

<b>POSITION TITLE:</b>	Director Hawke's Bay Civil Defence Emergency Management (HBCDEM) Transformation [9 month fixed term]		
<b>GROUP:</b>	CDEM	<b>SECTION:</b>	Executive
<b>REPORTS TO:</b>	Chief Executive Hawke's Bay Regional Council and Chair of Coordinating Executive Group (CEG)		
<b>RESPONSIBLE FOR:</b>	NA		
<b>FAMILY:</b>	TP4	<b>GRADE:</b>	24
<b>DATE REVIEWED:</b>	April 2024	<b>JOB NUMBER:</b>	

#### HBRC STRATEGY

##### Our Vision:

We want a healthy environment and a resilient and prosperous community.

##### Our Purpose:

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.

##### Our Values:

- **Partnership and Collaboration:** We work with our community in everything we do.
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

##### Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

#### POSITION SUMMARY

The purpose of this fixed term role is to direct and lead the implementation of the recommendations that have resulted from the independent review of the HBCDEM Group response to Cyclone Gabrielle. This senior role will empower HBCDEM to prioritise and drive implementation of the recommendations that have arisen from the review in a sustainable way. The review recommendations traverse the HBCDEM system at all levels from communities through participating Councils to the HBCDEM Group Office.

The job holder will be successful when the HBCDEM Joint Committee, the HBCDEM Coordinating Executive Group, tangata whenua and community leaders are confident that positive change for the HBCDEM system is on an

irreversible path. This means that the HBCDEM network has been substantially improved to better enable effective delivery of the 4Rs and particularly to deal with responding to another significant event when it occurs.

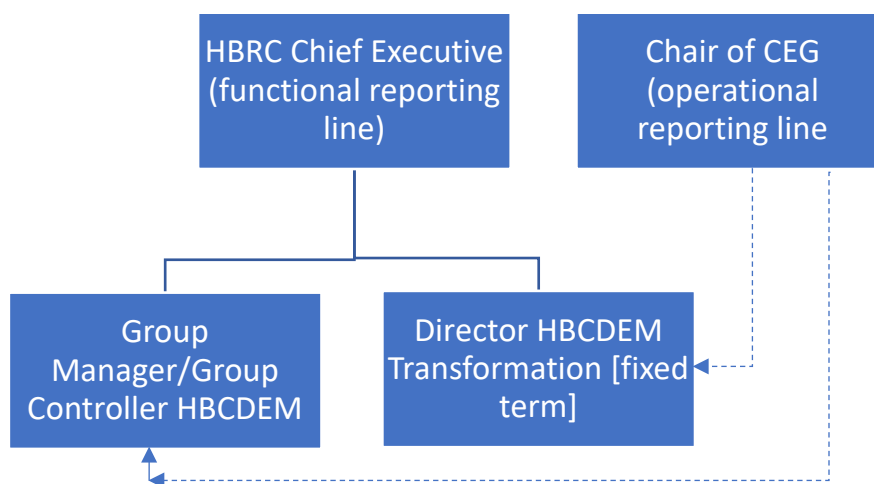
The role will be housed at Hawke's Bay Regional Council and will report operationally to the Coordinating Executive Group via the Chair. The role will have a critical relationship with the HBCDEM Group Controller.

#### GROUP AND TEAM GOALS:

The Hawke's Bay Civil Defence Emergency Management Group collectively comprises the CDEM Group Joint Committee, Coordinating Executives Group (CEG) and local authority Group members. The wider HBCDEM system includes tangata whenua, emergency services, lifelines and community groups and organisations.

Collectively this system requires better definition of roles and functions. Broadly the system provides for an integrated approach to reduction, readiness, response and recovery across Hawke's Bay.

#### ORGANISATIONAL CONTEXT



#### JOB SPECIFIC ACCOUNTABILITIES

##### Background:

The HBCDEM Joint Committee commissioned a review of the response of HBCDEM Group response to Cyclone Gabrielle. The review identified critical shortcomings in the ability of HBCDEM to respond to large scale events. The review made a series of significant recommendations. The recommendations demonstrate the need for major transformational change if the region is to be able to plan for and respond to future crises. The recommendations range from empowering communities, to integrating mana whenua into CDEM at all levels, to the structure and function from the Group office, the local role of individual councils and disaster scenario planning.

##### Key result areas for the Director HBCDEM Transformation:

- Produce a clear prioritised action plan to transform the HBCDEM system so that HBCDEM is fit for purpose to deliver on the 4 Rs.
- The action plan will be based on the recommendations of the independent review, previous HBCDEM reports and the knowledge and skills across the region.

##### Lead implementation of the action plan including but not limited to:

- Identify critical elements and tasks to develop Hawke's Bay disaster plans

- Establish clarity of functions and accountabilities for key players in the HB CDEM Group
- Identify the structure of HBCDEM Group to deliver on key functions and accountabilities across the spectrum from communities at place, through individual councils, to the Group Office
- Work with tangata whenua leaders to integrate mana whenua and mātauranga at all levels in HBCDEM
- Work with NEMA and central Government departments to integrate a transformed HB model with central Government
- Identify the critical components of a new HBCDEM Group plans and local plans
- Identify key risks and mitigations for response to a major event should it occur during the transformation of HBCDEM
- Provide recommendations on longer term approaches to the 4 Rs
- Report monthly on progress to the HB CDEM Joint Committee

### Change Management

- Ensure a holistic view of improvement projects is achieved
- Take a leading role in project teams and steering groups
- Provide leadership and advice during the implementation phase of different change processes
- Identify and evaluate initiatives to ensure projects meet the required goals
- Influence both culture and behaviour changes in the HBCDEM system
- Troubleshoot issues and resolve roadblocks through the development of creative tactical and strategic solutions
- Define and implement success measures and monitor change progress
- Connect with People and Capability to ensure that delivery and subsequent adoption of change projects is incorporated into employee objectives as appropriate

### FUNCTIONAL RELATIONSHIPS

#### Internal

- Group Managers
- Executive Team
- Elected members
- HBCDEM Group Controller/GM

#### External

- Consultants and contractors
- Technical and legal professionals
- Treaty settlement entities, Iwi and Taiwhenua Chairs / CEs
- HBCDEM Joint Committee
- HBCDEM CEG
- NEMA
- HB lifelines and emergency service leads

### 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.
- Comply with the COVID-19 Public Health Response (Vaccinations) Order 2021.

#### **PERSON SPECIFICATION**

##### **Minimum Qualifications and Experience required.**

- Relevant bachelor's degree or equivalent tertiary qualification
- Extensive experience of CDEM or planning for and managing complex emergencies.
- Demonstrated skills in leading and delivering change.
- Ability to work with senior leaders.
- 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, Projects, PowerPoint and other database and information management systems
- Analytical skills.
- Financial literacy - knowledge of financial reporting systems, budget management and requirements.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge.

- Sound understanding of tikanga Māori and Māori values and an appreciation as to how they relate to Regional Council functions and plan and policy development.

#### **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