

HAWKE'S BAY REGIONAL COUNCIL

Job Description

Position Title:	Officer Schemes	
Group/Section Details:	Group: Asset Management	Section: Regional Assets
Responsible to:	Team Leader Schemes	Grade: 15
Job Family:	TS3	

Section Aims

The Regional Assets team is comprised of Engineering, Schemes Management and Open Spaces Services. The team has following role and functions as part of the Asset Management Group:

- Asset Management, Operations and Maintenance of Regional Park Network, Flood Control and Drainage Schemes.
- Flood and natural hazard qualification and management.
- Flood forecasting and flood 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).
- Engineering services consultancy to external organisations

Role of Officer Schemes

The role of Officer Schemes is to manage public access to rivers, river mouth openings, pathways and gravel operations across the Region. You will issue licence to occupy for grazing, gravel and silt extraction and undertake asset lease management. You will 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 Officer Schemes will require input relevant to the needs of the role and your experience, but

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will also include activities that extend and provide for individual professional development. Expectations will be regularly discussed with you, will be fair and reasonable and within the broad requirements outlined above.

Role Expectations

- Monitor assets such as public access across the Scheme Rivers in the region ensuring river mouths are free flowing and unobstructed.
- Manage applications and the issuing of licences to occupy and lease holders for white baiting, grazing, gravel and silt extraction, rivers and waterways.
- Manage and monitor gravel allocations, silt extraction and consents across the regions rivers. Ensure allocation and consenting are completed in set timeframes.
- Field monitoring of gravel build up in the rivers, procure contractors to clear access ways when required.
- Work with the Hawke's Bay Cycle network coordinator ensuring public access points to rivers are maintained.
- Monitor public enquiries and report issues such as erosion of rivers and drainage or removal of stock from rivers.
- Ensure relevant scheme asset management operations are completed effectively and efficiently.
- Ensure assigned asset management contracts are led appropriately, monitored well and meet health and safety requirements.
- Undertake river management operations during the white baiting season, ensuring effective facilitation of river wardens. Liaise with public and river wardens, issuing licenses and keys to gates as required.
- Manage relevant scheme management databases, including silt and gravel extractors, and produce financial reports as required.
- 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.

HBRC Corporate 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:

- 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.

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

- Relevant tertiary qualification would be advantageous such as; Engineering, Environmental Science, Parks and Recreation, Resource Management, Property Management.
- 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 such as: Resource Management Act, Biosecurity Act, Reserves Act, Local Government Act, Soil Conservation and Rivers Control Act and the Public Works Act.

Skills

- Project Management.
- Relationship management.
- High level of computer software and application skills.

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Personal Specifications

- Self-starter.
- Pro-active with excellent interpersonal skills.
- High level of initiative.
- Clean full 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