

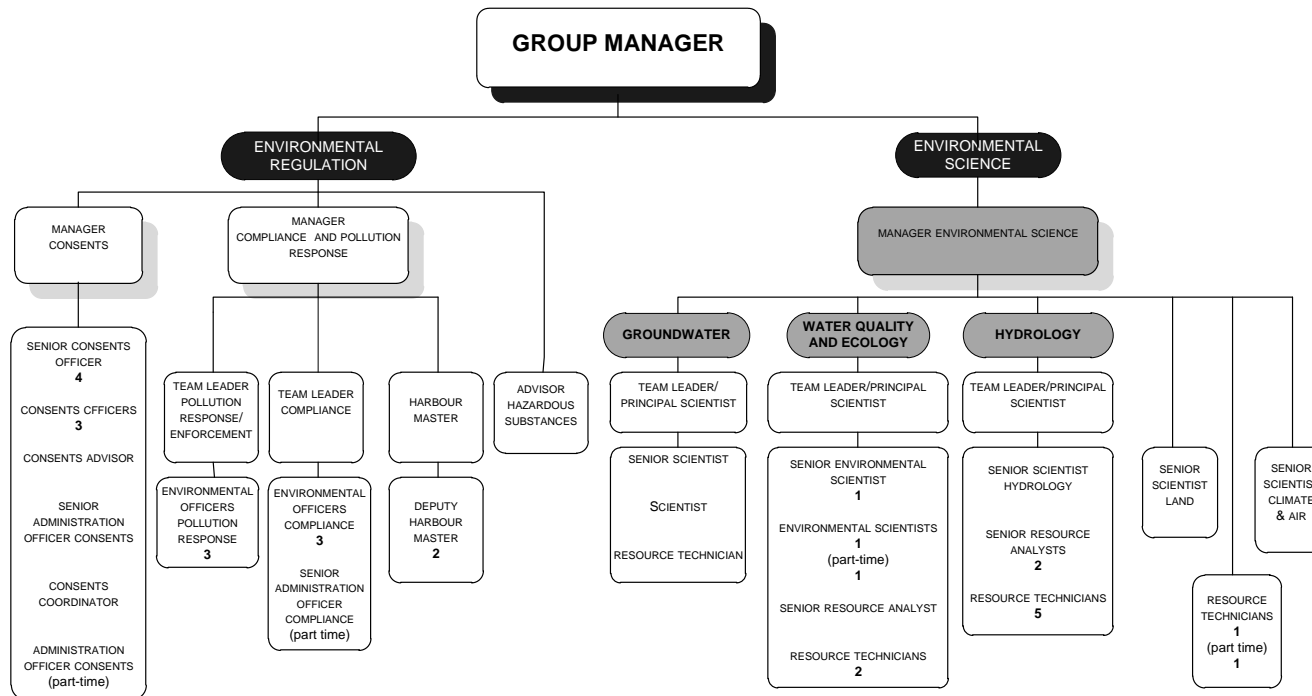
HAWKE'S BAY REGIONAL COUNCIL

JOB DESCRIPTION – MANAGER ENVIRONMENTAL SCIENCE

POSITION TITLE: MANAGER ENVIRONMENTAL SCIENCE
RESPONSIBLE TO: GROUP MANAGER RESOURCE MANAGEMENT
RESPONSIBLE FOR: 7 DIRECT REPORTS AND 17 OTHER STAFF
SALARY RANGE: \$83,008 (80%) - \$119,325 (115%) WITH AN ESTIMATED MARKET VALUE OF \$103,761 (100%) - PROGRESS ABOVE 100% LEVEL IS BASED ON SUSTAINED INDIVIDUAL OFFICER PERFORMANCE

JOB CONTEXT:

RESOURCE MANAGEMENT GROUP



JOB SUMMARY:

To coordinate and manage Council’s environmental research, investigations and state of our environment monitoring functions and activities.

POSITION: MANAGER ENVIRONMENTAL SCIENCE

KEY RESPONSIBILITIES:	KEY INDICATORS:
<p>1. To manage and support staff within the Environmental Science Team including staff performance and development.</p>	<ul style="list-style-type: none"> • Provide leadership for the science team. Mentor and coach staff as appropriate. • Coordination of regular staff meetings to discuss progress, coaching, professional development and training needs. • Clear expectations are established and maintained with staff.
<p>2. Ensure that the Environmental Science section provides appropriate and timely technical input into the Council's policy development, resource consent and statutory advocacy processes.</p>	<ul style="list-style-type: none"> • Ensure the effective communication of science programmes to Council and other staff. Seek input from policy, consents and compliance teams on research needs to ensure that technical input is fit for purpose. • Ensure research is affordable, relevant and fit for purpose. • Maintain a good working knowledge of the legislation relevant to the role, in particular the RMA and LGOIMA
<p>3. Maintain a fit for purpose and cost effective regional environmental research and investigative programme in order to provide appropriate information for Council's policy development, resource consent and statutory advocacy processes and document these in the form of Strategies and Implementation Plans. Coordinate the preparation of monitoring reports as required for council activities.</p>	<ul style="list-style-type: none"> • Work with other sections of council to ensure environmental monitoring is fit for purpose and informs reviews of policy effectiveness, both statutory and participatory • Develop regional monitoring strategies in collaboration with the Policy Development, Policy Implementation, Asset management, Resource Consents and Compliance sections • Effectively communicate the needs of the science team in budgeting processes. Effectively advocate the value added proposition of science programmes. • Ensure regular contact and communication with respective council teams to understand needs and report outcomes

KEY RESPONSIBILITIES:	KEY INDICATORS:
	<ul style="list-style-type: none"> • Maintain a strategic view and eye for what is needed from the science team by the rest of council ahead of time. Develop strategies and plans to position council ahead of future demands. • Coordinate staff and resources as required • Coordinate and produce SOE reports as required • Coordinate the delivery of high quality peer reviewed internal reports • Budgets are regularly reviewed. • Any potentially significant budget 'blow outs' are identified at an early stage and reported to the Group Manager – Resource Management. • Annual report documents prepared and delivered to agreed dates
<p>4. Prioritise the Environmental Science section's work activities as necessary to cope with changing circumstances or budgetary restrictions.</p>	<ul style="list-style-type: none"> • Participation in regular managers meetings. Advocate science team's needs as required • Ensure effective communication with other groups of council staff to allow forward planning of work and informed prioritisation • Be a strategic thinker, discuss science team's work programme with Group Manager on a regular basis
<p>5. Modify, when necessary, the SOE and environmental monitoring programme so that it meets the needs of Policy Development, Policy Implementation, Asset Management, Resource Consent Processing and Compliance activities and document this in Regional Monitoring Strategies.</p>	<ul style="list-style-type: none"> • Ensure that the SOE programme meets agreed national standards and guidelines, and follows industry best practise. • Provide input to the development of national standards/direction as appropriate

KEY RESPONSIBILITIES:	KEY INDICATORS:
	<ul style="list-style-type: none"> • Coordinate regular reviews of the SOE and environmental programme to ensure it continues to be fit for purpose • Modify SOE and environmental programme as required in collaboration with the Policy Development, Policy Implementation, Asset Management, Resource Consents and Compliance sections to ensure it continues to be fit for purpose
6. Management of external contractors and their outputs	<ul style="list-style-type: none"> • Ensure external contractors are provided clear briefs for work, complete work as per the brief to the standard required and within the budget set.
7. Coordinate the activities of the Team Leaders to ensure that the information required above is collected and entered onto appropriate databases and reported on in a format which meets end user requirements and in a timely manner.	<ul style="list-style-type: none"> • Communication with internal end users to ensure data collected is relevant and timely • Ensure data is collected, collated and reported to appropriate staff. • Ensure data quality assured, entered to appropriate databases and is able to be integrated across all sections of council
8. Undertake any necessary liaison and coordination with outside agencies (particularly MfE, MaF, DOC, Community Health, Territorial Local Authorities, CRIs and other Government Departments). 9. Undertake any necessary liaison and coordination of the Science Steering Committee	<ul style="list-style-type: none"> • Maintain positive and effective relationships with key stakeholders, internal clients and external agencies. • Ensure staff are client focused and responsive to client needs • Ensure regular meetings are held of the science steering committee to enable science activities to reflect the needs of the council
10. Coordinate the attendance of Environmental Science staff at Council meetings, resource consent hearings and Environment Court hearings as and when necessary.	<ul style="list-style-type: none"> • Support and mentor staff for court attendances • Coordinate staff requirements with Manager Consents as appropriate

KEY RESPONSIBILITIES:	KEY INDICATORS:
11. Undertake such Emergency Management activities as may be assigned from time to time.	<ul style="list-style-type: none"> • Undertake such a role as is allocated for emergency management requirements. • Participate in such exercises as are required to maintain a state of preparedness in the Council. • Respond to such requests to assume an emergency management role as are required by events.
12. Ensure section members follow established health and safety procedures and policies while working for the Council.	<ul style="list-style-type: none"> • Compliance with and adherence to the Council's accepted standards and procedures. • Where appropriate workplace hazards are identified and communicated to management. • Regular reviews of workplace hazards are undertaken • Where appropriate, advise reporting staff of OSH standards and procedures. • When, and if, necessary, investigation of accidents/incidents are carried out according to Council procedures. • Appropriate and effective staff training is undertaken as and when necessary. • Promote a healthy and safe workplace. • Maintain a clean and tidy workspace.
13. Actively utilise the concept of continuous improvement in Council work activities.	<ul style="list-style-type: none"> • Maintain a positive overall attitude in the workplace as assessed by your peers and the Group Manager Resource Management. • Take part in training opportunities provided by Council with an open mind, as assessed by pre and post training meetings with the Group Manager. • Practice the skills provided in training offered by the Council, as assessed by regular feedback meetings with the Group Manager.

KEY RESPONSIBILITIES:	KEY INDICATORS:
	<ul style="list-style-type: none"> • Show a strong team commitment, as indicated by peer feedback and your Group Manager's assessment. • Practice the concept of continuous improvement by showing initiative with new ideas and positively acknowledging others ideas. • Give honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with the Group Manager. • Active involvement in decision making processes when the opportunity is made available. • New staff are inducted into the continuous improvement process.

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KEY SKILLS AND ATTRIBUTES
<ul style="list-style-type: none"> • Sound staff management and supervision ability and experience • A working knowledge of the Resource Management Act (1991) • A sound understanding of environmental research, investigation and monitoring requirements and processes • A high standard of written and verbal communication • A tertiary level qualification • At least ten years' post-qualification experience. • Ability to think strategically and have an eye for the future • An ability to work under pressure. • A proven ability to deliver outputs on time and within budget. • An ability to plan and schedule work under delegation or in co-operation with the Group Manager. • Effective inter-personal communication and experience in dealing with a wide range of people and organisations. • An ability to be decisive and assertive when necessary.

KEY SKILLS AND ATTRIBUTES (CONTINUED)

- Knowledge and experience of conflict resolution.
- Professional and personal integrity.
- A strong interest in environmental issues.
- A life of interest and involvement with people and activities beyond work.

COUNCIL'S VISION AND VALUES:**Vision:**

- A region with a vibrant community, a prosperous economy, a clean and healthy environment, now and for future generations.

Values:

- Excellence: We aim high and take pride in providing exceptional service.
- Forward Thinking: We anticipate and prepare for the future.
- Innovation: We are open to change and seek new ways of doing things.
- Integrity: We demonstrate openness, honesty and respect in our relationships.
- Partnerships: We build strong partnerships to achieve common goals.