

POSITION TITLE:	Climate Change Strategic Advisor		
GROUP:	Strategy & Governance	SECTION:	Strategy & Governance
REPORTS TO:	Strategy & Governance Manager		
RESPONSIBLE FOR:	N/A		
FAMILY:	TP3	GRADE:	19
DATE REVIEWED:	March 2024		

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.*

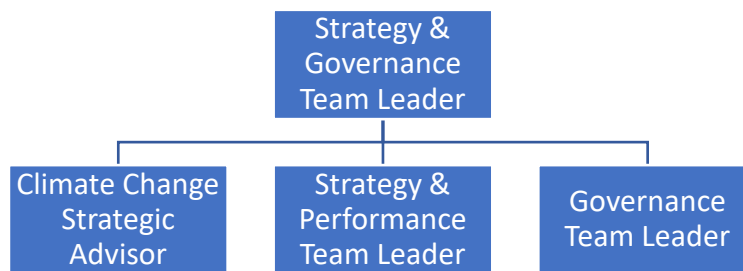
POSITION SUMMARY

The Climate Change Strategic Advisor is responsible for coordinating the Regional Council's climate response programme and to lead the workplan under the regional Climate Action Joint Committee, towards Hawke's Bay becoming carbon neutral by 2050. This is an influential role that will work directly with Councillors from HBRC and other territorial authorities, the Executive Leadership Team, mana whenua, central government and decision makers across a range of sectors. As an advisor for climate change strategy in Hawke's Bay, you will influence regional direction and advocate at a national setting. The role will lead the development of a regional action plan as well as building awareness, educating and advocating for change. A key element of the role will be to create an overall picture of what is being done, connect and leverage off the work of others to build momentum, galvanise action and promote a community-wide response to reduce the region's carbon emissions.

GROUP AND TEAM GOALS:

This role sits in the Strategy and Governance team, a high performing team responsible for providing high quality advice and support to the council, committees and the Executive Team. The team works with elected members to set strategic direction and with teams across the Council to align work programmes and projects to achieve it. The work of the team includes corporate planning, organisational performance reporting, project management centre of excellence and the governance function. The Strategy and Governance Team is ideally placed to support the Climate Action Ambassador to drive strategy to action using business intelligence garnered from across the organisation.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

This role will work alongside relevant teams across HBRC, with partner councils and mana whenua to support and progress climate adaptation and mitigation work. In particular the role will:

Regional Climate Action

- Lead the workplan for the Climate Action Joint Committee including setting agendas, drafting papers and supporting other presenters.
- Lead the development of a Climate Action Plan for the region on behalf of the Climate Action Joint Committee covering adaptation (climate risk assessments) and mitigation (emissions reduction).
- Coordinate the work of the Technical Advisory Group comprising practitioners from partner councils and others to support the Climate Action Joint Committee.
- Engage at a national, regional and local level to advocate and progress climate action in Hawke's Bay.

Technical advice and research on climate change matters

- Work closely with climate scientists and policy planners at the Council to ensure effective technical advice is provided to Councillors, Executive Team, staff and other Councils.

Corporate Sustainability

- Support the Facilities team to reduce the organisation's carbon footprint and target areas for improvement with the most impact
- Build knowledge and capability on climate change within HBRC through training, presentations and events.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Elected members
- Programme/Project leads that deliver climate actions
- Team members

External

- Consultants and contracts
- Government agencies and departments such as the Ministry for the Environment
- Local council staff
- Members of the Joint Committee for Climate Action
- Technical and legal professional

- Universities and Crown Research Institutes
- 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 our Council. 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 staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work. This means:

- Maintaining a positive overall attitude in the workplace, including promoting the Council in a positive manner, as assessed by your peers and Manager
- Taking part in training opportunities provided by the Council with an open mind, as assessed by pre and post training meetings with your Manager
- Practicing the skills provided in training offered by the Council, 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 the Council, and in accordance with policies developed. This means:

- Complying with and adhering to the Council'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 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.

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 Council staff are expected to undertake such Emergency Management functions as are determined appropriate to meet the Council'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 at the Council
- 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

- Significant work experience (at least 7 years) working in a similar field, e.g., climate change mitigation or adaptation, environmental policy, delivering sustainability or social impact programs
- A relevant tertiary qualification or equivalent experience in a relevant area e.g., climate change, social science or public policy
- Excellent knowledge of climate change issues (mitigation and adaptation) and sustainable management concepts and practice
- Sound understanding of climate science; relevant international, central and local government policy; adaptation related issues and adaptive planning techniques
- Demonstrated ability to engage with business and community leaders and influence change
- Demonstrated ability to bring diverse views together for collective action
- Experience leading programmes and projects
- An understanding of reporting frameworks

Knowledge

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

- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems analytical skills
- Communicating complex scientific topics in an understandable and engaging manner.
- Collaborative work practices to build strong working relationships
- Problem solving working knowledge.

Personal Attributes

- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally
- Ability to anticipate change, remain flexible and be innovative
- 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 key issues, consider all perspectives and evaluate
- Ability to cope with a variety of work and on occasion difficult situations
- A team player who enjoys working collaboratively and wants to make an impact.

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