

POSITION TITLE:	Director Infrastructure, Hawke's Bay Regional Recovery Agency		
REPORTS TO:	Chief Executive, Hawke's Bay Regional Recovery Agency		
RESPONSIBLE FOR:	<ul style="list-style-type: none"> Leading coordination of planning for regional infrastructure resilience, opportunity capture and recovery investment Coordinating infrastructure recovery activity across regional and national entities, including as part of development of the Hawke's Bay Regional Recovery Plan 		
DATE REVIEWED:	September 2023	JOB NUMBER:	NA

POSITION SUMMARY

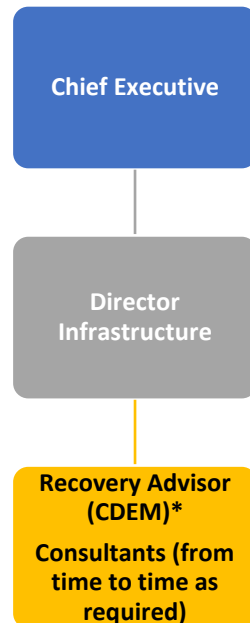
The Director: Infrastructure position exists to lead infrastructure recovery planning for the Regional Recovery Agency (RRA) and ensure that it is aligned and coordinated across the region, and to ensure the successful integration of regional infrastructure recovery needs within regional recovery and action plan(s) following Cyclone Gabrielle. This senior management role will work closely with key stakeholders, including infrastructure organisations and sector groups, RRA staff, local government, Iwi/PSGE's, Crown, industry and the community sectors.

Key aspects of the role include:

- Lead and coordinate the infrastructure pou for the RRA
- Assemble and keep current a regional view of cyclone impacts on infrastructure, regional infrastructure needs, and infrastructure plans being developed by key infrastructure partner agencies
- Lead the process for developing a coherent view and advice on priorities for regional infrastructure recovery and investment
- Ensure infrastructure resilience, particularly to climate related events, is central in the development of infrastructure recovery investment planning
- In conjunction with other key personnel from infrastructure partner organisations, identify, assess and promote infrastructure recovery investment initiatives that provide opportunities for improving the region's economic, environmental and social performance, including addressing inequities
- Ensure work on infrastructure recovery is joined up, to the extent necessary, across different infrastructure providers and owners, and with other areas of recovery activity (e.g., environment, economic, primary sector, community and whānau wellbeing)
- In conjunction with the Chief Executive, advise the Board, Matariki Governance Group, Government and its agencies, and partner organisations on infrastructure recovery priorities, project selection, programming and sequencing and other such matters as appropriate
- Lead the RRA contribution to infrastructure recovery programming including workforce planning
- Contribute to regional work on progressive procurement and workforce development to ensure investment in recovery flows through into economic and social benefits to the region.
- Help ensure the effective, efficient, and economic management of activities of the RRA
- Assist with development of regional recovery plans including the coordinating, critiquing and finalising infrastructure components of that planning.
- Help ensure the RRA meets all its statutory obligations and operates within the relevant legal frameworks.
- Implementation of RRA strategies insofar as they relate to the infrastructure pou and ensure the Board is kept informed of progress and potential or actual problems or impediments
- Ensure the actions, style, and manner of the role during all public contact reflects professionalism, patience, and tact
- Work with the Chief Executive to ensure the public understanding is well-informed and that the work relating to infrastructure recovery is appropriately articulated

- Commit to keeping operating expenditure within the estimates approved by the CE and report at agreed intervals on budgets aligning with the DIA Operational Funding agreement.

ORGANISATIONAL CONTEXT



*When working for RRA

JOB SPECIFIC ACCOUNTABILITIES

Leadership

- Lead the infrastructure functions of the RRA and such other specific areas of work as assigned by the Chief Executive
- Coordinate with the infrastructure leads and staff of the Councils and other infrastructure owners
- Effectively communicate, both internally and externally, the RRA's objectives and ensure these are understood by partners and stakeholders
- Contribute to and foster motivation and commitment of staff towards realising the RRA's purpose
- Provide professional and positive leadership in the community and with partners and stakeholders, including maintaining/enhancing trust and confidence in the RRA

Planning

- Under the leadership of the CE, the Director: Infrastructure will be responsible for the planning and direction of the infrastructure activities for the RRA
- Review and communicate changes to infrastructure planning in conjunction with the CE.
- Ensure that external service providers deliver an appropriate level of service and value for money
- In conjunction with the CE, DCE and wider RRA team identify and make available appropriate information which informs the organisation and all stakeholders about its performance.

Financial Management and Performance Reporting

The Director: Infrastructure will be financially literate and will be responsible for the effective financial management and reporting on the budget they are responsible for.

- Ensure the preparation and presentation of the required reports to the CE and Board, and Matariki Governance Group.
- Take appropriate steps to ensure the budget allocated to the role holder operates within agreed parameters.

- Provide timely and accurate financial and operational reporting to the CE.

People Management

In conjunction with the Chief Executive:

- Ensure staff have the skills appropriate to their positions and are utilised to their full potential to the benefit of the RRA
- Ensure Health and Safety of employees and contractors under the role is a top priority and have in place effective systems to promote safety and minimise risk in the workplace.

Communication/Interpersonal Relations

The Director: Infrastructure will be responsible for effective and timely communication and maintaining positive interpersonal relationships with partners, stakeholders and staff. Key elements of work include:

- Ensure the CE is kept fully informed of progress and barriers in relation to the RRA’s objectives
- Ensure regular informal and formal contact is maintained with CE and staff and stakeholders and partners
- Ensure internal communication is maintained at a high standard
- Demonstrate credible and dependable interpersonal relations and communication skills in a way that enhances the image of the RRA
- Manage stakeholder communications, strategy and execution within area of activity; coordinate with CE, DCE and other relevant RRA staff.

Build and Implement Recovery Support

- Build an understanding of the recovery needs of the region with particular focus on infrastructure
- Collaborate with the TAs and other infrastructure owners on the development of infrastructure planning
- Coordinate with and on other regional recovery tasks through the Pou coordinators.
- Define the immediate, medium-term and long-term recovery outcomes.

Relationship Management

- Sound professional relationships are established and fostered, and internal relationships are effectively managed and maintained.
- A customer focused approach is provided at all times and key stakeholders are provided with accurate and relevant information.
- Relationships with: The RRA Board, Matariki Governance Group, the Crown and associated agencies, infrastructure owners, Territorial & Local Authorities, Ngāti Kahungunu Iwi Incorporated, Tai whenua (4) and PSGE’s are preserved and maintained within the aspects of rangatiratanga implicit in the Te Tiriti of Waitangi.

Other

- The Director: Infrastructure will be required to carry out other tasks and duties, as and when required.
- Ensure duties are carried out in a timely and accurate manner and in keeping with the organisation’s purpose.

FUNCTIONAL RELATIONSHIPS

Internal

- Chief Executive
- The Chair and the Board
- Matariki Governance Group
- RRA Team members

External

- Government agencies and departments (including Te Waihanga/Infrastructure Commission)
- Local authorities (infrastructure leads, executive and mayor/Chair level as required)
- Infrastructure owners
- PSGEs, Taiwhenua, NKII

- Consultants and contractors
- Technical and legal professional groups/individuals as required
- Community groups as required

HEALTH AND SAFETY

Assist with the development and apply health and safety procedures, including complying with and adhering to relevant legislation.

- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicating to appropriate 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.
- 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 after providing required support for your family and dependants. including

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness.
- Responding to such requests to assume an emergency management role as are required by events.

PERSON SPECIFICATION

Minimum Qualifications, Experience and attributes required:

- Relevant bachelor's degree or equivalent tertiary qualification appropriate to infrastructure role.
- Relevant experience at management level
- Previous Central, Local Authority/Regional government experience or appropriate commercial/public sector experience.
- Proven ability to implement an organisation's vision as set by the governing body as well as the ability to respond to government reforms/initiatives.
- Working knowledge of the Resource Management Act, Privacy Act, Employment Relations Act and the Health and Safety at Work Act 2015.
- Financial management, project management and political and organisational acumen appropriate to role.
- Experience working with Iwi/Māori.
- Culturally competent with a sound understanding of Te Ao Māori and Māori values and an appreciation as to how they relate to RRA functions and plan and policy development, and infrastructure activities.
- Empathetic and pragmatic leader, with strong interpersonal and communication skills
- Strong commitment to driving efficiency and effectiveness.
- Strong commitment to effective health and safety in the organisation.
- Experience leading people through change.
- The ability to develop and maintain relationships based on high trust.
- The ability to communicate in a direct and professional manner.
- The ability to identify and direct focus to the key programmes of work.
- Leadership ability, vision, and flexibility to initiate change where appropriate.
- Innovator
- Collaborator
- A strong supporter of continuous improvement

- Enthusiastic, performance driven and accepts responsibility and accountability for the attainment and quality performance of organisational goals.
- Demonstrated awareness of Te Tiriti o Waitangi in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.
- Valid driver's licence required

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 the Hawke's Bay Regional Recovery Agency through the Hawke's Bay Regional Council.

Employee Signature

Date

Printed Name