

HAWKE'S BAY REGIONAL COUNCIL

Job Description

Position Title:	ECLAB Education Coordinator [Fixed Term]	
Group/Section Details:	Group: HB Civil Defence Emergency Management	Section: Hazard Reduction
Responsible to:	Team Leader Hazard Reduction & East Coast Lab (Life at the Boundary) Chairperson	
Job Family:	OS9	Grade: 13

Group Aims

The Hawke's Bay Civil Defence Emergency Management (CDEM) Group has collective responsibility for the delivery of CDEM within Hawke's Bay. The Hawke's Bay CDEM Group consists of the Hawke's Bay Regional Council (HBRC), Wairoa District Council, Hastings District Council, Napier City Council, and Central Hawke's Bay District Council. The administrating authority for the CDEM Group is Hawke's Bay Regional Council. In addition the CDEM Group is the administrating authority of East Coast LAB (Life at the Boundary) which is an intra-regional project extending along the Hikurangi subduction zone.

The vision of the HB CDEM Group is "A resilient Hawke's Bay community", and has the following goals:

- Local communities work together to reduce the risk of hazards.
- People and communities provide for their own safety and well-being.
- Response agencies prepared to provide a timely, well-coordinated and effective response to an emergency.
- Communities and organisations are capable of recovering from an emergency in an effective and efficient manner.
- East Coast Life at the Boundary (LAB) is a multi-agency initiative that seeks to develop and build effective partnerships to promote and make accessible cutting-edge research to increase our understanding of the East Coast plate boundary hazards, so communities can become more resilient.

Role of ECLAB Education Coordinator

The role of ECLAB Education Coordinator is to play a key part in the development and delivery of curriculum-based educational programmes and resources across the East Coast of the North Island, as well as keep ECLAB's hazard reduction website and social media up to date. The ECLAB Education Coordinator will share the latest world leading hazard research on earthquakes, tsunami, volcanic and coastal hazards with diverse audiences such as local communities, schools and tangata whenua as a mechanism to empower and take preparedness actions to minimise their risk to hazards. The ECLAB Education Coordinator will provide relevant, professional input into the functions of the HBCDEM Group and Hazard Reduction Team in order to ensure East Coast LAB achieves its objectives. Expectations will be regularly discussed with you and expectations will be fair and reasonable and within the broad requirements outlined above.

Role Expectations

- In conjunction with the Project Leader ECLAB and other Emergency Management Advisors manage and support local hazard education initiatives across Gisborne, Hawke's Bay, Manawatu-Wanganui and Wellington regions including:
 - Implement the development, delivery and review of ECLAB school education programmes and citizen science initiatives.
 - Train facilitators to deliver the ECLAB school education programme.
 - Establish strong relationships and associations with relevant education sector contacts.
 - Ensure internal and external clients, including project partners, are positive about engagement.
 - Agreed publications are planned appropriately and delivered on time.
 - Ensure meetings/workshops/field trips are planned and carried out in an effective and efficient manner.
 - Assist with funding applications for education programs.
 - Provide accurate reports on specific activities, including event analytics.
 - Assist with administration of website and social media, including the provision of reports as required
 - Maintain the ECLAB image and video library
- In conjunction with the ECLAB team:
 - Support related community engagement activities across Gisborne, Hawke's Bay, Manawatu-Wanganui and Wellington regions, as required.
- In an emergency event perform the roles and duties as allocated by the Controller, which may include:
 - Public information at the Group Emergency Coordination Centre
 - Supporting local authorities during an event

Desired Outcomes

- Local communities and individuals understand the risks they face and take appropriate actions to reduce any risks
- Individual resilience is high and relevant to the risks they face
- Individuals and communities will know what to do in an emergency
- Messaging is consistent with ECLAB & relevant CDEM Group

HBRC Corporate Commitment and Expectations

Hawke's Bay Regional Council (HBRC) staff are expected to display Council's vision, purpose and values in their work and maintain a high level of professionalism and integrity. This means:

- Adhering to HBRC policies and procedures.
- Complying with HBRC health and safety procedures.
- Undertake CDEM activities as required.
- Fulfil all Personal Performance and Development Charter (PPDC) requirements.
- Take personal accountability and responsibility.
- Meet commitments to others.
- Be supportive and collaborative.
- Communicate effectively.
- Show innovation and embrace change

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.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.
- 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 others 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.
- Active involvement in decision making processes when the opportunity is made available.
- Working in a collegial manner.
- Ensure you play your respective part in good information flows between different work sections.
- Deliver on project outcomes: on time and on budget.
- Being realistic about estimating resource requirements for projects.
- Displaying sound judgment and making responsible decisions.
- Managing public expectations and being customer focused.
- Maintaining high levels of technical skills relevant for the role.

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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.
- Where appropriate, advise other organisations you are working with of the known risks in the work being undertaken.
- 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.
- Maintaining a clean and tidy workspace.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

Emergency Management

As an Education Coordinator you 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.

Key Skills

Knowledge

- A recognised tertiary qualification or certificate / diploma (Level 5 or above) or good experience in a discipline relevant to teaching, education or equivalent area.
- Knowledge of effective and varied teaching and learning practices to meet students' needs
- Experience in the development of curriculum based resources to support teaching practices

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- Experience teaching or with facilitation
- Experience working in teams / building effective working relationships.
- Experience in development of social media / digital content creation would be beneficial, but is not essential.

Skills

- Excellent teaching and facilitation skills
- Proven written and oral communication skills
- Creative thinker
- Proactive, solves problems and makes decisions quickly and confidently
- A full and current driver licence
- Able to effectively utilise Microsoft 365 applications and an ability to work with technology.

Personal Specifications

- Ability to relate effectively to a wide range of people.
- Awareness and sensitivity to the cultural diversity
- Able to demonstrate a well-organised approach to work with proven ability to consistently achieve deadlines.
- Able to motivate others.
- Ability to plan and prioritise workload and manage projects.
- Able to work under minimal supervision and display sound judgment and tact.
- Ability to work under pressure.
- Able to work in and support a team environment.

HBRC's Vision, Purpose and Values

Our Vision: A healthy environment, a vibrant community and a prosperous economy.

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

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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