

POSITION TITLE:	Project Manager Water Security - Fixed Term		
GROUP:	Integrated Catchment Management	SECTION:	
REPORTS TO:	Manager Rural Partnerships		
RESPONSIBLE FOR:	HBRC Water Security Action Plan implementation		
FAMILY:	TP1	GRADE:	16
DATE REVIEWED:	September 2025		

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:

- **Manaakitanga:** Living behaviours of care and respect
- **Kotahitangi:** Living behaviours of collective drive and unity
- **Ngākau Pono:** Living behaviours of commitment, integrity, and accountability
- **Whanaungatanga:** Living behaviours of relationships and connection
- **Māramatanga:** Living behaviours of clarity and understanding

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 role of Project Manager Water Security is to provide relevant, professional input into the roles and functions as outlined in the Water Security Action Plan. The Project Manager Water Security will be responsible for ensuring delivery of the Hawke's Bay Regional Council 2025 Water Security Action Plan. This involves the successful planning, including the development of milestones, development, monitoring, and integration with other groups and sections across HBRC who have an interest in Water Security. The role is expected to prepare reports and council papers for the appropriate council meetings, committees, project steering groups and external partners.

GROUP GOALS:

The Integrated Catchment Management (ICM) Group provides the following roles and functions as part of Council:

- The integration, coordination and delivery of Environmental Science, Environmental Information, Catchment Services Biosecurity and Biodiversity and Catchment Advice
- Activities to achieve Council's Long Term Plan (LTP) and Strategic Plan outcomes.
- To champion a council wide integration of activities LTP and Strategic Plan outcomes and aligned and stakeholders.

The Rural Partnerships team establishes and maintains key relationships across rural and Agri-business landscapes to facilitate a seamless interaction and connection for any part of council to connect into for their relationship needs. Rural Partnerships will provide quality advice and support strategic leadership that enables effective partnerships and engagement with rural communities, farmers, growers, landowners, primary sector bodies and rural professionals. Focus areas will include key elements of Essential Freshwater regulations, erosion control, pole planting, land management, land restoration, policy implementation, consenting, compliance, water resources and river dynamics, to name a few.

JOB SPECIFIC ACCOUNTABILITES

- Manage and support the implementation of the Hawkes Bay Water Security Action Plan (2025) via the delivery of a programme of work using project disciplines and practices. The management of the project will result in the successful delivery of project outcomes to agreed scope, schedule, budget, and quality standards.
- Create clear project plans annually incorporating all elements of effective project management.
- Manage project budgets, ensure budget constraints are considered when working on projects and communicate any budget issues at an early stage.
- Manage risks and issues that may impact on project outcomes by identifying potential opportunities and threats, analysing and problem solving, and deciding when escalation is appropriate.
- Report on progress, performance and risk using measures and processes agreed by Manager and Group Manager ICM.
- Support project members to achieve milestones and complete projects including encouraging collaboration and cooperation between agencies/projects/work streams where needed.
- Develop, strengthen and maintain relationships with key internal and external stakeholders, in particular the Heretaunga Water Storage Project, Heretaunga Water Security Inc (Water User Group).
- Work closely and collaboratively with relevant sections of Council to ensure the successful planning and delivery of a range of projects.
- Contributing to the Quality Management System as part of everyday business practice, including developing, reviewing, and improving business processes, maintaining a strong customer focus and a commitment to the continuous improvement program.
- Attend relevant HBRC and Committee meetings and where appropriate produce reports of a high standard.
- Participate in internal council working groups.
- All other duties as requested by your manager, and reasonable to the position.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Elected members
- Team members

External

- Heretaunga Water Storage Project
- Heretaunga Sustainable Water Users Inc
- Consultants and contractors
- Government agencies and departments
- Local authorities
- Iwi and other community groups

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 an emergency 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. This means:

- Undertaking an allocated role for emergency management requirements, and responding to emergency management requests as needed.
- Participating in and completing onboarding and training courses, exercises and associated activities required for the readiness and preparedness of emergency events.
- Attending meetings and development forums or exercises as required to maintain competency. Responding to such requests by assuming an allocated emergency management role, as are required by events.
- Being aware of the Business Continuance Plan (BCP) and its contents and the implications for your role.
- Understanding and accepting that Civil Defence Emergency Management and BCP events may require working hours that differ from those outlined in your employment agreement.
- If your role is an Incident Management Team Function Lead, you are required to review the relevance of the BCP for your team, section or group on a regular basis.

PERSON SPECIFICATION

Minimum Qualifications and Experience required

- At minimum, a tertiary diploma in a relevant field.
- At least 2 years' experience in Project or Programme Management or a similar role.
- 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, and Project Management Software.
- Strong project and/or programme management experience including:
 - Proven ability to co-ordinate tasks and work programmes across a variety of teams and professional disciplines (including technical subject matter experts).
 - Demonstrated ability to prepare and work within budgets.
 - Excellent organisational skills and an ability to meet deadlines.
- Demonstrated understanding of project management methodologies.
- Experience and ability to build stakeholder relationships
- Maturity to hold people to account in an appropriate manner.
- Excellent interpersonal skills.
- An ability to understand business needs, integrate systems and train people.
- A high standard of written and verbal communication.
- Ability to facilitate successful meetings and workshops skills.
- A good understanding of the environmental issues, needs and the pathways to successful solutions to catchment challenges.
- An understanding of the Local Government Acts and/or Resource Management Act is desirable.

Personal Attributes

- An ability to work under pressure, deal with ambiguity and work in a political environment.
- Ability to think laterally and develop innovative solutions.
- Proven experience in leading, influencing and building credibility across a range of internal and external stakeholders.
- Enthusiasm and innovation, with the ability to handle change.
- Have a positive approach to change by responding to changes in job demands, adapt new strategies, and create a commitment to change in others.
- Personal accountability for decisions made, is readily accepted.
- An alignment with HBRC's vision and values.

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