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| POSITION TITLE: | Regional Parks Planner | | |
| GROUP: | Asset Management | SECTION: | Asset Planning |
| REPORTS TO: | Team Leader Asset Planning | | |
| RESPONSIBLE FOR: | NA | | |
| FAMILY: | TS4 | GRADE: | 16 |
| DATE REVIEWED: | July 2023 | JOB NUMBER: | |

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 certainty** ~ *Kia kounga, kia haumarū, kia pumau te pai o te wai*
- **Smart. Sustainable land use** ~ *kia koi, kia ukauka te whakamahinga o te whenua*
- **Healthy and functioning biodiversity** ~ *kio ora, kia mahi tika te kanorau koiora*
- **Sustainable services and infrastructure** ~ *kia ukauka nga ratonga me nga hanganga -rohe*

POSITION SUMMARY

The role of the Regional Parks Planner is to provide relevant, professional input into the roles and functions outlined below to support the Regional Assets team in the achievement of their objectives. The Regional Parks Planner will lead and be accountable for planning the Group's current and future portfolio for the Open Spaces function. This will include setting the strategic direction for open spaces in accordance with Council Policy, legislative framework and community needs. The role will take ownership of the strategic planning function of the open spaces portfolio.

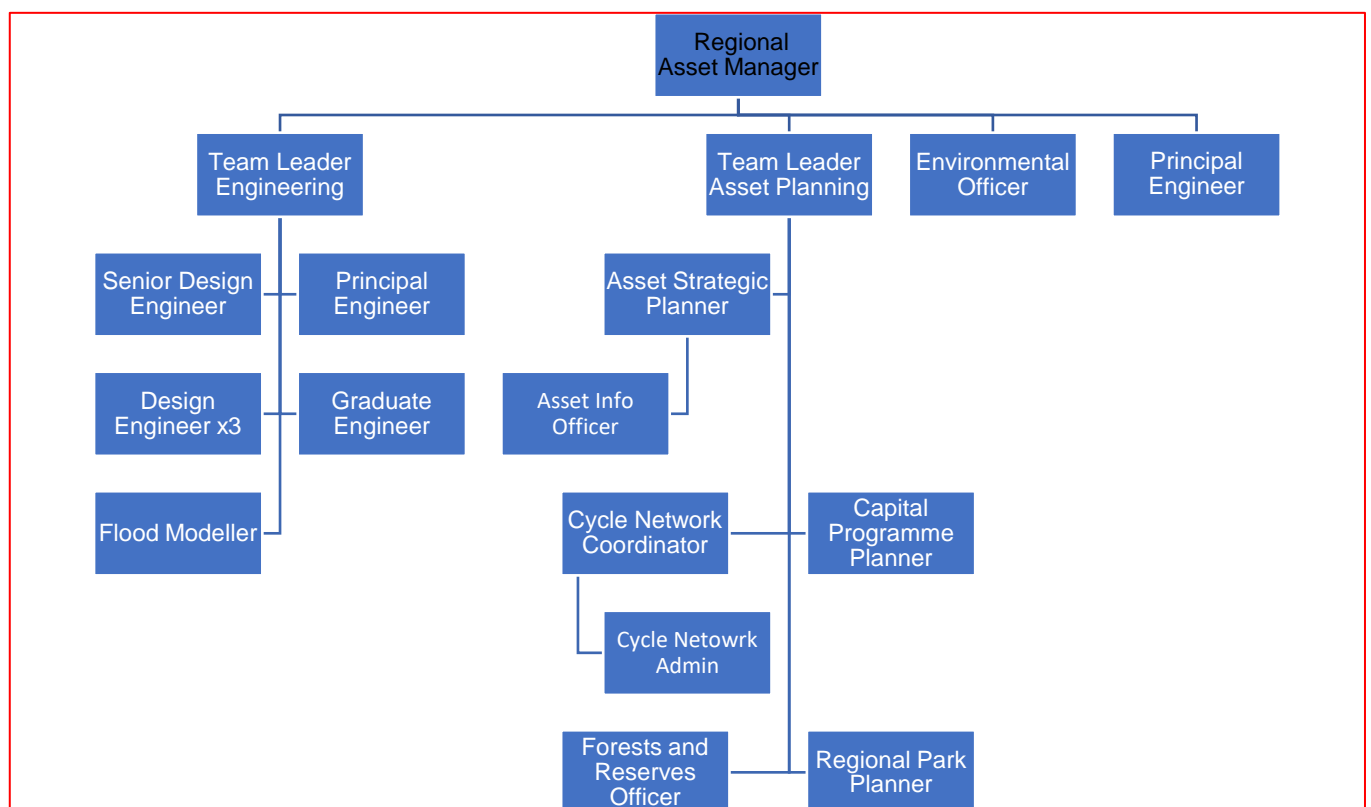
GROUP AND TEAM GOALS:

The Regional Assets team provides the following role and functions as part of the Asset Management Group:

- Engineering design for flood control and drainage infrastructure, including stopbanks, river works and drainage works. The work will involve developing concepts, assessing options, investigations, design, reporting, consulting with public and other interested parties, the supervision of drawing preparation, contract documentation and construction supervision.
- Provision of current and future asset management direction of flood control and drainage infrastructure assets including for example:
 - Review of levels of service.
 - Review of current asset management plans and the development of new plans as required.

- Establishment of process and funding mechanism(s) to provide for future growth.
- Waterway and flood modelling for specific projects as required for asset management, emergency management and other Council business.
- Management of scheme waterways to enhance the ecology and biodiversity values together with the cultural and recreational values.
- Ongoing management of HBRC's infrastructure assets in accordance with asset management plans.
- Monitoring and managing the region's coast and riverbed gravel resources and providing advice regarding HBRC involvement in these.
- Responding to requests involving engineering input, particularly in the assessment of resource consents and public information and report as required.
- Management of projects associated with the development of strategic plans for mitigating risks associated with natural hazards – e.g., super design flood, coastal erosion.
- Management of HBRC's land portfolio:
 - Manage Council's open space assets and Regional Parks for public use & enjoyment
 - Manage the leases and lease renewals.
 - Deal with land acquisition and HBRC land ownership issues.
 - Advocate for HBRC in subdivision and esplanade reserve/strips.
 - Maintain an understanding of issues that affect Māori, community liaison.
- Undertaking hydrologic and hydrodynamic modelling and flood studies on a consultancy basis for the Territorial Authorities in the region, Gisborne District Council, and private concerns.
- Undertaking various other project works as required by Council.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITIES

- Lead the strategic planning and direction of the HBRC open spaces portfolio.
- Build and maintain effective working relationships with various internal and external stakeholders.

- Establish and actively maintain strong relationship with iwi groups and stakeholders.
- Review operational processes and provide advice/recommendations to the wider team to align to open space planning direction with the broader team goals and HBRC vision.
- Provide advice and work closely with the operation open spaces staff on parks management.
- Ensure that the Asset Management aspects of the regional parks portfolio is aligned with ISO 55000.
- Provide annual and long-term plan programmes for open space work.
- undertake the management of contractors and consultants as and when required.
- Provide regular reporting and feedback any performance issues to senior management and Council as required in a timely and effective manner.
- Take responsibility for writing council papers and attend council meetings with updates on the open spaces portfolio as and when required.
- Ensure that allocated projects are completed effectively and efficiently.
- Ensure that the ecological, biodiversity, cultural and recreational values have been effectively considered in regard to the work being undertaken by the team.
- Actively contribute to maintaining excellent relationships with relevant staff in other councils, stakeholders, and special interest groups.
- Take responsibility and accountability for assigned projects, ensuring that allocated projects are completed effectively and efficiently.
- Ensure timely and effective communication occurs with the team in regard to any recommended changes in practice.
- Provide timely and professional advice to other parts of the organisation, as appropriate.
- Ensure correct processes and procedures are adhered to.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Team members

External

- Consultants and contracts
- Government agencies and departments
- Local authorities
- Technical and legal professional
- 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 in Parks Planning, Landscape architecture, or other education relevant to this role.
- 1 - 3 years of experience in a similar role/relevant industry
- An understanding of the relevant legislation including Resource Management Act, Biosecurity Act, Reserves Act and Local Government Act.
- Valid driver's Class 1 drivers licence

Knowledge

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

- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems Analytical skills.
- Relevant experience of project management frameworks, systems and practices
- Proficiency/experience in design/conceptualisation of open space/park layouts
- Relevant experience in formulation and review of policies, plans and/or asset management plans or similar.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge

Personal Attributes

- Sound judgement and initiative
- 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.
- A high level of initiative.
- A self-motivated, pro-active and energetic person with an excellent 'can do' attitude.
- Excellent interpersonal skills both on a one-to-one basis and with groups, including fellow professionals and members of the public.
- A commitment to continuous improvement in the workplace.

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