

POSITION TITLE:	Open Space Officer		
GROUP:	Asset Management	SECTION:	Operations
REPORTS TO:	Senior Open Space Officer		
RESPONSIBLE FOR:	NA		
FAMILY:	TS1	GRADE:	13
DATE REVIEWED:	May 2023		

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 Open Space Officer will primarily provide input and apply relevant skills and experience to the Open Space portfolio assisting in the management, development and delivery of this service including but not limited to regional parks, urban stream enhancement, public access and river ecological management and enhancement. It 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.

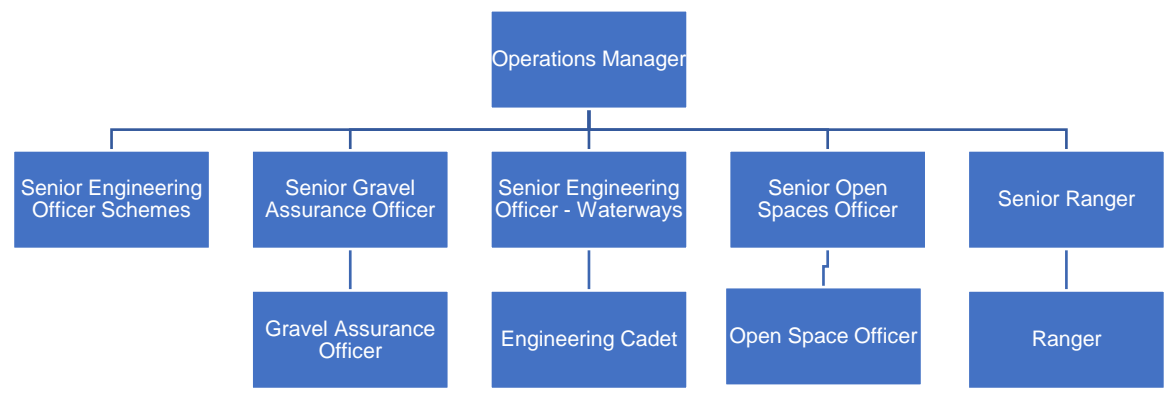
GROUP AND TEAM GOALS:

The Asset Management Group exists to provide the following The Asset Management Group exists to provide the following services to Council:

- Provision of current and future asset management direction of flood control and drainage infrastructure assets.

- 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.
- 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, cycleways 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.
 - 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.
 - 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.
- Oversee the effective management and direction of the Works Group, a business unit of Council, delivering flood control, drainage and civil works for Council and other agencies and private landowners.
- Management and oversight of the Water Storage Projects.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

- Ensure prescribed levels of service are achieved for the Regional Park and Open Space portfolio under the direction of the Senior Open Space Officer and Operations Manager.
- Ensure that regional parks and urban streams are effectively managed, monitored, well maintained, well utilised, and appropriate documentation is completed.
- Ensure that annual work programmes and management contracts are prepared and delivered on time and within budget.
- Assist with the effective implementation of Regional Park Network improvement programme and the Te Karamu enhancement strategy, including effective community engagement and stakeholder input.
- Ensure that regional Park and Open Space asset records are updated and maintained through collaboration with the Asset Planning Team.
- Ensure that caretaker and contractor health and safety plans are audited, reviewed and reported on to the Senior Open Spaces Officer at regular intervals.
- Ensure that health and safety is dealt with according to HBRC policies with staff safety of paramount importance.
- Respond to public enquires to in a timely and appropriate manner.
- Take a collaborative approach to working with other sections of Council and external stakeholders.
- Reporting to the Senior Open Spaces Officer should be timely with a 'no surprises' approach.
- Where required, reports to Council are timely, thorough and well received.
- New initiatives and visionary concepts are well researched, well designed, practical and developed through appropriate processes taking into account resource, budget and maintenance considerations.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Elected members
- 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 Bachelor's degree or equivalent tertiary qualification in an open space, environmental or engineering field
- Minimum of 2 years of experience in a similar role/relevant industry
- Experience working with community groups.
- Valid driver's licence required

Knowledge

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

- Sound understanding of management practice and issues associated with open space service delivery
- Good understanding of issues associated with Hawke's Bay waterways
- Sound knowledge of landscape values, ecosystems and cultural values
- Excellent report writing ability
- Ability to create sound management systems and processes
- Proficiency in MS Word, Excel, Project, PowerPoint and other database and information management systems
- 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
- Conflict resolution skills
- 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

- A willingness to take personal responsibility and accountability in an open and honest manner
- Ability to cope with a variety of work and on occasion difficult situations.
- 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
- 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