

POSITION TITLE:	Project Leader Biodiversity		
GROUP:	Integrated Catchment Management	SECTION:	Catchment Services
REPORTS TO:	Manager Catchment Services		
RESPONSIBLE FOR:	Biosecurity Advisors, Biodiversity Officer, Tairā Mahi Predator Control Assistants, External Workstream Leads		
FAMILY:	TC5	GRADE:	16
DATE REVIEWED:	November 2021		

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 kōunga 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 Project Leader Biodiversity will be leading work stream project management and integration across all work streams and partner agencies. These include project management, research, habitat restoration, species and translocations, pest management and community engagement. The role will require leading staff to deliver milestones whilst supporting the growth and development of the team. The role will report directly to the project chair and be accountable for delivery of project milestones and budget. The role will also establish and maintain good relationships with project partners and stakeholders, including looking for opportunities to integrate within and outside of HBRC to broaden the project reach and impact. The role will also support the project chair with regional and national stakeholder relationships.

The Project Leader Biodiversity will provide relevant, professional input into the roles and functions as outlined above in order to ensure the Predator Free Hawke's Bay (PFHB) Team achieves its objectives. Expectations will be regularly discussed with you and expectations will be fair and reasonable and within the broad requirements outlined above.

GROUP AND TEAM GOALS:

The Catchment Services team provides the following services of the Integrated Catchment Management Group:

- To lead Hawke's Bay Regional Council's (HBRC) regulatory and non-regulatory programs that underpin the delivery of Councils biosecurity and biodiversity role. This role delivers biosecurity, biodiversity and social and cultural outcomes. To provide innovation, relevance and value to the various programmes across Biosecurity and Biodiversity and to integrate those with other HBRC activities.
- To support alignment of land use to biosecurity and biodiversity related community aspirations and legislative requirements. This alignment includes how farm, catchment and regional initiatives are integrated to deliver the required outcomes.
- Leveraging off biosecurity work to achieve greater biodiversity outcomes.
- Integrate initiatives, such as wide scale predator control, with regional biodiversity activities.
- Effective communication with the primary sector and other relevant groups.
- To develop and maintain close links with rural communities and work closely with communities to facilitate progress towards collective solutions.
- Provision of technical advice related to the delivery of Council biosecurity and biodiversity programmes.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

- Ensure the Predator Free Hawke's Bay Project Team is lead and managed well within budget.
- Excellent positive working relationships with the various agencies involved in the project are evident.
- Excellent positive working relationships are evident with the various landowners and farmers involved in the project.
- Various project plans and milestones are established with realistic deadlines that are regularly monitored.
- Milestone deadlines are met, or issues identified that delay outcomes and conveyed to the Chair at an early stage – no surprises.
- Excellent and visible leadership is evident across all aspects of the project.

- Community engagement is actively pursued, is positive and effective.
- Evidence that project work streams are integrating Maori objectives and aspirations
- A strong and effective relationship is established and maintained with the Project Chair.
- Feedback on progress of the project is positive.
- Accountability for project outcomes is accepted.
- Health and safety within the project is a priority.
- Reports and presentations are provided as required.
- Manage, lead and guide the Biodiversity team, ensuring team objectives are met, clear direction, and adequate resourcing is provided.
- Actively engage with, and lead Council's performance management system for the Biosecurity team team ensuring key check in's are met, learning and development needs are discussed and appropriate development planning is undertaken.
- Maintain staffing resource by recruitment, selecting, onboarding and training new employees as and when required.

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.

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

- A relevant tertiary qualification.
- Proven experience in a similar role/relevant industry.
- A high level of Project Management experience and sector knowledge
- Valid driver's licence required.

Knowledge

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

- 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

Personal Attributes

- 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