

# HAWKE'S BAY REGIONAL COUNCIL

## Job Description

<b>Position Title:</b>	<b>Project Leader Hikurangi Response Plan (Fixed Term)</b>		
<b>Responsible to:</b>	Team Leader Hazard Reduction		
<b>Responsible for:</b>	Nil		
<b>Salary Range:</b>	Progress above the Estimated Market Value (EMV - 100%) level is based on sustained individual officer performance:		
	\$74,411 (80%)	\$93,014 (EMV - 100%)	\$106,966 (115%)
<b>Job Context:</b> A full time fixed term (12 months) position within the Hawke's Bay Civil Defence Emergency Management Group.			

### Section Aims

The Hawke's Bay CDEM Group Office provides the following role and functions as part of the Hawke's Bay Group:

- Advice and technical support to the CDEM Group Joint Committee and the Coordinating Executives Group (CEG)
- Project coordination and management, including the ongoing development, implementation, monitoring and review of the CDEM Group Plan and supporting documentation
- Coordination of regional CDEM policy and its' implementation
- Management of contracts entered into on behalf of the CDEM Group or CEG
- External liaison with partner agencies within the CDEM sector
- Maintaining the Group Emergency Management Coordination Centre
- Supporting the Group's response to an emergency
- Assisting and coordinating recovery operations on behalf of the CDEM Group
- Monitoring and responding to, the adverse effects of emergencies on behalf of the CDEM Group and disseminating warnings
- Representing the CDEM Group on national bodies and projects
- Preparation in consultation with CEG, of the annual report of the CDEM Group's activities, budget and performance to the CDEM Group for adoption
- Coordination of the integrated professional development of key personnel for CDEM
- Providing monitoring and evaluation reports on the capability of the Group and its members to the Joint Committee and CEG.

## **Role of Project Leader Hikurangi Response Plan**

The role of Project Leader Hikurangi Response Plan is to oversee project management to ensure the CDEM Groups achieve their objectives with regard to the development of a Hikurangi Response Plan under the umbrella of the multi-agency project East Coast LAB (Life at the Boundary). While employed by HB CDEM Group, the role supports this multi-agency initiative for the East Coast of the North Island of New Zealand, and will chair a Hikurangi Response Plan (HRP) Project Team to oversee the delivery of this work and report to the ECLAB Steering Group. Membership of the HRP Project Team includes Tairāwhiti CDEM, Hawke's Bay CDEM, Manawatu Wanganui CDEM, Wellington Emergency Management (WREMO), Bay of Plenty CDEM and MCDEM. The project will rely on sector consultation and bringing together Groups and stakeholders from across the country to promote a coordinated approach to tackling this subduction zone risk.

The project leader will coordinate CDEM planning for the Response Plan with the science around the subduction zone with the Hikurangi Response Plan (HRP) Project Team. The role will scope the current situation, develop a maximum credible hazard scenario to inform consideration of the impacts and consequences to produce an initial response plan to an event, and establish relationships which can be maintained in the future to vastly enhance the resilience of New Zealand to the Hikurangi Subduction zone, likely the largest source of earthquake and tsunami risk in New Zealand.

Expectations will be regularly discussed with you and expectations will be fair and reasonable and within the broad requirements outlined above.

## **Role Expectations**

- Chair the Hikurangi Response Plan (HRP) Project Team and work closely with other East Coast LAB partners and external research providers to coordinate and produce an initial response plan to an agreed maximum credible hazard scenario.
- Manage the Hikurangi Response Plan project, and work programmes to fulfil agreed project objectives with Project Team. This will include; summarising the scientific information available and recommendations for further work; identification of 'at risk' communities across the North Island East Coast and summary of best practice work for community resilience; an assessment of lifelines information and planning across the North Island East Coast and likely impacts to their network; summary of essential resources required and likely response from North Island Groups; and recommendations to MCDEM for inclusion in national planning.
- Identify gaps in scientific knowledge, existing plans, what future work needs to be done, and a project planning time-frame.
- Translate and communicate diverse science disciplines around the subduction zone, including completion of a scenario to inform consideration of the impacts and consequences of a large subduction zone event to effect better CDEM response planning.
- Establish and maintain excellent relationships with key science, education and community groups, including mana whenua to determine interdependencies and key project partners to be engaged to reduce risks.
- Establish and maintain good partnerships with the associated South Island AF8 project and the Wellington WENIRP Project to realise best practice, and ensure a full understanding of associated issues and risks.
- Manage workshops to raise awareness of subduction zone risks, and promote community and response planning across the North Island East Coast.

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- Manage the development of a comprehensive Response Plan, with further engagement/consultation workshops with researchers and CDEM staff as required. The Response Plan should provide guidance for groups to be able to respond appropriately and effectively to any large subduction zone event, and will identify recommendations for further work. The completed plan will be distributed to all CDEM Groups and made available online, providing a catalyst for further sector response and recovery planning.
- Provide required Resilience Fund reporting on milestones to project funders; the Ministry of Civil Defence and Emergency Management and HBCDEM.
- Contribute to national exercise planning as appropriate to test and bed-in the Response Plan.
- Assist in associated activities for the ECLAB project.
- Actively participate in relevant science and inter-departmental project teams, or relevant science advisory groups or science steering committees.
- Provide mentoring and support to project team members.

## **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 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 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.

## **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.

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- 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.
- 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 the HBCDEM/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 for HBCDEM and the 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.

## **Key Skills**

### **Knowledge**

- A high level of project management skills, and experience with meeting project deadlines.
- A qualification in a relevant discipline is desirable, such as an environmental science, geography or a social science.
- Knowledge of the key hazard management issues of the East Coast of the North Island.
- A minimum of three years' relevant experience, and a good knowledge and experience of civil defence delivery at a local and regional level.
- Experience working with stakeholders, community groups and iwi will be highly desirable.
- Experience in coordinating various natural resource science disciplines and articulating the information in complex management issues, or good science literacy.

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- Understanding of database systems and proven ability for innovation in information dissemination.

### Skills

- Facilitation and influencing skills.
- An ability to think strategically, and to develop a strong team focus.
- Skilled at communicating effectively – particularly listening, writing, and networking with diverse groups and individuals.
- A high level of presentation skills and ability to tailor science to a wide range of audiences.

### Personal Attributes

- Energetic person with a high degree of self-confidence.
- An ability to work with a range of groups and individuals, and to co-ordinate a range of tasks.
- Ability to work as a positive and productive member of the team within the CDEM Groups, and the ECLAB project members.

## 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.

<b>Our Values:</b>	<b>Partnership and Collaboration</b>	We work with our community in everything we do
	<b>Accountability</b>	We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
	<b>Transparency</b>	We report on what we do and the value this delivers for our community
	<b>Excellence</b>	We set our sights and expectations high, and never stop striving to do better