

<b>POSITION TITLE:</b>	Community Programmes Facilitator		
<b>GROUP:</b>	Community and Partnerships	<b>SECTION:</b>	Community Engagement
<b>REPORTS TO:</b>	Manager, Engagement		
<b>RESPONSIBLE FOR:</b>	N/A		
<b>FAMILY:</b>	TS2	<b>GRADE:</b>	14
<b>DATE:</b>	February 2026		
<b>HBRC STRATEGY</b>			
<b>Our Vision:</b>			
We want a healthy environment and a resilient and prosperous community.			
<b>Our Purpose:</b>			
We work with tangata whenua and 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>			
<ul style="list-style-type: none"> <li>● <b>Manaakitanga:</b> Living behaviours of care and respect</li> <li>● <b>Kotahitanga:</b> Living behaviours of collective drive and unity</li> <li>● <b>Ngākau Pono:</b> Living behaviours of commitment, integrity, and accountability</li> <li>● <b>Whanaungatanga:</b> Living behaviours of relationships and connection</li> <li>● <b>Māramatanga:</b> Living behaviours of clarity and understanding</li> </ul>			
<b>Our Focus:</b>			
<ul style="list-style-type: none"> <li>● Water quality, safety and climate-resilient security ~ <i>Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.</i></li> <li>● Climate-smart and sustainable land use ~ <i>Kia koi, kia toitū hoki te whakamahinga o te whenua.</i></li> <li>● Healthy, functioning and climate-smart biodiversity ~ <i>kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.</i></li> <li>● Sustainable and climate-resilient services and infrastructure ~ <i>kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.</i></li> </ul>			
<b>POSITION SUMMARY</b>			
<p>The Community Programmes Facilitator is responsible for providing stewardship, coordination, and intelligence oversight of Council's community-based programmes.</p> <p>Reporting to the Manager, Engagement, the role provides a central point of visibility and insight across community programmes that Council leads, supports, partners in, or monitors. This includes programmes delivered through internal teams, external facilitators, or partner organisations.</p> <p>The role supports programme owners and delivery leads by ensuring information is captured consistently, interfaces are clear, and programme activity is aligned with Council priorities. The role does not own individual programmes, but maintains an organisational view of community programme activity to support informed engagement, communications, and decision-making.</p>			

The role works closely with Engagement, Communications, Māori Partnerships, and Integrated Catchment Management to ensure intelligence from community programmes contributes to a coordinated, credible, and consistent Council presence across the region.

#### GROUP AND TEAM GOALS:

Tū Hono Rau – Community and Partnerships is the Council’s integrated function for communications, engagement, kaupapa Māori and Te Tiriti leadership.

Its purpose is to strengthen Council’s relationships with tāngata whenua and the wider community, ensuring participation and partnership are embedded in all decisions, and uphold a visible and trusted presence.

All roles within Tū Hono Rau share collective responsibility for the success of this kaupapa and for the wider Council. Each position is expected to:

- **Uphold Te Tiriti o Waitangi and kaupapa Māori values** – Embed Treaty principles and Māori worldviews in decision-making, service delivery, and daily practice, supporting equitable participation and meaningful partnership.
- **Strengthen community connection and trust** – Build enduring relationships with iwi, hapū, community groups, and regional stakeholders, ensuring Council remains a visible and trusted presence.
- **Champion the Council’s strategic narrative and brand** – Support a coherent regional voice and protect Council’s reputation through consistent messaging, high standards, and authentic storytelling.
- **Support integrated strategic partnerships** – Actively contribute to the cohesion of communications, engagement, Te Tiriti o Waitangi and kaupapa Māori functions within Tū Hono Rau to deliver unified strategic partnerships across Council.
- **Collaborate across functions** – Work seamlessly with colleagues across Communications, Engagement, and related strategic functions to deliver integrated outcomes and shared priorities.
- **Promote health, safety, and wellbeing** – Take responsibility for personal and team wellbeing and maintain a safe, supportive workplace.
- **Drive continuous improvement and stewardship** – Use resources wisely, embrace innovation, and seek opportunities to enhance systems, processes, and community outcomes.

#### JOB SPECIFIC ACCOUNTABILITIES

##### Programme Stewardship

- Provide stewardship of Council’s community-based programmes by maintaining visibility of programme purpose, delivery model, ownership, and outcomes.
- Support clarity of roles and responsibilities between programme owners, delivery teams, and partners.
- Ensure community programmes align with Council priorities and the objectives of Tū Hono Rau – Community and Partnerships.

##### Programme Intelligence

- Maintain systems and processes that capture and organise intelligence from community programmes.
- Ensure programme information is current, accessible, and used to inform engagement, communications, and planning.
- Identify trends, gaps, and emerging issues across programmes and escalate as appropriate.

##### Programme Oversight

- Maintain an overview of community programme activity across Council, including programmes Council leads, supports, or monitors.
- Support consistent approaches to programme planning, engagement, and reporting where appropriate.
- Provide visibility of overlaps, dependencies, and pressures across programmes.

##### Coordination and Interfaces

- Support coordination between programme owners, delivery teams, and partners to improve alignment and reduce duplication.

- Act as an interface where community programmes intersect with Engagement, Communications, Māori Partnerships, and Integrated Catchment Management.
- Work closely with the Rural Partnerships team to coordinate intelligence from catchment group and rural programmes.

#### **Monitoring and Reporting**

- Support tracking and reporting of community programme activity and outcomes.
- Work with the Māori Outcomes Coordinator and other colleagues to align programme reporting with Council systems.
- Contribute to internal reporting that supports transparency and accountability.
- All other duties as requested by the position manager, and reasonable to the position.

### **FUNCTIONAL RELATIONSHIPS**

#### **Internal**

- Group Managers
- Executive Team
- Elected members
- Team members
- Other teams and managers

#### **External**

- Consultants and contracts
- Government agencies and departments
- Local authorities
- Technical and legal professionals
- Treaty settlement entities, Iwi and other community group
- 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. 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 promote the concept of continuous improvement actively and enthusiastically 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.

## EMERGENCY MANAGEMENT

When an emergency 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. This means:

- Undertaking an allocated role for emergency management requirements, and responding to emergency management requests as needed.
- Participating in and completing onboarding and training courses, exercises and associated activities required for the readiness and preparedness of emergency events.
- Attending meetings and development forums or exercises as required to maintain competency. Responding to such requests by assuming an allocated emergency management role, as are required by events.
- Being aware of the Business Continuance Plan (BCP) and its contents and the implications for your role.
- Understanding and accepting that Civil Defence Emergency Management and BCP events may require working hours that differ from those outlined in your employment agreement.
- If your role is an Incident Management Team Function Lead, you are required to review the relevance of the BCP for your team, section or group on a regular basis.

## PERSON SPECIFICATION

### Minimum Qualifications and Experience required

- Relevant tertiary qualification or equivalent experience
- Minimum 3 years' experience in a similar role, within a like environment.
- Demonstrated competency in Te Reo Māori me ōna tikanga in an engagement context, including incorporating simple, appropriate Te Reo Māori into everyday written and verbal communication.
- Valid driver's licence required

### Knowledge

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

- 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.
- Proficiency in MS Word, Excel, Visio, Projects, PowerPoint and other database and information management systems
- Analytical skills.

- Financial literacy - knowledge of financial reporting systems, budget management and requirements.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge.

#### **Personal Attributes**

- Open-minded approach to learning, development, and collaborative working practices.
- 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 key issues, consider all perspectives and evaluate.
- Ability to cope with a variety of work and on occasion difficult 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 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