

POSITION TITLE:	Manager Science		
GROUP:	Integrated Catchment Management	SECTION:	Environmental Science
REPORTS TO:	Group Manager ICM		
RESPONSIBLE FOR:	Team Leader Air & Land Science, Team Leader Hydrology & Groundwater Science, Team Leader Freshwater Quality & Marine Science		
FAMILY:	OM4	GRADE:	21
DATE REVIEWED:	March 2024		

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 Manager Science role demands a dynamic and multifaceted leader with a strategic vision and hands-on management skills. The role will provide visionary leadership to the Science section, aligning initiatives with broader organisational goals. The strategic leadership provided by this role is pivotal in fostering a positive environmental impact, and fortifying the resilience of local ecosystems. By actively engaging with stakeholders and representing HBRC at scientific forums, the Manager Science will contribute to a network that attracts research and funding, elevating the region's scientific prominence. This role will be committed to quality management and ensure that the science team upholds the highest research standards, enhancing the credibility of our findings. Furthermore, the Manager Science's role in environmental policy development, sustainable practices, and timely input into crucial processes, positions the Science section as a key influencer in shaping the region's future. They must be able to network and influence across council and operate with a business partner

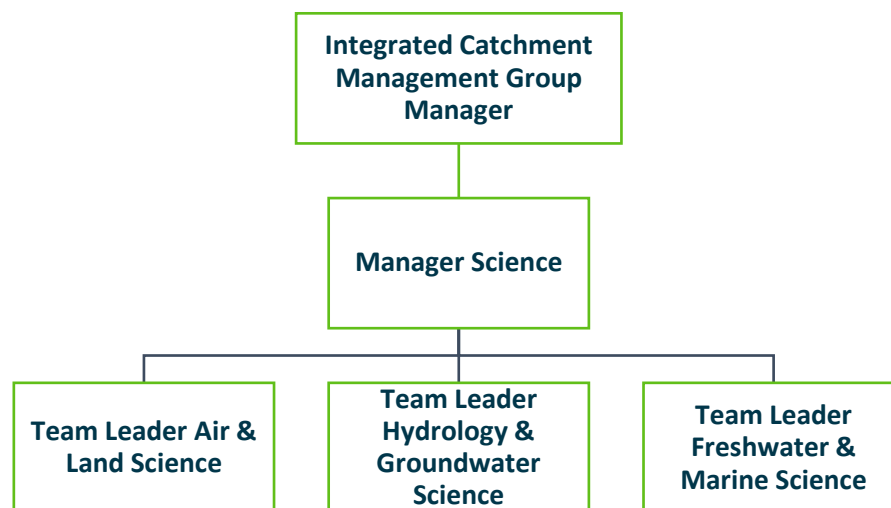
model in mind. Overall, this role is an influential senior leadership role that is a catalyst for meaningful change, driving scientific excellence, sustainability, and positive outcomes for both HBRC and the community.

GROUP AND TEAM GOALS:

The Environmental Science section provides the following role and functions as part of the Integrated Catchment Management Group:

- Provides the scientific expertise required to meet the goals and objectives of Hawke's Bay Regional Council's (HBRC) Annual and Long Term Plan in an efficient manner
- Designs and conducts a variety of scientific and environmental investigations and studies in an effective and efficient manner
- Analyses data and interprets results to provide verbal advice and a range of written reports, including State of the Environment reports
- Provides effective and high quality input to HBRC's policy development, planning and regulatory activities
- Maintains effective working relationships with other sections in HBRC
- Maintains quality standards, including ISO9001:2015 accreditation for all activities undertaken by the Science Section

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

Strategic Leadership:

- Provide visionary leadership to the Science Section, aligning scientific initiatives with the broader goals and objectives of HBRC.
- Develop and implement strategic plans to advance scientific knowledge, fostering a positive environmental impact and enhancing the resilience of the region's ecosystems.
- Establish, implement, and maintain effective Quality Management System (QMS) processes for the science team to uphold the highest standards in research practices.
- Positively contribute to the ICM groups Leadership team, supporting and collaborating with peers to ensure the effective operations for the whole group.

Team Management:

- Lead a multidisciplinary team of scientists, fostering a collaborative and innovative work environment.
- Direct recruitment, training, and professional development efforts to build a high-performing and motivated scientific team.
- Actively champion and uphold the Telarc accreditation for the section, ensuring a positive representation and compliance with accreditation standards.

- Effectively manage competing demands on staff and section time, ensuring tasks are prioritised appropriately to maintain efficiency.
- Actively engage with, and lead Council's performance management system for the Environmental Science Section ensuring key check in's are met, learning and development needs are discussed and appropriate development planning is undertaken.

Project Oversight:

- Maintain oversight of a diverse portfolio of projects spanning hydrology, groundwater, freshwater, land, air, climate, and terrestrial ecology sciences, to name a few.
- Ensure the effective allocation of resources, adherence to timelines, and successful project outcomes.

Stakeholder Engagement:

- Cultivate and maintain strong relationships with internal and external stakeholders, including government agencies, research institutions, and community organisations.
- Network with science professionals, national Crown Research Institutes, Science Challenges, Universities and other councils' science managers to attract research and funding for science into the region.
- Lead communication with internal HBRC groups to ensure cross functional collaboration resulting in outcomes optimal for the wider organisation and community.
- Represent HBRC at scientific forums, conferences, and public events.

Budget Management:

- Develop and manage the budget for the Science Section, ensuring efficient financial resource allocation in alignment with organisational priorities.

Technical Expertise:

- Stay abreast of advancements in scientific research and technology, providing expert insight into emerging trends within environmental science.
- Oversee research processes, ensuring adherence to sound scientific principles, logical methodologies, and the drawing of appropriate and accurate conclusions to maintain the credibility and impact of our scientific findings.
- Ensure monitoring reports are not only relevant but also well-written, clearly presented, and consistently delivered on time.
- Deliver presentations that are tailored to the audience, with appropriate and relevant content, advice, and conclusions.

Environmental Policy Development:

- Aligning with the science strategy, develop, maintain, and periodically review a cost-effective regional environmental research and investigative program that aligns with the intended purposes, ensuring relevant and accurate information for policy development, policy effectiveness, resource consent, and statutory advocacy processes at HBRC.
- Collaborate with the Policy team to develop and implement environmental policies rooted in sound scientific evidence.
- Contribute to the formulation of sustainable practices and guidelines for the region.
- Provide timely and accurate input into plan changes, consent applications, and other relevant processes, ensuring information is appropriate for the intended purpose.

FUNCTIONAL RELATIONSHIPS

Internal

External

- | | |
|--|---|
| <ul style="list-style-type: none"> • Executive Leadership Team • Elected members/Team members • Section managers • ICM group staff | <ul style="list-style-type: none"> • Crown Research Institutes • Universities • 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 Group Manager
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your Group 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 Group 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 Group 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

- Ph.D. or Master's degree in a relevant scientific field (e.g., environmental science, hydrology, ecology).
- Proven leadership experience with a track record of successfully leading technical teams and projects.
- A minimum of 10 years post-qualification experience in a relevant discipline.
- Budget management experience is desirable.
- Valid driver's licence required.

Knowledge

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

- In-depth knowledge of hydrology, groundwater, freshwater, land, air, climate, and terrestrial ecology sciences.
- Familiarity with environmental policies, regulations, and compliance requirements.
- Sound understanding of RMA (1991).
- Sound understanding of environmental research, investigation and monitoring processes.
- Knowledge and experience of conflict resolution.
- Proficiency in MS Word, Excel, Visio, 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

- Is a high performing leader, has highly effective leadership and interpersonal skills.
- Is strongly collaborative and is able to work effectively with a range of related teams to support the delivery of councils priorities
- Is a strong science communicator, has a high standard of written and verbal communication skills.
- Strong ability to use computer based technology.
- Ability to think strategically, be comfortable 'not in the detail' and have an 'eye for the future'.
- Ability to at times to work at pace and under pressure.
- Can work with ambiguity and facilitate groups of people
- Ability to prioritise and plan effectively.
- Ability to be decisive and assertive as is appropriate.
- Professional and personal integrity.
- Willing to hold self and others accountable.
- Sound judgement and initiative.
- Ability to create harmony in a team.
- Ability to anticipate change, remain flexible and be innovative.
- Excellent interpersonal skills with the ability to initiate and engage effectively 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