all administration, systems and tools are designed and implemented in a way that will guarantee effective and efficient work towards the broader sections objectives and desired outcomes.

## ORGANISATIONAL CONTEXT



## JOB SPECIFIC ACCOUNTABILITES

- Effective and efficient support is provided to the rest of the Catchment Operations section as requested by your Catchment Management Lead, across a range of administrative and financial support activities.
- Staff from the Catchment Operations section are provided with effective and efficient administration support.
- Catchment Operations meetings are accurately and effectively serviced and supported.
- Work with the Communications Team to manage website information for farmers about Erosion Control Scheme and other relevant Catchment Operations services.
- Provide administrative support for delivery of work programs and projects associated with Erosion Control Scheme and other relevant Catchment Operations services.
- Run job status reports for catchment team leads and the group accountant for monthly reporting.
- Raising purchase orders, job numbers, receipting and processing landowner payments.
- Manage annual poplar and willow pole sales and dispatch for the office as required, including invoicing, delivery, and mapping.
- Public requests are dealt with appropriately and in a timely and professional manner.
- Erosion Control Plans and associated documents (e.g., Contract documents) are maintained in an appropriate manner.
- Project support is effectively provided as required.

- Contribute to continuous improvement as part of everyday business practice. This could include developing, reviewing and improving business processes, maintaining a strong customer focus and bringing new ideas to your manager.
- Develop a basic knowledge and understanding of the broader work undertaken by the wider Catchment Operations section so that you can appropriately advise external stakeholders on a range of activities when/where required.
- Contribute to the Quality Management System as part of everyday business practice, including developing, reviewing, and improving business processes, maintaining a strong customer focus and a commitment to continuous improvement.
- Integrity in work effort and ethics is modelled in the workplace.
- Expectations will be regularly discussed with you, and expectations will be fair, reasonable, and within the broad requirements outlined above. This will be outlined in an agreed annual work programme.

### FUNCTIONAL RELATIONSHIPS

#### Internal

- Group Managers
- Team members

#### External

- Government agencies and departments
- Local authorities
- Iwi and other community groups
- Members of our community

### COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise. This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved
- Customers are satisfied with responses to written or verbal requests for information.

### CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your Manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your Manager.
- Showing a strong team commitment, as indicated by peer feedback and your Manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.

- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

## HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

## EMERGENCY MANAGEMENT

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

## PERSON SPECIFICATION

### Minimum Qualifications and Experience required

- Requires secondary schooling, and a minimum of 3 years' experience in a similar role/relevant industry.
- Valid driver's licence required

### Knowledge

The following indicates what would typically be expected for this role at a competent level:

- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems Analytical skills.
- Knowledge of financial reporting systems and requirements.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge

**Personal Attributes**

- Sound judgement and initiative
- Ability to create harmony in a team.
- Ability to anticipate change, remain flexible and be innovative.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.
- Ability to cope with a variety of work and on occasion difficult situations.
- A high level of courtesy and listening skills.

**Awareness**

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

**CHANGES TO JOB DESCRIPTION**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

**ACKNOWLEDGEMENT**

*I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name