

POSITION TITLE:	Senior Biodiversity Advisor		
GROUP:	Integrated Catchment Management	SECTION:	Catchment Operations
REPORTS TO:	Catchment Management Lead Biodiversity		
RESPONSIBLE FOR:	n/a		
FAMILY:	TC5	GRADE:	16
DATE REVIEWED:	November 2022	JOB NUMBER:	

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 role of the Senior Biodiversity Advisor is to provide relevant and professional input into the roles and functions of the Biodiversity Team in order to ensure the Biodiversity functions of the Catchment Operations section are achieved. This role will work closely with the Catchment Management Lead – Biodiversity, while supporting the Biodiversity Advisors to deliver the Biodiversity work programmes.

GROUP AND TEAM GOALS:

The Integrated Catchment Management (ICM) Group is the largest Group in the Regional Council and includes functional delivery of programmes in environmental science, environmental information, catchment management, biodiversity/biosecurity management and policy implementation.

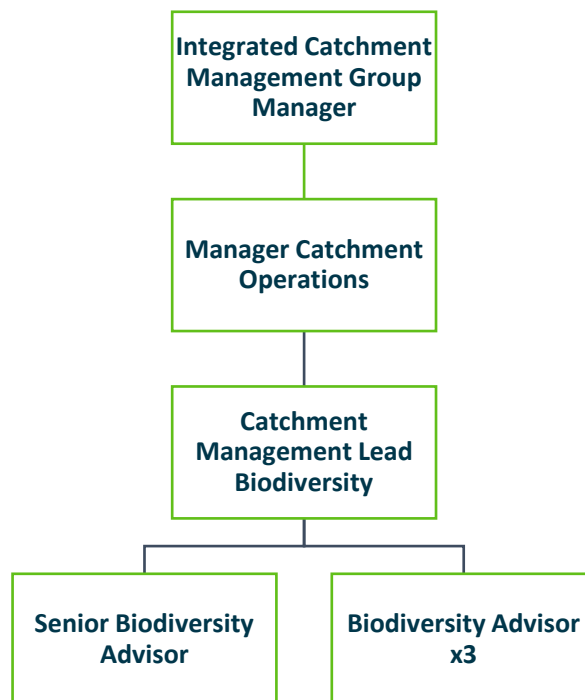
Integrated Catchment Management is a process which recognises that everything that happens within a catchment is linked. The aim is to integrate the Regional Council's activities and those of others working within the catchment to achieve overall outcomes. This group acts as HBRC's primary vehicle for the delivery of beyond-regulatory activities within our regional catchments.

The Catchment Operations section oversees and coordinates Councils catchment management, biosecurity and biodiversity functions.

Biodiversity is one of the four key focus areas in Council's Strategic Plan. We are working towards halting biodiversity decline and envisioning a new hope for biodiversity in Hawke's Bay. The core functions of the Biodiversity Team are:

- Supporting the implementation of the internal Biodiversity Strategy
- Supporting the community led implementation of the regional Hawke's Bay Biodiversity Strategy and Action Plan
- Delivering the Priority Ecosystem Programme
- Delivering Protection and Enhancement Programme
- Providing quality advice to key stakeholders
- Working collectively both internally and externally to drive better biodiversity outcomes

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITIES

- Actively support the Catchment Management Lead - Biodiversity to ensure the successful delivery of relevant project and programme functions
- Work closely with the Catchment Management Leads and Senior Advisors in prioritising and delivering work programmes. You will look for synergies and smarter ways of delivering these programmes using the full skills of the Biodiversity Advisors.
- Deliver outcomes specified in your agreed annual work programme on time and to a high standard
- Play a key role in report writing and presenting to council on specific Biodiversity programmes when required.
- Assist the Catchment Management Lead to integrate and deliver work programmes within the Biodiversity team successfully.
- Mentor the Biodiversity advisors and support their day-to-day work to allow the CML to focus on higher level, strategy and tactics for the team.
- Communicate with a broad range of audiences, including the rural community, through publications, stakeholder meeting, and direct engagement.

- Develop and maintain close relationships both within the council and externally that facilitate the delivery and collective impact of the Biodiversity work programmes. This includes developing and maintaining strong industry relationships with key stakeholders in the primary production sector.
- Supporting the implementation of the Hawke’s Bay Biodiversity Strategy and Action Plan.
- The willingness to take personal responsibility and ensure a ‘no-surprises’ style of interaction is essential for this role, alongside integrity in work effort and ethics.
- Timely and accurate reports are prepared as required.
- Ensure Health and Safety protocols are followed and monitored.
- Monitor and lead the fieldwork in projects outlined in your annual work plan.
- Ensure accountability for the performance of projects by providing assistance with project communications at local level and input for the wider regional and national levels.
- Developing and displaying leadership qualities to add value to the project by building the personal capabilities of your team.
- In this role, you will lead by example and offer the Biodiversity Advisors support and coaching to ensure that Catchment Operations achieves its objectives.
- Positive leadership is shown that enhances the performance and morale in the section.
- Contribute 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 continuous improvement.
- You will be expected to have a basic knowledge and understanding of the broader work undertaken by the wider Catchment Operations section so that you can appropriately advise external stakeholders on a range of activities when/where required.
- Expectations will be regularly discussed with you, and expectations will be fair, reasonable, and within the broad requirements outlined above. This will be outlined in an agreed annual work programme

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Elected members
- Team members
- Relevant sections

External

- Consultants and contractors
- Government agencies and departments
- Local authorities
- Rural sector
- 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

- Bachelor's degree in ecology/environmental science or equivalent with strong focus on ecology and biodiversity.
- Minimum of 3 years of experience in a similar role/relevant industry
- Proven project management experience in delivering biodiversity related projects
- Experience with guiding and mentoring staff.
- Experience managing project financials
- Valid driver's licence required
- Experience in working in the rural landscape and in one or more modes of on-farm transport (i.e. quad bike, side by side, motorbike, 4x4) would be preferable

Knowledge

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

- A strong understanding of indigenous biodiversity and pest management
- An understanding of Resource Management Act 1991 and other key statutory frameworks such as National Policy Statement for Freshwater Management and National Policy Statement for Indigenous Biodiversity.
- Excellent computer skills.
- High level report writing and presentation skills.
- An ability to effectively communicate with members of all parts of the community, including the rural sector.
- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems
- Good report writing and verbal communication skills
- 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
- 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 passion for protecting and enhancing our natural environment
- An ability to relate effectively with members of the rural community and Agri-business sector
- Is a team player and can work well both individually and as a team
- A good understanding of the Biosecurity Act and enforcement process
- Ability to lead and mentor staff to achieve better collective outcomes
- Good report writing and verbal communication skills
- High level of personal integrity
- 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