

POSITION TITLE:	Consenting & Materials Programme Scheduler		
GROUP:	Asset Management	SECTION:	Regional Projects
REPORTS TO:	Programme Finance & Controls Manager		
RESPONSIBLE FOR:	N/A		
FAMILY:	TS3	GRADE:	15
DATE REVIEWED:	March 2025		

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 kouniga 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 rereanga 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 Consenting & Materials Programme Scheduler will play a critical role in ensuring that all consenting information requirements are planned, completed on time, within budget, and meet specified quality standards and that consent compliance requirements are identified and scheduled for completion. In addition they will work with Project PM's to determine critical project materials (eg stopbank construction material types and quantities and other flood protection materials) to ensure these are factored into procurement plans and that a programme wide approach is taken to material requirements. This role involves managing administrative tasks, scheduling the above specific project activities, and supporting the project teams to help deliver the projects on time, to budget and in compliance with consenting requirements.

GROUP AND TEAM GOALS:

- The Regional Projects team provides the following role and functions as part of the Asset Management Group:
- Provide a centre of expertise in capital project delivery

- Maintain and improve the project management framework
- Maintain and improve the project management information system linking with the corporate PMO
- Deliver portfolio of capital infrastructure projects with agreed timeframes and budget

JOB SPECIFIC ACCOUNTABILITES

- Ensure for each project requiring consents that all consenting information and compliance requirements are identified and scheduled and then ensure they are planned, completed on time, within budget, and meet specified quality standards.
- Work with Project PM's to determine critical project materials (eg stopbank construction material types and quantities and other flood protection materials types and quantities) to ensure these are factored into procurement plans and that a programme wide approach is taken to material requirements and through a scheduling approach ensure the project teams are supported to help deliver the materials aspect of the projects on time, to budget and with associated value for money.
- Apply an understanding of project management principles to devise and deliver practical solutions to problems.
- Communicate positively and effectively ensuring that team members, managers, and stakeholders are appropriately informed about progress and timelines.
- Identify and report on potential schedule interdependency problems and recommend alternatives. Identify and report on schedule risks and recommend appropriate mitigation strategies.
- Prepare monthly programme reports for the programme leadership team in the area of repositibility .
- Work with the wider team and suppliers to encourage innovative thinking and develop new ideas and approaches. Role model the organisation's objectives, values, and behaviours.
- Work collaboratively with the Asset Management Group as a whole. Be an active and contributing team player to ensure successful delivery of team outputs.
- Provide timely and professional advice to other parts of the organisation, as appropriate.
- Propose the engagement of external experts if required and, as required, ensure that contracts for external experts are managed in accordance with HBRC processes.

FUNCTIONAL RELATIONSHIPS

Internal

- Team members
- Project Managers
- Procurement
- Programme Enablement Manager

External

- Consultants (particularly the Consenting provider – Stradegy) and other relevant 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.

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 equivalent tertiary qualification (Civil Engineering, Geology, Environmental Studies)/ post graduate studies / professional body certification / registration.
- Sound judgement with demonstrated project management and risk management skills.

- Relevant experience of project management frameworks, systems and practices.
- Sound understanding of relevant legislation.
- Valid driver's licence required.

Knowledge

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

- Sound computer skills Microsoft office suite and project management tools.
- 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

- Highly constructive results driven individual.
- Strong health and safety focus
- High level of initiative and an ability to lead.
- Excellent interpersonal skills, pro-active and self-motivated.
- A commitment to continuous improvement in the workplace.
- Sound judgement and initiative.
- 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