

POSITION TITLE:	Team Leader Freshwater and Marine Science		
GROUP:	ICM	SECTION:	Environmental Science
REPORTS TO:	Manager Science		
RESPONSIBLE FOR:	Principal Scientist, Scientists x4		
FAMILY:	OM2	GRADE:	21
DATE REVIEWED:	February 2025		

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 kouniga 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

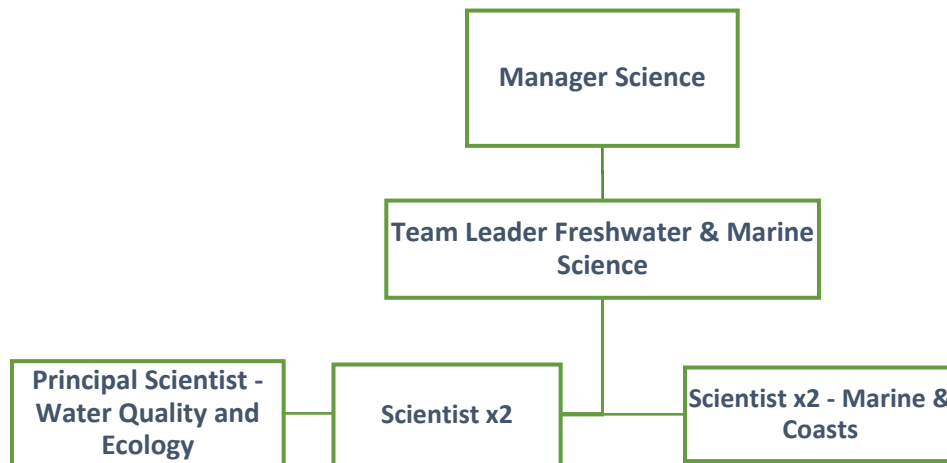
The Team Leader Freshwater and Marine Science will lead the team of five scientists specialising in freshwater and marine ecosystems including water quality science, aquatic ecology and ecosystem health. A key function of this role is to positively lead the team: offering support, coaching and other professional development opportunities for them to ensure their work effort meets efficient and effective service delivery. While technical analysis and reporting are not key functions of this role, to successfully lead the team of highly specialised technical experts, the Team Leader Freshwater and Marine Science requires a thorough understanding of the scientific method along with experience performing complex data analysis and reporting results to both technical and non-expert audiences.

GROUP AND TEAM GOALS:

The Environmental Science section provides the following role and functions as part of the Integrated Catchment Management Group:

- Provides the scientific expertise required to meet the goals and objectives of Hawke's Bay Regional Council's (HBRC) Annual and Long Term Plan in an efficient manner
- Designs and conducts a variety of scientific and environmental investigations and studies in an effective and efficient manner
- Analyses data and interprets results to provide verbal advice and a range of written reports, including State of the Environment reports
- Provides effective and high quality input to HBRC's policy development, planning and regulatory activities
- Maintains effective working relationships with other sections in HBRC
- Maintains quality standards, including ISO9001:2015 accreditation for all activities undertaken by the Science Section

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

- Manage, lead and guide the Freshwater and Marine Science team, ensuring team objectives are met, clear direction, and adequate resourcing is provided.
- Provide strategic direction and appropriate professional development to team members.
- Technical leadership is provided to the team to support complex data analysis and reporting results to both technical and non-expert audiences.
- Manage and motivate the team through positive role modelling that encourages high levels of professionalism, effective advice and quality customer service. A high level of confidence is evident in the staff and advice provided by the team.
- Actively engage with, and lead Council's performance management system for the Freshwater and Marine Science team, ensuring key check ins are met, learning and development needs are discussed and appropriate development planning is undertaken.
- Maintain staffing resource by recruitment, selecting, onboarding and training new employees as and when required.
- A systems thinking approach is exercised to integrate freshwater and marine water quality and ecology knowledge with other scientific disciplines.

- Ensure effective interactions between the Freshwater and Marine Science team and other science teams, along with key HBRC and external customers.
- Effective relationships are maintained with other sections of HBRC and cooperation is given a priority.
- Plan and project manage work programmes with technical input from Senior/Principal Scientists.
- Effective and timely engagement of contracted services is achieved and complies with HBRC’s procurement policies and procedures.
- Ensure Long Term Plan and Annual Plan and other agreed science projects are planned, delivered and closed within agreed timeframes, to agreed budgets.
- Ensure science monitoring and investigation project designs are practical and developed to a high professional standard within set budgets and timeframes.
- Ensure the team’s project management and workflow planning is efficient and effective.
- Ensure State of the Environment reporting from the Freshwater and Marine Science team is effective and timely.
- Ensure effective and timely input into HBRC’s policy development, planning and regulatory activities.
- Deliver effective and timely organisational reporting with technical input from Senior/Principal Scientists.
- When required, direction and assistance is provided to Environmental Information team members to ensure that data and databases are well-maintained, accurate and up to date.

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

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 postgraduate degree or equivalent tertiary qualification.
- A minimum of 5 years experience within a relevant industry.
- Previous experience in a leadership/management role is preferred.
- Valid driver's licence required.

Knowledge

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

- Knowledge and experience with team leadership including the ability to positively motivate and support team members, demonstrated by:
 - Defining individual and team objectives, work programmes and outcomes
 - Leading a team that cooperates to deliver high-quality outcomes in timely manner.
 - Mentoring team members to help them develop technical skills, work practices and personal development.
- Previous experience effectively managing complex (multi-disciplinary, multi-agency and multi-objective) technical projects will be essential.
- Specific knowledge regarding freshwater and marine quality and ecological science, for example:
 - A thorough understanding of environmental processes, including field techniques for water and ecological monitoring.
 - An ability to design and manage routine monitoring programmes and targeted investigations for assessment and management of water resources.
 - Nutrient and sediment transport in terrestrial environments and the impact on receiving environments.
- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and database systems.
- Knowledge and experience using *R* programming language, or similar, for statistical computing and graphics.
- Knowledge and experience with delivery of technical knowledge to inform resource management planning processes, including: community and stakeholder engagement, hearings, development of implementation plans and plan effectiveness reviews.
- 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.
- 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