

<b>POSITION TITLE:</b>	Water Information Advisor		
<b>GROUP:</b>	Integrated Catchment Management	<b>SECTION:</b>	Environmental Information
<b>REPORTS TO:</b>	Team Leader Data Management		
<b>RESPONSIBLE FOR:</b>	n/a		
<b>FAMILY:</b>	TS1	<b>GRADE:</b>	13
<b>DATE REVIEWED:</b>	February 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 role of the Water Information Advisor is primarily to assist consent holders in adhering to applicable regulations. This will be achieved by offering pertinent guidance, as well as maintaining accurate records. This can involve conducting on-site evaluations to verify data accuracy via field equipment assessments and audits or overseeing the analysis and management of water usage data. Your specific role will require input which will relate to your relevant skills, the needs of the role and your experience but will also include activities that extend and provide for individual professional development. Expectations will be regularly discussed with you and will be fair and reasonable within the broad requirements outlined above.

#### GROUP AND TEAM GOALS:

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

- The effective management of a range of environmental data, ensuring it is accurate, quality coded and readily available for the use by scientists and the public.
- The safe and efficient collection of a range of environmental data.
- Maintenance of Councils monitoring network and equipment to ensure reliable, high-quality data is provided when required.
- Provision of appropriate information that can be shared with a range of stakeholders and the general public.
- Maintains effective working relationships with other sections in HBRC.
- Maintains quality standards, including ISO9001:2015 accreditation for all activities undertaken by the Environmental Information section.

## ORGANISATIONAL CONTEXT



## JOB SPECIFIC ACCOUNTABILITES

Accountability and professionalism are clearly evident.

- Ensure that the relevant objectives required in HBRC's annual and 10-year plans are met.
- Water Information Services goals and objectives are monitored and completed in a timely and efficient manner.

Develop and maintain effective relationships with consent holders and suppliers providing services to consent holders (either on location or remotely).

- Provide advice and guidance to consent holders on: Installation of water meters; Verification of water meters.
- Provide advice and guidance regarding measurement of water use by consent holders including practical matters regarding the location, timing and format of water use measurement / reporting, and comparison of water use against consent conditions.

To ensure that the following requirements related to the specifications and requirements arising from consent conditions are effectively met;

- Ensure Irrigation New Zealand 'Blue Tick' best practice standards are met by HBRC approved water meter installers and verifiers.
- Accurately audit the installation and/or verification of water meters according to the information provided by approved service providers, to ensure that the quality standards for meter installations are achieved.
- Complete site visits to validate any discrepancies or anomalies related to water meters.

- Collaborate with the compliance team for matters relating to potential non-compliance of the installation of water meters and/or their verifications.
- Review consent conditions as relates to the Technical Specifications and Installation requirements of water measuring devices
- Effectively manage data capture and maintain records within HBRC for each meter installation.
- Plan work effectively to meet WIS project goals and objectives including the provision of direction, assistance and training to team members to ensure that data gathering, data processing and data archiving activities are undertaken and completed to the required standards.
- To respond effectively and in a timely manner to general enquiries and requests for information from HBRC staff and external customers.

Data is processed, analysed, audited and archived in an accurate and timely manner according to documented procedures and protocols, and relevant information is presented appropriately.

- Facilitate the development and maintenance of web-based data capture tools that enable stakeholders to provide (and retrieve) data and information in an efficient and cost-effective manner.
- Manage the manual capture of data provided by stakeholders, actively working with stakeholders to minimise data capture loss.

## 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 Bachelor's degree, tertiary qualification, or equivalent work experience.
- Relevant experience, providing a sound understanding of farming systems and rural issues, particularly those associated with irrigation.
- Advanced computer skills including immediate to advanced skills with the Microsoft Office software suite, and competency with time series databases.
- Experience with the Hilltop software suite or comparable time-series data management and analysis tools, expertise with relational databases, and detailed experience with GIS would be an advantage.
- Experience managing time series, or resource management information would be an advantage.
- Valid driver's licence required.

## **Knowledge**

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

- A good understanding of water resource management and detailed knowledge of recent developments in New Zealand, including:
  - The Resource Management (Measurement and reporting of water takes) Regulations 2010, and 2020 Amendments to Measurement and Reporting of Water Takes.
  - A good understanding of Irrigation NZ guidelines for measurements and reporting of water takes
  - Working knowledge of the Resource Management Act, with an understanding of implementation of this legislation through HBRC policies, plans and rules and their relationship to resource monitoring, research and investigations.
- Knowledge of best practice measurement of water takes using metering techniques, including an ability to organise and direct or support external contractors, technicians and stakeholders to achieve HBRC consent condition or policy requirements.
- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems Analytical skills.
- Appreciation of tangata whenua values, particularly in regard to water.
- 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**

- Confident working in and around water.
- 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, with little or no supervision.
- 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