

POSITION TITLE:	Senior Catchment Advisor – HCE Project Management (fixed term)		
GROUP:	Integrated Catchment Management	SECTION:	Catchment Operations
REPORTS TO:	Catchment Management Lead - Central		
RESPONSIBLE FOR:	n/a		
FAMILY:	TS4	GRADE:	16
DATE REVIEWED:	July 2023		

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 Hawke’s Bay Regional Council (HBRC) prioritises retaining fertile soil on Hawke’s Bay farms. Erosion results in the loss of valuable soil, can damage farm tracks and fences, reduce the flood-carrying capacity of waterways, smother aquatic habitats, and degrade water quality.

In 2018 HBRC established the Erosion Control Scheme (ECS). This scheme provides significant financial support for erosion control work such as tree planting, fencing, and land retirement, helping landholders keep soil on their hills and out of the water.

In addition, to support and accelerate the ECS, the Ministry for Primary Industries Hill Country Erosion Fund (HCEF) granted HBRC \$3.6 million over four years (July 23 - June 27) for:

- Additional staff to work with landowners to develop erosion control plans.
- Increased ECS grant funds to subsidise on-the-ground erosion control works.

- Development of an online learning hub to host modular workshop resources.

The Senior Catchment Advisor—Hill Country Erosion Project plays a pivotal role in the Hill Country Erosion Fund Programme. This individual is responsible for various tasks, including identifying highly erodible land across the region, engaging with landowners, promoting sustainable land management practices, and developing erosion control plans to deliver erosion control mitigations, such as planting, fencing, pest management and reversion. As the project manager, this role is responsible for managing the HCEF budget, meeting milestones in the contract and quarterly reporting to MPI.

GROUP AND TEAM GOALS:

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 rural partnerships.

Integrated Catchment Management is a process recognising 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.

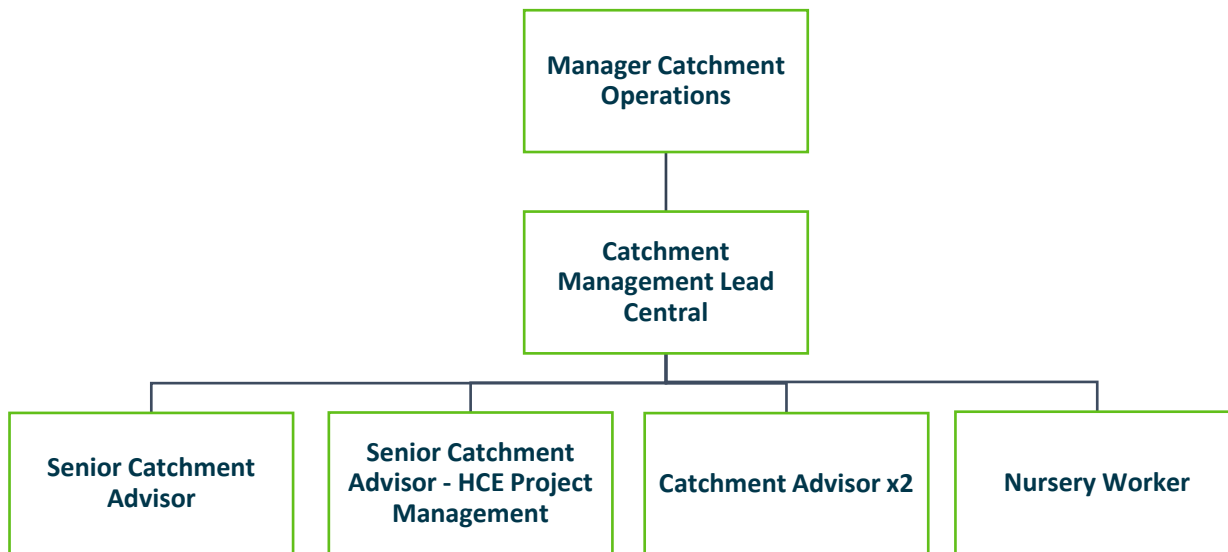
The **Catchment Operations Section** provides the following role and functions as part of the ICM Group:

- They oversee and coordinate Councils' catchment management functions and on-farm delivery of services
- They provide a link between Council and its services and catchment communities
- They are Councils' primary vehicle for the delivery of beyond-regulatory activities within catchments, in particular for the implementation of national and regional policies beyond regulation
- They provide leadership, guidance and advice to Council on land management-related activities.

The **Catchment Operations Teams** perform the following functions as part of the Integrated Catchment Management Group:

- Assist with the development of Integrated Catchment Management Plans.
- Co-ordinate, advise, promote, and fund on-ground projects and programs that contribute to the delivery of catchment outcomes
- Engage with catchment communities, to understand issues, needs and the pathways to successful and sustainable solutions to catchment challenges.
- Work with Catchment Policy Implementation, to help ensure a systemic approach to catchment management through the consideration of the effects and impacts of plans and programs on environmental, social, cultural, and economic values.
- Work with Catchment Policy Implementation to coordinate Council activity in catchments, to ensure the ICM group and wider Council is working collectively towards common outcomes.
- Provide insight and knowledge of local issues and challenges when and as required to Councillors, executive staff and colleagues.
- Form and then manage key stakeholder relationships and alliances with a broad range of people and groups.
- Contribute to the development of relevant research for the ICM group.
- Act as Councils primary vehicle for the delivery of non-regulatory activities within catchments.
- Provide leadership, guidance, and advice to Council on land management and freshwater improvement related activities

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

- Manage and support the implementation of the Hawkes Bay Hill Country Erosion Fund via the delivery of a programme of work using project disciplines and practices. The management of the project will result in the successful delivery of project outcomes to agreed scope, schedule, budget, and quality standards.
- Undertake any other related project work as directed by the Catchment Management Lead – Central.
- Create clear project plans annually incorporating all elements of effective project management.
- Manage project budgets, ensure budget constraints are taken into account when working on projects and communicate any budget issues at an early stage.
- Risks and issues that may impact on project outcomes are managed, by identifying potential opportunities and threats, analysing and problem solving and deciding when escalation is appropriate.
- Report on progress, performance and risk using measures and process agreed by the Ministry of Primary Industries, Catchment Management Lead - Central and in consultation with relevant section members.
- Support project members to achieve milestones and complete projects including encouraging collaboration and cooperation between agencies/projects/work streams where needed.
- Travel as required to Wairoa and Gisborne, to maintain contact with the Catchment Advisor working on the project.
- Develop, strengthen and maintain relationships with key internal and external stakeholders, in particular the Ministry of Primary Industries and Gisborne District Council.
- Work closely and collaboratively with relevant sections of Council to ensure the successful planning and delivery of a range of projects.
- You will be expected to have 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.
- Work with landowners and community groups to facilitate and deliver solutions to environmental issues.
- Provide high-quality advice and support to individuals and groups on improving farm practices to realise catchment, economic, environmental and social outcomes.
- Implement Hawkes Bay Regional Council's Erosion Control Scheme to address catchment specific land and soil issues.

- Contributing 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 the continuous improvement program.
- Attendance at relevant HBRC and Committee meetings and where appropriate produce relevant reports of a high standard.
- Personal accountability for decisions made, is readily accepted.
- Participate in internal council working groups.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Elected members
- Team members

External

- Consultants and contractors
- Government agencies and departments
- Local authorities
- Technical and legal professionals
- 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

- Relevant Bachelor's degree or equivalent tertiary qualification.
- Experience in a Project or Programme Management role .
- 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, and Project Management Software.
- Strong project and/or programme management experience including:
 - Proven ability to co-ordinate tasks and work programmes across a variety of teams and professional disciplines (including technical subject matter experts).
 - Demonstrated ability to prepare and work within budgets.
 - Excellent organisational skills and an ability to meet deadlines.
- Experience and ability to build stakeholder relationships
- Maturity to hold people to account in an appropriate manner.
- Excellent interpersonal skills.
- An ability to understand business needs, integrate systems and train people.
- A high standard of written and verbal communication.
- Ability to facilitate successful meetings and workshops skills.
- A good understanding of farming systems.
- A good understanding of the environmental issues, needs and the pathways to successful solutions to catchment challenges.
- A degree level qualification in a related discipline or relevant experience

- At least two years' experience in a similar role.
- An understanding of the Local Government Acts and/or Resource Management Act is desirable.

Personal Attributes

- An ability to work under pressure, deal with ambiguity and work in a political environment.
- Ability to think laterally and develop innovative solutions.
- Proven experience in leading, influencing and building credibility across a range of internal and external stakeholders.
- Enthusiasm and innovation, with the ability to handle change.
- Have a positive approach to change by responding to changes in job demands, adapt new strategies, and create a commitment to change in others.
- A commitment to continuous improvement.
- An alignment with HBRC's vision and values.

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