

HAWKE'S BAY REGIONAL COUNCIL

Job Description

Position Title:	Biosecurity Biodiversity Advisor	
Group/Section Details:	Group: Integrated Catchment Management	Section: Catchment Services
Responsible to:	Team Leader Biosecurity Biodiversity	Grade: 14
Job Family:	TS2	

Section Aims

The Catchment Services team provides the following services of the Integrated Catchment Management Group:

- To lead Hawke's Bay Regional Council's (HBRC) regulatory and non-regulatory programs that underpin the delivery of Councils biosecurity and biodiversity role. This role delivers biosecurity, biodiversity and social and cultural outcomes. To provide innovation, relevance and value to the various programmes across Biosecurity and Biodiversity and to integrate those with other HBRC activities.
- To support alignment of land use to biosecurity and biodiversity related community aspirations and legislative requirements. This alignment includes how farm, catchment and regional initiatives are integrated to deliver the required outcomes.
- Leveraging off biosecurity work to achieve greater biodiversity outcomes
- Integrate initiatives, such as wide scale predator control, with regional biodiversity activities
- Effective communication with the primary sector and other relevant groups.
- To develop and maintain close links with rural communities and work closely with communities to facilitate progress towards collective solutions
- Provision of technical advice related to the delivery of Council biosecurity and biodiversity programmes

Role of Biosecurity Biodiversity Advisor

The role of Biosecurity Biodiversity Advisor is to provide specialist knowledge on both predator control and biodiversity protection. You will play in integral role in delivering positive biodiversity outcomes through the production of biodiversity site-led protection plans and leading a regionally coordinated approach to predator control in the rural landscape. The Biosecurity Biodiversity Advisor will collaborate with other programmes, such as the Erosion Control Scheme, Ecosystem Prioritisation and Predator Free Hawke's Bay Projects. You will also provide relevant, professional input into the roles and functions as outlined above in order to ensure the Catchment Services Team achieves its objectives. Your role will also include activities and training that extend and provide for individual professional development. Expectations will be regularly discussed with you, will be fair and reasonable and within the broad requirements outlined above.

Role Expectations

- Lead and deliver a regionally coordinated approach to predator control in the rural landscape that maximises collaboration with other programmes, This requires providing best practice trapping advice to land owners and community groups, connecting them to other trapping or biodiversity programmes in their area, and promoting opportunities to align with regional programmes such as Ecosystem Prioritisation, HBRC Hotspot Programme and Predator Free Hawke's Bay..
- Develop biodiversity site-led protection plans for community groups and rural land owners by identifying native species, significant natural areas, biodiversity threats, and providing recommendations on animal and plant pest control, fencing and restoration planting.
- Assist in the delivery of the Ecosystem Prioritisation project through assessing the biodiversity values of Ecosystem Prioritisation sites, presence of biodiversity threats such as pest animals and plants, production of comprehensive Ecosystem Prioritisation plans in partnership with internal and external partners to maximise biodiversity outcomes and leverage further investment and maintaining good working relationships with land occupiers.
- Providing accurate and timely advice to the community on predator control and biodiversity protection.
- Identifying and advocate in the community for better biodiversity outcomes.
- Establish strong relationships with key stakeholders and associations to Biosecurity and Biodiversity groups.
- Procure and manage contracts/contractors ensuring work is delivered to a high standard.
- Ensure Health and Safety and procurement protocols are followed and monitored at all times.
- Annual work programmes and contracts are audited, delivered on time and within budget.
- Personal accountability and responsibility for high quality work is evident. Integrity in work effort and ethic is modelled in the work place.
- Development of funding applications as required to leverage/support biodiversity projects.
- Assistance with project communications at community level and contribute to regional and national levels.
- Develop and display leadership qualities to add value to the project, build personal capability and Iwi capacity.
- Develop an understanding of research undertaken and its future opportunities.
- Management of biodiversity summer student programme including programme development, logistics and health and safety.

HBRC Corporate Commitment and Expectations

Hawke's Bay Regional Council (HBRC) staff are expected to display Councils vision, purpose and values in their work and maintain a high level of professionalism and integrity. This means:

- Adhering to HBRC policies and procedures.
- Complying with HBRC health and safety procedures.
- Undertake CDEM activities as required.
- Fulfil all Personal Performance and Development Charter (PPDC) requirements.
- Take personal accountability and responsibility.
- Meet commitments to others.

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- Be supportive and collaborative.
- Communicate effectively.
- Show innovation and embrace change

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.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.
- 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 others 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.
- Active involvement in decision making processes when the opportunity is made available.
- Working in a collegial manner.
- Ensure you play your respective part in good information flows between different work sections.
- Deliver on project outcomes: on time and on budget.
- Being realistic about estimating resource requirements for projects.
- Displaying sound judgment and making responsible decisions.
- Managing public expectations and being customer focused.
- Maintaining high levels of technical skills relevant for the role.

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.
- Where appropriate, advise other organisations you are working with of the known risks in the work being undertaken.

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- 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.
- Maintaining a clean and tidy workspace.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

Emergency Management

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 Continuance 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.

Key Skills

Knowledge

- A relevant tertiary degree and an understanding of biosecurity and biodiversity issues in the region and NZ in general.
- Basic ecological skills, such as identification of native plants and birds.
- Experience in predator control is desirable.
- An understanding of habitat restoration and rural issues.
- An understanding of economic and financial issues within the land based business sectors.

Skills

- An ability to relate effectively with members of the all parts of the community, particularly the rural sector.
- Strong conflict resolution skills and experience.
- A high level of written and verbal communication skills.

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- Can work under pressure and meet deadlines.
- Excellent time management skills.

Personal Specifications

- A passion for the environment
- Willing to consider the views of other in formulating solutions.
- High level of personal integrity.
- Good level of physical fitness.

HBRC's Vision, Purpose and Values

Our Vision: A healthy environment, a vibrant community and a prosperous economy.

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