

POSITION TITLE:	Gravel Assurance Officer		
GROUP:	Asset Management	SECTION:	Schemes
REPORTS TO:	Team Leader Schemes		
RESPONSIBLE FOR:	NA		
FAMILY:	TP1	GRADE:	17
DATE REVIEWED:	April 2022		

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 primary focus of the role is to ensure effective oversight and management of all HBRC related gravel and silt extraction activities, contractors, consenting and compliance. This includes taking responsibility for managing the upcoming Global Gravel Extraction Consent, while proactively engaging with and managing relationships with relevant stakeholders, contractors, and iwi groups. There will be a need to establish a system to ensure full compliance with the new resource consents. This role has a predominate focus on compliance around gravel consent/s that held by the Asset Management Group. Expectations will be regularly discussed with you, will be fair and reasonable and within the broad requirements outlined above.

GROUP AND TEAM GOALS:

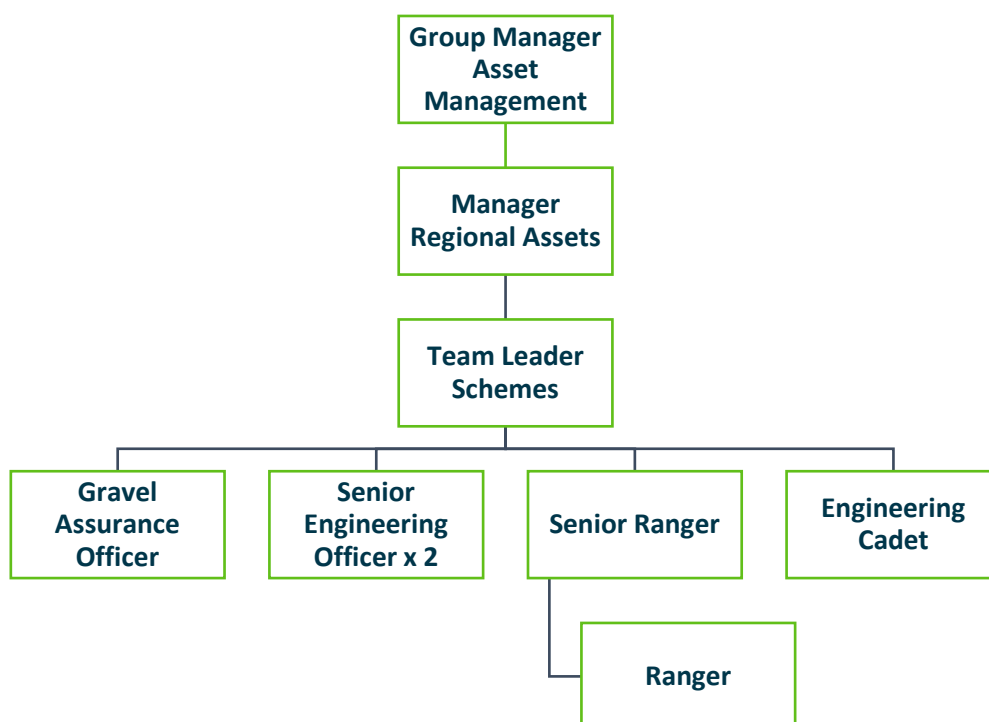
The Regional Assets team provides the following role and functions as part of the Asset Management Group:

- Engineering design for flood control and drainage infrastructure, including stopbanks, river works, and drainage works. The work will involve developing concepts, assessing options, investigations, design,

reporting, consulting with public and other interested parties, the supervision of drawing preparation, contract documentation and construction supervision.

- Provision of current and future asset management direction of flood control and drainage infrastructure assets including for example:
 - Review of levels of service.
 - Review of current asset management plans and the development of new plans as required.
 - Establishment of process and funding mechanism(s) to provide for future growth.
- Waterway and flood modelling for specific projects as required for asset management, emergency management and other Council business.
- Management of scheme waterways to enhance the ecology and biodiversity values together with the cultural and recreational values.
- Ongoing management of HBRC's infrastructure assets in accordance with asset management plans.
- Monitoring and managing the region's coast and riverbed gravel resources, and providing advice regarding HBRC involvement in these.
- Responding to requests involving engineering input, particularly in the assessment of resource consents and public information and report as required.
- Management of projects associated with the development of strategic plans for mitigating risks associated with natural hazards – e.g., super design flood, coastal erosion.
- Management of HBRC's land portfolio:
 - Manage Council's open space assets and Regional Parks for public use & enjoyment
 - Manage the leases and lease renewals.
 - Deal with land acquisition and HBRC land ownership issues.
 - Advocate for HBRC in subdivision and esplanade reserve/strips.
 - Maintain an understanding of issues that affect Māori, community liaison.
- Undertaking hydrologic and hydrodynamic modelling and flood studies on a consultancy basis for the Territorial Authorities in the region, Gisborne District Council, and private concerns.
- Undertaking various other project works as required by Council.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

- Manage and monitor gravel allocations, silt extraction and related activities across the region’s rivers. Ensure allocation and consenting documentation is completed in set timeframes.
- Take responsibility and accountability for actively managing the new Global Gravel Extraction Consent held by the HBRC Asset Management Group once it is issued.
- Proactively engage with and manage relationships with relevant stakeholders, contractors, and iwi groups.
- Establish, implement, and action processes and systems to monitor and ensure full compliance is maintained with any issued resource allocations relating to the Global Consent.
- Ensure that regular compliance checks are undertaken to assure contractor compliance with allocations.
- Monitor and ensure that contractors are operating within the relevant consent conditions and in accordance with the Resource Management Act and other HBRC guidelines.
- Ensure effective collaboration with Rangers, wider Engineering team and Compliance team to achieve outcomes.
- Process declarations and work with the Accounts team to issue invoices to contractors.
- Manage the risk to Council via effective compliance monitoring of contractors relating to the Global Gravel Extraction Consent. Ensure breaches are addressed immediately.
- Use effective relationship management to motivate stakeholders to cooperate and modify their behaviour to meet compliance requirements.
- Effectively resolve any situations where conflict may arise using established deescalation techniques.
- Act as iwi liaison through the creation of agendas, meeting organisation and supporting the facilitation of hui as required.
- Issue agreements to the gravel extractors allowing them to work under the HBRC Global Gravel Extraction Consent.
- Undertake industry briefings and education as required.
- Support the wider team with the monitoring and management of Scheme River assets such as public access and ensure river mouths are free flowing and unobstructed.
- Monitor gravel build up in the rivers, procure contractors to clear access ways when required.
- Monitor public enquiries and investigate issues such erosion of rivers.
- Manage relevant scheme management databases, including scheme members and silt and gravel extractors, and produce financial reports as required.
- Ensure excellent relationships are maintained with relevant staff in other councils, stakeholders, and special interest groups.
- Respond to weather emergencies as and when required, including arranging river mouth opening before and during an event in consultation with the incident controller.
- Provide mentoring and advice to the other members of the schemes team and key stakeholders.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Team members

External

- Consultants and 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.
- 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 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 tertiary qualification in a relevant field: Engineering, Environmental Science, Parks and Recreation, Resource Management, Property Management .Certificate in Policing Studies.
- Minimum of 3 years of experience in a similar role/relevant industry.
- Understanding of the Resource Management Act.
- Understanding of compliance monitoring and enforcement processes within Local Government.
- Understanding of the issues facing Hawke’s Bay rivers and drainage networks.
- Practical knowledge of river geomorphology and flood management.
- Experience in community development initiatives.
- An understanding of relevant legislation would be beneficial such as: Biosecurity Act, Reserves Act, Local Government Act, Soil Conservation and Rivers Control Act and the Public Works Act.
- Valid driver’s licence required

Knowledge

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

- An excellent understanding of monitoring and auditing practice.
- Conflict resolution skills
- Proficiency in MS Word, Excel, Project, PowerPoint and other database and information management systems
- 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

- Ability to work independently and exercise initiative and sound judgement to complete tasks.
- Ability to work in and provide technical support to a team.
- An ability to adapt to ambiguity and work in a political environment.
- Enthusiasm and innovation, with the ability to handle change.
- Excellent interpersonal skills with the ability to initiate and engage effectively and develop a rapport 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