

<b>POSITION TITLE:</b>	Coastal and River Specialist		
<b>GROUP:</b>	Asset Management	<b>SECTION:</b>	Regional Assets
<b>REPORTS TO:</b>	Team Leader Engineering		
<b>RESPONSIBLE FOR:</b>	NA		
<b>FAMILY:</b>	TP3	<b>GRADE:</b>	19
<b>DATE REVIEWED:</b>	August 2022		

#### 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 koj, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rereanga 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 Coastal and River Specialist is to provide guidance and professional input into the Regional Assets team, with a focus on technical expertise and advice in the area of coastal, and river engineering.

The role will coordinate and actively manage complex engineering processes. This will involve the co-ordination of work outputs required from a multi-disciplinary team of HBRC staff and/or external experts.

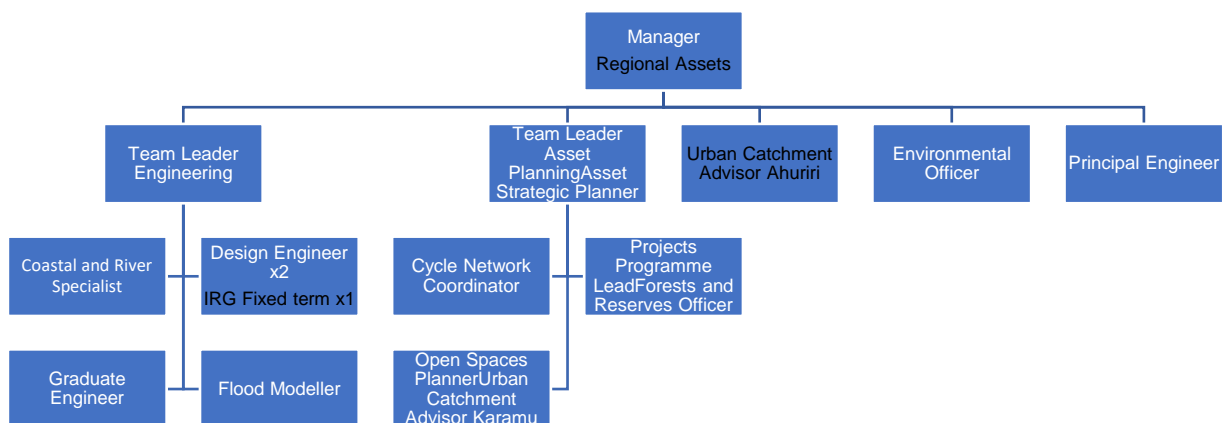
The role will also proactively engage and manage relationships with stakeholders throughout, ensuring work undertaken is within the framework and provisions of relevant legislation and Council protocols. The role will provide robust advice to stakeholders, both internal and external, in regard to coastal engineering matters. The Coastal and River Specialist will lead projects, working closely with other members of the wider engineering team. There will be an element of peer review, mentoring and coaching for others in the Engineering Team.

## 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 ACCOUNTABILITES

- Provide engineering assessment necessary to:
  - Ensure regular scheme reviews, hazard mapping, hydraulic analysis and flood mapping are undertaken
  - Ensure ongoing data integrity to allow scheme rate review work to occur.
  - Proactively work with Scheme beneficiaries and stakeholders and develop short-, medium- and long-term programmes of work to improve that LOS, and/or maintain it where appropriate taking into account climate change.
- Take responsibility for ensuring all required waterway and flood modelling is completed effectively and efficiently.
- Generate flood hazard mapping for the region that is aligned with scheme review outcomes.
- Generate flood forecasting for emergency events.
- Ensure requests for engineering input into a range of other HBRC work is provided to a high professional level.
- Ensure the continued maintenance and upkeep of forecast modelling data.
- Ensure that Council’s coastal portfolio is managed effectively and efficiently and seek relevant professional input where required.
- Ensure the ecological, biodiversity, cultural, and recreational values associated with any work have been effectively considered.
- Ensure that requests from territorial local authorities for assistance with various engineering work, as negotiated and agreed, are responded to effectively.
- Ensure effective project management and delivery of design packages the engineering has been engaged to provide as part of its consultancy work.
- Contribute to and support the development of a robust framework for the management of flood control and drainage infrastructure assets in accordance with asset management plans.

## 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.
- 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 or equivalent tertiary qualification in Engineering, science, geology or similar field with a coastal specialisation.

- At least 10+ years relevant industry experience (e.g., river or coastal processes, hydrology, natural resource engineering).
- Proven project management experience.
- Practical knowledge of river engineering, including substantial experience with modelling software.
- Valid driver's licence required.

### **Knowledge**

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

- Proficiency in MS Word, Excel, Project, PowerPoint and other database and information management systems
- Analytical skills.
- Strong engineering design capabilities in relation to flood protection infrastructure.
- Proficiency with GIS and modelling software.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Problem solving ability, solution focus.
- An understanding of community development and how to establish confidence in those communities to effectively promote HBRC's policies

### **Personal Attributes**

- Sound judgement and initiative
- Ability to 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.
- 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