

POSITION TITLE:	Nursery Worker (Hill Country Erosion Project Team)		
GROUP:	Integrated Catchment Management	SECTION:	Catchment Delivery
REPORTS TO:	Catchment Management Team Lead Central, with day-to-day operational reporting to Nursery Overseer.		
RESPONSIBLE FOR:	n/a		
FAMILY:	OS6	GRADE:	10
DATE REVIEWED:	December 2021		

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 Nursery Worker role is funded by the Hill Country Erosion Scheme project team, providing additional resource with the delivery of nursery operations at the Soil Conservation nursery which is a horticultural enterprise owned by the Hawkes Bay Regional Council. The purpose of the role is to assist with the efficient delivery of nursery operations as directed by the Nursery Overseer. There may be opportunities to work with Catchment Delivery staff across the HB region if there are quiet periods within the nursery.

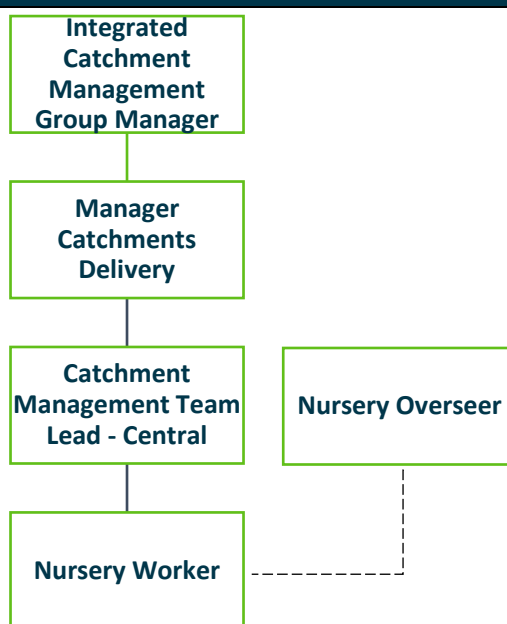
GROUP AND TEAM GOALS:

The Catchment Management Team performs 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.
- Transfer Council's catchment grant funds effectively and efficiently to priority projects within catchments.
- Contribute to Council's efforts in monitoring, evaluation, reporting and improvement practices in order that Council can accurately assess the effect of interventions.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

3m poles growing for the Catchment Management and Rivers Teams:

- Assist with the assessment of soil and environmental conditions; the monitoring and control of diseases, pests and weeds, including the application of pesticides, herbicides and fertilisers.
- Assist with pole crop management, irrigation, silviculture, including thinning and pruning operations and pole harvest.
- Assist with the preparation of planting areas and propagation materials.
- Provide input to nursery programme development.
- Assist with the annual stocktake of pole production

General nursery maintenance and infrastructure:

- Ensure all chemicals are handled and stored in accordance with documented standards and signage, and maintain an up-to-date chemical register.
- Assist with the management of stool beds and rows, including weed and pest control operations, fertiliser applications, maintenance of ally ways, headlands and other grassed areas.
- Carry out maintenance of tracks, fences and shelterbelts.
- Competently operate machinery including tractor and PTO operated implements (mower, air-blast sprayer and fertiliser spreader), travelling irrigator equipment, quad bike or LUV gun and hose and/or spray boom equipment.
- Provide feedback to the Nursery Overseer on facilities and equipment in disrepair or damaged and ensure all necessary maintenance work is undertaken in a timely manner.

HBRC/Works Group Safety Manual and associated Codes of Operation/Practise:

- Notify job managers of any significant variations that will affect programme costing and budgets.
- Attend nursery meetings as required.
- Maintain effective communication with contractors, clients and staff.
- Ensure a high standard of customer service is presented in dealings with clients and staff.

Continuous improvement and quality:

- Work to continuously improve Health and Safety tools and processes at the Soil Conservation Nursery.
- Read and thoroughly understand Soil Conservation Nursery and Works group safety manual.
- Ensure plant is operated within its capabilities.
- Ensure strict compliance with all safety and statutory regulations.
- Ensure hazard identification is routinely undertaken as part of undertaking activities.
- Ensure accidents and near misses are reported in accordance with safety policy.
- Actively participate in the works group Tailgate Meetings and OSH Meetings.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Worksgroup Staff
- Team members

External

- Consultants and contractors
- 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 trade related qualification.
- Some experience in a similar role/relevant industry
- Grow Safe – Approved Handler Certificate
- Valid driver's licence required
- Current First Aid Certificate.
- Tractor driving experience.
- Quad bike riding experience.
- Basic Chainsaw operation experience.
- LUV driving experience.

Knowledge

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

- Experience in nursery management, preferably in the field of poplars and willows.
- Good background knowledge in the fields of soil conservation and riparian planting.
- Basic knowledge of Microsoft Office software (Word, Excel etc)

Advanced knowledge

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

- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge.

Personal Attributes

- Good customer service and communication skills.
- Strong organisational skills, able to prioritise duties, and organise workloads
- 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 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