

POSITION TITLE:	Catchment Management Lead - Biodiversity		
GROUP:	Integrated Catchment Management	SECTION:	Catchment Operations
REPORTS TO:	Manager Catchment Operations		
RESPONSIBLE FOR:	4 x Direct Reports		
FAMILY:	TC6	GRADE:	17
DATE REVIEWED:	March 2024	JOB NUMBER:	

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, well-being 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 Catchment Management Lead - Biodiversity is a crucial role within HBRC, tasked with overseeing Biodiversity operations in a complex and evolving environment. Responsibilities include prioritising environmental projects using a threat-based approach to safeguard Hawke's Bay's biodiversity, adapting to changing environmental conditions, regulatory frameworks, and community dynamics. Additionally, the role involves cultivating strong relationships with stakeholders, seeking external funding opportunities, and ensuring efficient project management of key programmes of work. Coordinating diverse workstreams such as research, habitat restoration, pest management, and community engagement is essential. Moreover, providing strategic input to integrate biodiversity considerations into the broader work program of Council and support the implementation of the regional Biodiversity Strategy and Action Plan is integral to the role's success.

GROUP AND TEAM GOALS:

The Integrated Catchment Management (ICM) Group is the largest group in the Regional Council. It includes functional delivery of programmes in environmental science, environmental information, catchment management, biodiversity/biosecurity management and policy implementation.

Integrated Catchment Management is a process recognising that everything that happens within a catchment is linked. The aim is to integrate the Regional Council's activities and those of others working within the catchment

to achieve overall outcomes. This group acts as HBRC's primary vehicle for delivering beyond-regulatory activities within our regional catchments.

The Catchment Operations section oversees and coordinates Council's catchment management, biosecurity and biodiversity functions.

Biodiversity is one of the four key focus areas in Council's Strategic Plan. We are working towards halting biodiversity decline and envisioning a new hope for biodiversity in Hawke's Bay. The core functions of the Biodiversity Team are:

- Leading the implementation of Council's internal Biodiversity Strategy
- Supporting the community-led implementation of the regional Hawke's Bay Biodiversity Strategy and Action Plan
- Delivering the Priority Ecosystem Programme
- Delivering Protection and Enhancement Programme
- Providing quality advice to key stakeholders
- Working collectively, both internally and externally, to drive better biodiversity outcomes

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITIES

People Management:

- Manage, lead, and guide the team, ensuring team objectives are met, clear direction is given, and adequate resourcing is provided.
- Actively engage with and lead Council's performance management system for the team ensuring key check-ins are met, learning and development needs are discussed, and appropriate development planning is undertaken.
- Maintain staffing resource to ensure that the team is adequately resourced. Undertake recruitment, selection, onboarding, and training of new employees as and when required.
- Take responsibility for the health, safety, and wellbeing of team members by ensuring they attend all required trainings and report any incidents that occur.

- Have a good understanding of where staff are and what they are working on. From time-to-time staff may be spread across the region and systems will need to be in place to account for their safety.

Team Leadership & Coaching:

- Provide effective and timely support and advice to project leaders so that their technical requirements are defined, solutions are identified, and when appropriate, implemented.
- Provide direction and guidance to team members regarding best practice, technical developments and implementation of new technology.
- Provide coaching and assistance to team members to ensure that equipment, infrastructure and facilities are well-maintained, accurate and up to date.
- Provide sufficient direction, assistance and training to team members to ensure that they are able to fulfil the entirety of their roles to a high standard.

Strategic Direction, Planning and Implementation:

- Collaborate with the Catchment Operations leadership team to set the strategic direction and develop section expectations through an annual work plan.
- Assist in creating and implementing an internal Biodiversity strategy for the council.
- Support the community-led implementation of the regional Hawke's Bay Biodiversity Strategy and Action Plan.
- Stay informed about central government's strategic direction and policy changes affecting regional biodiversity efforts.
- Translate policies into cost-effective operational activities for community and environmental outcomes.
- Develop frameworks, policies, procedures, and tools to assess, evaluate, and prioritise potential projects.

Technical Expertise:

- Provide technical expertise and leadership to enhance biodiversity resilience across different council teams and themes. This may include risk management, flood protection, threatened species management, and ecosystem restoration.
- Address specialist technical biodiversity issues through analytical thought and conceptual design.
- Produce written reports and council papers; present specific Biodiversity programs to the council as required.
- Devise strategies across disciplines and lead, manage and direct your teams' work to ensure that appropriate environmental standards are met in accordance with legislation and corporate policy and procedures.

Financial Management:

- Proactively manage biodiversity-related budgets, including forecasting, reporting, and risk identification.
- Actively seek additional external funding opportunities to further support biodiversity across the region.
- Collaborate with the Finance and Operations Support teams to ensure effective financial management of all biodiversity-related budgets, including external income, forecasting, regular reporting, and highlighting risks.
- Take accountability for procurement processes and ensure HBRC standards are followed, including the writing of procurement documents, and managing tender responses, contracts, and reporting.

Communication and Collaboration:

- Proactively communicate with various stakeholders, including mana whenua, rural communities, to promote engagement and education regarding biodiversity across the region.
- Collaborate with other sections of the council to drive integrated approaches to biodiversity management.

- Work collectively with other Regional Councils at a national level, sharing information and coordinating new policies and legislation. Lead the following integration and implementation into Council work programs.
- Support staff to achieve effective and positive communications with landowners, catchment communities, iwi, primary industries, and other stakeholders, including council staff.

Quality Management and Continuous Improvement:

- Contribute to the Quality Management System through business process development, maintenance, and improvement.
- Provide input into discussions about programme and system improvements, implementation of new initiatives or approaches to work, and solutions to current and/or anticipated issues.
- Capture and record accurate information for biodiversity operations using appropriate tools and databases.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Elected members
- Team members
- Relevant sections

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 regularly.

PERSON SPECIFICATION

Minimum Qualifications and Experience required

- Bachelor's degree in environmental science or equivalent with a strong focus on ecology and biodiversity.
- Minimum of 5 years of experience in a similar role/relevant industry
- Demonstrable relevant experience working in the field of biodiversity, conservation and ecology
- An excellent working knowledge of biodiversity matters and applied ecological knowledge and understanding
- Experience of, or the potential to, lead a high-performing team managing a diverse workload
- Experience in delivering biodiversity programmes in the rural landscape/bush environment
- Experience in developing policy and/or practice in biodiversity, working with internal and/or external stakeholders
- Experience using one or more modes of on-farm transport (i.e. quad bike, side by side, motorbike, 4x4) would be preferable
- Valid driver's licence required

Knowledge

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

- A strong understanding of indigenous biodiversity, threats, management and monitoring
- A strong understanding of the National Policy Statement for Freshwater Management and National Policy Statement for Indigenous Biodiversity

- An understanding of the Resource Management Act 1991
- A good understanding of inter-agency involvement in biodiversity management (e.g. Biodiversity Working Group SIG) and an ability to liaise with other agencies when necessary would be an advantage.
- An understanding of inter-agency involvement in environmental management
- An understanding of State of the Environment reporting would be an advantage
- Excellent computer skills.
- High-level report writing and presentation skills.
- Experience in using Geographical Information Systems (GIS).
- An ability to effectively communicate with members of all parts of the community, including the rural sector.
- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems
- Analytical skills.
- 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

- A passion for protecting and enhancing our natural environment
- An ability to relate effectively with members of the rural community and Agri-business sector
- Ability to create and lead a positive, collaborative, high-performing team
- 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 coordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to clarify objectives, identify critical issues, consider all perspectives and evaluate.
- Ability to cope with various work and, on occasion, challenging 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 THE 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. This job manager may initiate such changes, including technological requirements or statutory changes, 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