

# HAWKE'S BAY REGIONAL COUNCIL

## Job Description

<b>Position Title:</b>	<b>Catchment Advisor</b>		
<b>Group/Section Details:</b>	<b>Group:</b> Integrated Catchment Management	<b>Section:</b> Catchment Management	
<b>Responsible to:</b>	Catchment Team Leader		
<b>Responsible for:</b>	N/A		
<b>Salary Range:*</b>	\$62,348 (85%)	\$73,350 Mid-Point	\$84,353 (115%)
* <i>Note: Progress above the Mid-Point is based on sustained individual performance.</i>			

### Section Aims

The Catchment Management section provides the following role and functions as part of the Integrated Catchment Management Group:

- To coordinate the development of Integrated Catchment Management Plans.
- To Coordinate, advise, promote and fund on-ground projects and programs that contribute to the delivery of catchment outcomes
- To engage with catchment communities, to understand issues, needs and the pathways to successful and sustainable solutions to catchment challenges.
- To undertake a systemic approach to catchment management through the consideration of the effects and impacts of plans and programs on environmental, social, cultural and economic values.
- To ensure the coordination of the activity in catchments of the Integrated Catchment Management Group to ensure the group and wider Council is working collectively towards common outcomes.
- To provide insight and knowledge of local issues and challenges when and as required to Councillors, executive staff and colleagues.
- To form and then manage key stakeholder relationships and alliances with a broad range of people and groups.
- To contribute to the development of relevant research for the ICM group.
- To act as Council's primary vehicle for the delivery of non-regulatory activities within catchments.
- To provide leadership, guidance and advice to Council on land management related activities.
- To effectively and efficiently transfer Council's catchment grant funds to appropriate priority projects within catchments.
- To contribute to Council's efforts in monitoring, evaluation, reporting and improvement practices in order that Council can accurately assess the effect of interventions.

## **Role of Catchment Advisor**

The role of Catchment Advisor is to promote sustainable land management practices and initiatives; and to provide relevant, professional input into the roles and functions as outlined above in order to ensure the Catchment Management section achieves its objectives. Your specific role of Catchment Advisor will require input which will relate to your relevant skills, the needs of the specific 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 expectations will be fair and reasonable and within the broad requirements outlined above.

## **Role Expectations**

- Contribute to the Quality Management System as part of everyday business practice, including developing, reviewing and improving business processes, maintaining a strong customer focus and a commitment to the continuous improvement program.
- Work closely and effectively with the Catchments section staff, in particular the Team Leader and Catchment Manager, to build programs and processes that give effect to Catchment Management Plans, regional and national policy.
- Have a strong understanding of soil and nutrient sources and losses within farming systems.
- Administer programmes that deal with catchment land, soil and water related issues.
- Work with communities, groups and individuals to promote and facilitate programmes
- Engage with catchment or sub-catchment communities to support the development of groups that are focused on finding solutions to issues identified in the Catchment Management Plans.
- To engage with landowners within priority areas, be a change agent and facilitate the delivery of pragmatic, cost effective solutions that achieve both catchment outcomes and landowner aspirations.
- To partner with primary sector bodies to assist with landowner engagement and the delivery of catchment solutions
- To contribute to the development of Industry Good Practice
- To ensure the provision of advice to rural landholders that supports the adoption of agreed Industry Good Practices on-farm.
- Providing high quality advice and support to individuals and groups on improving farm practices to realise catchment, economic, environmental and social outcomes.
- Work within and across teams/groups within HBRC to ensure catchment activities are appropriate for the catchment outcomes, aligned, effective and efficient.
- Work with the wider Catchment team, Science and Policy teams to contribute to sound processes and practices for monitoring, evaluating and reporting on the effectiveness of catchment activities, regional and national policy.
- To participate in local, regional or national working groups or advisory groups as required.
- Individual accountability for your part in the performance of the team is accepted.
- Willing to take personal responsibility and ensure a 'no-surprises' style of interaction.

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- Integrity in work effort and ethic is evident.
- Understanding of the challenges faced in realising long term sustainability outcomes in the landscape, including financial and social challenges

**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 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 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.

**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.
- 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.

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- 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 and Experience

- A sound understanding of farming systems and rural issues.
- Competent in Microsoft office, particularly excel. Ideally experience with ArcGIS
- A relevant tertiary qualification desirable but not essential.
- At least three years' post qualification experience in sustainable land management or in the provision of primary sector related technical advice.
- An awareness of cultural issues as they relate to HBRC and community.
- A good understanding of the challenges faced in realising long term sustainable outcomes in the landscape.
- A good understanding of economic and financial issues in the primary sector.
- Ability to influence change within the rural community and agri-industry sectors.
- Excellent standard of written and verbal communication.
- Strong project management skills.
- Conflict resolution skills.

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- Community facilitation experience.
- Ability to prioritise and work independently.
- Current drivers licence.

### Personal Attributes

- An engaging style and ability to communicate with and work with people from a range of backgrounds.
- Professional and personal integrity.
- Excellent time management skills and ability to work under pressure and to deadlines.
- Ability to adapt and be comfortable with change.
- Strong interpersonal skills and emotional intelligence.
- Good problem solving ability, considers all avenues.

## 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.

<b>Our Values:</b>	<b>Partnership and Collaboration</b>	We work with our community in everything we do
	<b>Accountability</b>	We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
	<b>Transparency</b>	We report on what we do and the value this delivers for our community
	<b>Excellence</b>	We set our sights and expectations high, and never stop striving to do better