

POSITION TITLE:	Catchment Management Lead - Central		
GROUP:	Integrated Catchment Management	SECTION:	Catchment Management
REPORTS TO:	Manager Catchment Operations		
RESPONSIBLE FOR:	Senior Catchment Advisor, Senior Catchment Advisor – HCE, Catchment Advisor x2, and Nursery Worker		
FAMILY:	TC6	GRADE:	17
DATE REVIEWED:	October 2023		

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 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 role of Catchment Management Lead – Central is to provide relevant, professional input into the roles and functions of the Catchment Management team to ensure the achievement of its objectives. Your specific role of Catchment Management Lead – Central will require input that 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 will be fair, reasonable and within the broad requirements outlined above.

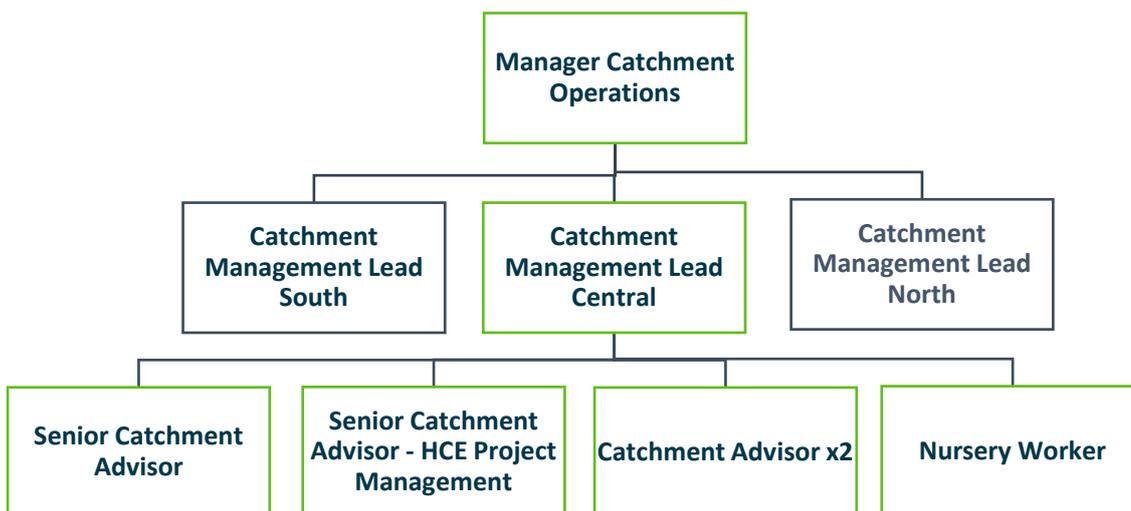
As Catchment Management Lead – Central, you will be expected to provide quality leadership to your staff and be accountable for ensuring quality output delivery and team professionalism in which it is undertaken and the outputs for which they are responsible.

GROUP AND TEAM GOALS:

The Catchment Management Team performs the following functions as part of the Integrated Catchment Management Group:

- Co-ordinate, advise, promote, and fund on-ground projects and programs that contribute to the delivery of catchment outcomes
- Engage with catchment communities, to understand issues, needs and the pathways to successful and sustainable solutions to catchment challenges.
- Work with Policy and Planning teams, to provide assistance and expertise into the development of policies and plans to ensure the ICM group and wider Council is working collectively towards common outcomes.
- Work with Catchment Policy Implementation to coordinate Council activity in catchments, to ensure the ICM group and wider Council is working collectively towards common outcomes.
- Provide insight and knowledge of local issues and challenges when and as required to Councillors, executive staff and colleagues.
- Form and then manage key stakeholder relationships and alliances with a broad range of people and groups.
- Work with Environmental Science to contribute to the development of relevant research for the ICM group.
- Act as Councils primary vehicle for the delivery of non-regulatory activities within catchments.
- Provide leadership, guidance, and advice to Council on land management and freshwater improvement related activities.
- Administer and implement Council's catchment work programmes and grant schemes effectively and efficiently.
- Contribute to Council's efforts in monitoring, evaluation, reporting and improvement practices in order that Council can accurately assess the effect of interventions.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

- Work closely with the Manager Catchment Operations and the catchment advisors to meet section expectations and strategic level of service measures.
- Work with the Manager Catchment Operations to provide input into discussions about programme and system improvements, implement new initiatives or approaches and provide solutions to current and/or anticipated issues.

- Ensure your staff complete all data entry as required, and in a timely manner to ensure reports have the most accurate and up to date information available.
- Take direction from the Manager Catchment Operations to implement the approved approach to programme delivery, system and tool use, policy, and process.
- Coordinate workloads of the team, helping to ensure tasks are prioritised effectively.
- Manage, lead and guide the team, ensuring team objectives are met, clear direction, and adequate resourcing is provided.
- Actively engage with, and lead Council’s performance management system for the team, ensuring essential check in’s are met, learning and development needs are discussed and appropriate development planning is undertaken.
- Maintain staffing resource by recruiting, selecting, onboarding and training new employees as required.
- In conjunction with the Manager Catchment Operations actively and positively collaborate with other relevant sections of Council to effectively drive integrated approaches to catchment and land management.
- Guided by the internal competency framework, ensure the effective development of staff through the identification of skill gaps and develop appropriate actions to build knowledge and competency in the desired areas.
- Coach and lead to a high standard to establish motivated, focused staff with a good team culture.
- Consider and be mindful of resources and priorities of other HBRC teams to effectively drive integrated approaches to catchment and land management activities.
- Display strong culture and leadership around all aspects of Health and Safety as it applies to your staff and wider Council as appropriate.
- Develop and monitor staff to achieve effective and positive communications with landowners, catchment communities, iwi, primary industries, and other stakeholders, including council staff.
- Ensure the effective and efficient delivery of catchment work programmes and grant schemes, targeting the areas of most significant impact.
- Establish and develop a practical understanding of land-based businesses and factors which impact on them; work with relevant industries to develop innovative solutions.
- 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 continuous improvement.
- Ensure that sustainable land management initiatives are aligned with RMA drivers in other sections of Council.
- Proactively work with mana whenua and Tumuaki.
- Adhere and contribute to the continued improvement of all processes and practices relevant to the ICM Group.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Elected members
- Team members
- Other Sections within the Council

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 on a regular basis.

PERSON SPECIFICATION

Minimum Qualifications and Experience required

- Relevant Bachelor's degree or equivalent tertiary qualification.
- Minimum of 5 years post-qualification experience in sustainable land management.
- Proven leadership experience.
- A sound understanding of farming systems and rural issues.
- Valid driver's licence required

Knowledge

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

- Understanding of economic and financial issues within the land-based/rural business sectors.
- 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.
- Working knowledge of problem solving.
- 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

- Ability to lead, inspire and motivate staff establishing a strong culture.
- An ability to relate to and build relationships effectively within the rural community and agri-industry sectors.
- 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 co-ordinate 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 a variety of work and on occasion challenging situations.
- Ability to deal with pressure, while being agile and adaptable to changing work priorities.
- 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