

POSITION TITLE:	Science Translator and Fundraiser		
GROUP:	Integrated Catchment Management	SECTION:	Environmental Science
REPORTS TO:	Manager – Science		
RESPONSIBLE FOR:	N/A		
FAMILY:	TS3	GRADE:	15
DATE REVIEWED:	October 2024		

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 role of Science Translator will develop information resources and tools to support the transfer of technical information and improving its impact to support behaviour change in the community. This is a community facing role which develops communication materials, methods and tools, and assists the HBRC science team to create a higher level of engagement and impact from the science work undertaken by the organisation.

The Science Translator takes science information and knowledge from council and other sources and translates it into accessible and usable forms to be effective for different audiences. The aim is to grow greater understanding of catchment challenges to engage people to take meaningful action to progress Councils strategic objectives.

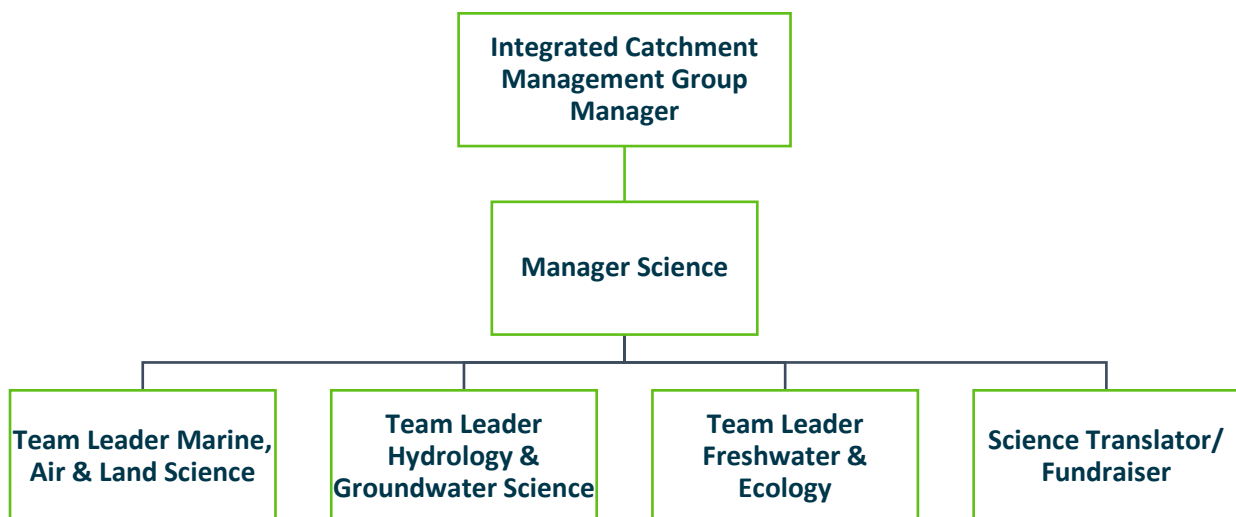
The role of Fundraiser will research, track and support/lead grant applications to support our work programme and seek sponsorship to support community engagement.

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 ACCOUNTABILITIES

The Science Translator role:

- Implement projects and campaigns to effectively communicate scientific information dealing with complex catchment specific land and water issues.
- Engage with and support catchment communities to build their understanding of issues and pathways towards successful solutions to catchment challenges. This will involve user testing to tailor communications.
- Provide best available information on catchment context to assist communities to address catchment issues.
- Working closely with the Council, communities and Tangata Whenua to create better communication across a wide range of audiences.
- Nurture greater understanding across a range of people to empower effective and meaningful action on our challenges.
- Assist the Science team to adapt information and reports produced by the science section for different purposes/audiences and work with the HBRC Communications team to design and disseminate these.

- Collaborate with people across multiple science disciplines to bring together a cohesive and accessible story for catchments.
- To participate in local, regional or national working groups or advisory groups as required to stay connected to developments in science related to catchment communities, and citizen (participation in) science.
- Contribute to Council’s ongoing development of sound processes and practices for monitoring, evaluating, and reporting on catchment activities and interventions to ensure they are appropriate, aligned, effective and efficient.

The Fundraiser role:

- Create and maintain a ‘calendar’ of existing and new grant opportunities and their eligibility criteria.
- Provide guidance to, and in some instances lead, the group to submit high quality grant applications.
- Track grant applications, the use of grant funds and reporting requirements to ensure the group meets the grant deadlines and requirements.
- Build and maintain relationships with existing and new sponsors.
- Seek sponsorship for appropriate purposes.

Both roles:

- Build and maintain positive collaborative working relationships with other teams within Council to ensure effective integration of work towards common outcomes.
- 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 the continuous improvement program.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Elected members
- ICM Group
- Communications & Engagement Team

External

- Landowners and catchment communities
- Primary sector representatives and rural professionals
- Industry Organisations
- 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 demonstrated 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.

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 academic qualifications required

- A relevant tertiary qualification, for example in Communications or Marketing, or equivalent experience.
- A relevant science qualification or experience in science communication would be an advantage.
- Valid driver's licence required

Knowledge and Experience

The Science Translator role:

- Preferably two years' relevant post qualification experience.
- A high level of presentation skills and ability to tailor science to a wide range of audiences.
- An ability to communicate technical information effectively and creatively with the written word and in the digital realm to a diverse range of groups and individuals.
- Strong facilitation and leadership skills.
- Competent in relevant tools and software.

It would also be advantageous, but not necessary, to have:

- Knowledge of the key environmental issues of the Hawke's Bay Region
- Knowledge of issues affecting water in catchments.
- An awareness of cultural issues, particularly as they relate to HBRC and the community.
- An understanding of how bio-physical science worldview and scientific process compares with Mātauranga Māori and other societal perspectives.
- Understanding of, or experience in the social sciences, particularly collaborative processes.
- Conflict resolution skills.
- Experience in grant writing.

Personal Attributes

- Ability to anticipate change, remain flexible and be innovative.
- Ability to build relationships, trust, and respect.
- Ability to prioritise, show initiative and work independently.
- Demonstrate positive and effective teamwork.
- Demonstrate integrity and a strong work ethic.
- Ability to influence others and support change, ideally within the rural community and agri-industry sectors.
- 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