

<b>POSITION TITLE:</b>	Group Manager Integrated Catchment Management		
<b>GROUP:</b>	Integrated Catchment Management	<b>SECTION:</b>	Catchment Management
<b>REPORTS TO:</b>	Chief Executive		
<b>RESPONSIBLE FOR:</b>	Integrated Catchment Management staff – 6 direct reports		
<b>FAMILY:</b>	Executive	<b>GRADE:</b>	26
<b>DATE REVIEWED:</b>	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 kounga 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 rerenga 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 Group Manager Integrated Catchment Management (ICM) is responsible for providing strategic leadership and direction for the Council's Catchment Operations, Rural Partnerships, Environmental Science and Environmental Information functions. This includes leading the Group to deliver Council's priorities and ensuring that delivery is both efficient and effective. The incumbent will be expected to foster a culture of innovation, best practice and of service to communities across the region. Developing and nurturing partnerships with mana whenua, communities and partner organisations is of fundamental importance.

As a member of the Executive Leadership Team and reporting to the Chief Executive, the Group Manager ICM will be expected to positively contribute to the collective direction and decision-making of the Council's Executive Leadership team and play a key strategic leadership role in the overall wellbeing and development of the Council.

The encouragement of innovation and the importance of efficiency and best practice will be key aspects of the role.

#### **GROUP AND TEAM GOALS:**

The Integrated Catchment Management (ICM) Group includes functional delivery of programmes in environmental science, environmental information, catchment management, biodiversity/biosecurity management and policy implementation.

Integrated Catchment Management recognises that everything that happens within a catchment is linked. The aim is to integrate the Regional Council's activities and those of others working within the catchment to achieve overall outcomes. This group acts as HBRC's primary vehicle for the delivery of non-regulatory activities within our regional catchments. It also plays a vital role in supporting the policy and regulatory functions of Council.

The Catchment Management section provides the following role and functions as part of the ICM Group:

- They oversee and coordinate Councils catchment management functions and on farm delivery of services
- They establish and support critical relationships with mana whenua, catchment groups, science organisations and the rural sector
- They provide a link between Council and its services and catchment communities
- They are Councils primary vehicle for the delivery of non-regulatory activities within catchments, for the implementation of national and regional policies
- They provide leadership, guidance and advice to Council on land management related activities
- They provide support to the asset management, policy and regulatory functions of Council

#### **JOB SPECIFIC ACCOUNTABILITES**

- Ensure that the staff in the ICM Group are well led and provided with appropriate and timely development opportunities, to support people to achieve their full potential.
- Ensure that a health and safety and wellbeing in the workplace are promoted as a priority within the Group.
- Manage, lead, and guide the ICM Group, ensuring team objectives are met, clear direction is given, and adequate resourcing is provided.
- Maintain staffing resource by ensuring appropriate retention strategies are implemented as well as by supporting recruitment, selection, onboarding and training new employees as and when required.
- Actively engage with, and lead Council's performance management system for the ICM Group team, ensuring managers are empowered to meet key check in's, learning and development needs are discussed and appropriate development planning is undertaken.
- Investigate new ways for ICM delivery and undertake regular reviews of services to encourage proactive improvements.
- Ensure that the Group's budget is well managed and appropriate action is taken when issues arise.
- Undertake effective reporting, forecasting analysis and financial management.
- Foster a culture of openness, transparency and collaboration.
- Ensure that the delivery of services are efficient, effective and aligned to Council priorities.

#### **Executive Leadership**

- Ensure appropriate and accurate professional advice is provided to Council which allows councillors to make sound and informed decisions.
- Positively contribute to the Executive team, ensuring a close working relationship with the Chief Executive and executive peers and is supported by a 'no surprises', collaborative approach.

- Establish and maintain effective relationships with councillors and in particular the Chair of Council and key communities.
- Confidently present to a variety of audiences, ensuring information provided is accurate and up to date.
- Ensure personal accountability and responsibility is readily accepted.
- Demonstrate a clear commitment to work positively as part of the Executive Leadership team.
- Ensure all work is undertaken in alignment with HBRC's vision and values.
- Act as a role model for Council's behaviours and values, 'walking the talk' and demonstrating these in your everyday work.

## FUNCTIONAL RELATIONSHIPS

### Internal

- Executive Team
- Chair and elected members
- Team members

### External

- Consultants and contractors
- Government agencies and departments
- Local authorities
- Technical and legal professionals
- Iwi, PSGEs, hapū
- Community groups and members of our community
- Te Uru Kahika and the wider regional sector

## COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve outcomes 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. 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 development opportunities provided by HBRC with an open mind.
- Practicing the skills developed through training offered by HBRC and being open to these skills being assessed by 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.
- Delivering on project outcomes: on time, on budget and with the appropriate change management approach.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributing to the 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 by ensuring the appropriate people are advised.
- 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 Health Safety and Wellbeing training as and when required.
- Actively promote a healthy and safe workplace.
- Positively participating in and complying with any rehabilitation plan or return to work plan following an accident, medical event or long term illness.

## **EMERGENCY MANAGEMENT**

When a Civil Defence event happens, you may be required to assist with the Council's Civil Defence responsibilities after first ensuring your family and dependents are safe. All HBRC staff are expected to undertake such Emergency Management functions as determined appropriate, to meet HBRC's role and function in this area. This means:

- Responding to requests to undertake an emergency management role as are required.
- Undertaking an allocated role for emergency management requirements.
- Participating in exercises as required, to maintain a state of preparedness in HBRC.
- 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 Bachelor's degree or equivalent tertiary qualification.
- Leadership experience with a minimum of 10 years' experience in a relevant role with key experience in leading the delivery of complex projects / programmes.
- Good understanding of local government practices and political processes would be an advantage.
- Proven leadership experience with a team of diverse specialists.
- Local or central government experience or experience working closely with a board of directors would be useful.
- Experience and a track record working with iwi / hapū desirable.
- Valid drivers' licence required.

### **Knowledge and Skills**

- A good understanding of the financial implications of the Local Government Act.
- Analytical and critical thinking skills.
- Skills to be able to assess organisational vulnerabilities or threats while also exploring opportunities to pursue.
- Communicates effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Ability to manoeuvre through complex political situations effectively and astutely.
- Proven ability to build constructive and effective relationships, based on trust and respect.
- Experience in understanding and shaping cultures of organisations and how to get things done through formal and informal networks.
- Proven ability engaging staff across an organisation.
- Proven track record of implementing and delivering significant organisation wide change programmes.
- Success in leading, motivating and coaching individuals and a team.

- Highly developed written and verbal communication skills and experience in presenting papers to board/committee/council.
- A strong ability to present, persuade and convince when dealing with the presentation of new concepts.
- Visionary thinker with the ability to motivate and generate innovation.
- Excellent stakeholder relationship management, facilitation and networking skills.
- An ability to work under pressure, deal with ambiguity and work in a political environment.
- Ability to think laterally and develop innovative solutions.
- Sound understanding of tikanga Māori and Māori values and an appreciation as to how they relate to Regional Council functions.
- Proactively manages the progress and performance of individuals and teams.

**Personal Attributes**

- An ability to get the best out of people and a commitment to effective staff development.
- A strong, confident, positive, self-aware, tenacious leader.
- Has a positive approach to change by responding to changes in job demands, adapting to new strategies and creating a commitment for change in others.
- Demonstrates a commitment to continuous improvement.
- Takes personal accountability for decisions made.
- Adaptable and flexible.
- Welcomes a challenge.
- Able to see the big picture.

**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 of this role. 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.*

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Employee Signature

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Date

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Printed Name