

HAWKE'S BAY REGIONAL COUNCIL

Job Description

Position Title:	Flood Modeller		
Group/Section Details:	Group: Asset Management	Section: Regional Assets	
Responsible to:	Team Leader Engineering		
Responsible for:	N/A		
Salary Range:*	\$84,681 (85%)	\$99,625 Mid-Point	\$114,569 (115%)
<i>* Note: Progress above the Mid-Point is based on sustained individual performance.</i>			

Section Aims

The Regional Assets team provides the following role and functions as part of the Asset Management Group:

- Asset Management, Operations and Maintenance of Flood Control and Drainage Schemes (25 in total)
- Asset Management, Operations and Maintenance of Regional Park network
- Flood hazard qualification and management.
- Flood forecasting and flood management.
- Other natural hazard qualification and management.
- Consenting advice and statutory advocacy.
- Ratepayer and general enquires – schemes and non-scheme areas.
- Coastal monitoring and management.
 - Westshore re-nourishment programme
 - Coastal Strategy
 - Coastal monitoring
 - Coastal structures relating to schemes
- River mouth openings.
- Gravel resource management (strategy, monitoring and allocation).
- Relationship building with Maori (Treaty settlement agreements, co-management and hapū management plans).
- Modelling and Engineering services consultancy to external organisations

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Role of Flood Modeller

The role of Flood Modeller is to undertake modelling work for flood control and drainage infrastructure, provide relevant professional input into the roles and functions as outlined above in order to ensure the Regional Assets Team achieves its objectives. Your specific role of Flood Modeller will require input which will relate to your relevant skills, the needs of the specific role and your experience but will also include activities that extend and provide for individual professional development. Expectations will be regularly discussed with you and expectations will be fair and reasonable and within the broad requirements outlined above.

Role Expectations

- Modelling work for flood control and drainage infrastructure are developed to a high professional standard within budgets and time frames set.
- Written reports are completed to a high standard.
- Required waterway and flood modelling is completed effectively and efficiently.
- Requests for modelling input into a range of other Council work are provided to a high professional level. Notwithstanding other priorities, suitable time frames should be negotiated with requesting sections which meet the requirements of both.
- Projects assigned are completed effectively and efficiently.
- The ecology, biodiversity, cultural and recreational values associated with the work have been effectively considered.
- Requests from territorial local authorities for assistance with various modelling work as negotiated and agreed are dealt with effectively. This may include work for Gisborne District Council and possibly private concerns.

Commitment and Expectations

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

- Agree clear expectations of performance requirements.
- Take responsibility for your performance and accountability for your work.
- Show honesty, fairness, respect and consistency in dealings with others.
- Request regular performance conversations and coaching, particularly if not regularly forthcoming.
- Respect professionalism in peers.
- Display consistent behaviour when interacting with peers.
- Display excellent communication skills.
- Be approachable and show a willingness to listen actively.
- Demonstrate personal integrity.

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- Admit when wrong or when a mistake is made.
- Adopt a 'no surprises' approach with your manager.

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 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.

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.

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- 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

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 Continuance 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

- At least 5 years experience in a local government, utility or engineering consultancy organisation.
- At least 5 years experience in river or coastal processes/ engineering/hydrology.
- A relevant Tertiary Qualification.
- Working towards (or already achieved) recognition such as Chartered Professional Engineer.
- An understanding of community development and how to establish confidence in those communities to effectively promote HBRC's policies or issues.
- Sound understanding of the following legislation: Resource Management Act, Biosecurity Act, Reserves Act, Local Government Act, Soil Conservation and Rivers Control Act, Public Works Act.

Skills

- Technical skill in river or coastal processes/ engineering/ hydraulic modelling/ hydrology.
- Excellent interpersonal skills both on a one-to-one basis and with groups, including fellow professionals and members of the public.

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- Good range and ability with general computer applications and also specialist applications relating to flood modelling.

Personal Attributes

- A self-motivated, pro-active and energetic person with an excellent 'can do' attitude.
- A high level of initiative.
- Clean driver's license.

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
	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