



POSITION TITLE:	Senior Capability Development Advisor		
GROUP:	Policy & Regulation	SECTION:	HBCDEM
REPORTS TO:	Team Leader Operational Readiness		
RESPONSIBLE FOR:	n/a		
FAMILY:	TP2	GRADE:	18
DATE REVIEWED:	October 2025		

HBRC STRATEGY

Hawke's Bay Emergency Management: A resilient Hawke's Bay community | He Aumangea Hapori ki Te Matau a Māui

HBRC Vision: We want a healthy environment and a resilient and prosperous community.

Hawke's Bay Emergency Management Purpose:
Together, as a community, we aim to create a safe, informed and resilient Hawke's Bay that is prepared for, responds to, and recovers from emergencies and disasters well. Our community is at the heart of our civil defence system. We will build stronger connections, trust and empower local voices, and enhance collaboration across the region.

- 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

- Hawke's Bay Emergency Management Focus:**
- **Coordinated and comprehensive emergency management outcomes for Hawke's Bay through:**
 - **Reduction:** Local communities work together to reduce the risk of hazards
 - **Readiness:** People and communities provide for their own safety and wellbeing
 - **Response:** Response agencies are prepared, well coordinated and effective in response to an emergency
 - **Recovery:** Communities and organisations recover from an emergency in an effective and efficient way

POSITION SUMMARY

The Senior Capability Development Advisor is responsible for leading the design, implementation, and evaluation of regional Civil Defence Emergency Management (CDEM) training initiatives and exercises. This role plays a key part in enhancing the readiness, response, and resilience of emergency management personnel across the region. This role strengthens regional readiness and resilience through a coordinated training and exercising framework that builds capability across councils, partners, and volunteers.

The role involves overseeing the full lifecycle of training and exercise activities, from identifying capability needs and designing appropriate programs to running exercises, leading debriefs, evaluating outcomes, and implementing improvements based on feedback and lessons learned. By driving continuous improvement in training and exercises, the Senior Capability Development Advisor ensures that the region's emergency management workforce remains highly skilled, adaptable, and capable of responding to a wide range of emergency events

This role involves:

- Travel within the region and occasional travel elsewhere in Aotearoa New Zealand.
- This role will require participating in the 24/7 duty team roster and performing emergency response and recovery functions as necessary during emergencies.
- Staying calm under pressure and handling challenging environments are key qualities to be successful in this position.

GROUP AND TEAM GOALS:

The Hawke's Bay Emergency Management Office leads and coordinates emergency management for the region. It works closely with councils, partner agencies, Tāngata Whenua, other organisations, and communities to ensure Hawke's Bay is ready for, can respond to, and can recover from emergencies.

The office provides:

- Advice and technical support to the CDEM Group Joint Committee, Coordinating Executive Group (CEG), and local councils.
- Leadership on hazard and risk planning across the region.
- Support and advice on risk reduction projects and research.
- Collaboration with Lifelines utilities (essential services and infrastructure providers) to reduce impacts from hazards.
- Development, implementation, and review of the CDEM Group Plan and supporting plans.
- Regional training, exercises, and professional development for emergency management staff.
- Public education and awareness campaigns at the regional level.
- Oversight and support for CDEM volunteers.
- Management of regional public alerting systems and consistent messaging.
- Coordination and management of the Emergency Coordination Centre (ECC) during large-scale events.
- Support for local councils during emergencies.
- Regional recovery planning and support for local recovery efforts.

The Hawke's Bay Emergency Management Office acts as the regional backbone for emergency management in Hawke's Bay. It ensures a coordinated and consistent approach across all councils and partners, supporting them before, during, and after emergencies, and leading regional readiness, response, and recovery activities.

The office is a shared service for the Hawke's Bay councils: Wairoa District Council, Hastings District Council, Napier City Council, Central Hawke's Bay District Council and Hawke's Bay Regional Council.

The Hawke's Bay Regional Council is the administering authority for the Hawke's Bay Emergency Management Office. All staff working for the Hawke's Bay Emergency Management Office are employed by the Hawke's Bay Regional Council.

Hawke's Bay Emergency Management Office staff are involved in coordinating responses to incidents that have a significant impact on communities and require coordination across emergency services and agencies. Staff may also need to monitor incidents as they develop and be ready to respond at short notice.

JOB SPECIFIC ACCOUNTABILITIES

Training Development and Delivery

- Design, develop, and deliver training programmes for emergency management personnel, volunteers, and local authorities to build and strengthen their response and recovery capabilities.
- Collaboratively develop training materials (including eLearning), resources, and schedules, ensuring that all training is fit for purpose and aligns with regional and national emergency management standards.
- Provide direct support and guidance in the facilitation of training sessions and workshops, ensuring effective learning and development for staff and volunteers.
- Ensure training effectiveness by evaluating training outcomes and making recommendations for improvements.

Exercise Coordination and Facilitation

- Lead the design, planning, and facilitation of emergency management exercises, including table-top, functional, and full-scale exercises.
- Coordinate with relevant local authorities, agencies, and stakeholders to ensure that exercises reflect realistic scenarios and address regional and local recovery needs.
- Ensure that exercise objectives are clearly defined, outcomes are measured, and that lessons learned are incorporated into future response and recovery strategies.
- Provide support to local authorities and volunteers in participating in exercises, ensuring they are well-prepared and understand their roles and responsibilities.

Support for CDEM Workforce Capability

- Support the Team Leader – Operational Readiness in identifying and addressing gaps in workforce capability, ensuring that both training and exercises are aligned with regional emergency management goals.
- Collaborate with local councils, volunteer agencies, and community groups to ensure their emergency management personnel are equipped with the knowledge and skills needed to respond effectively to incidents.
- Contribute to the workforce planning process, ensuring that personnel across the region are trained and exercised in key response and recovery functions.
- Foster strong relationships with local authorities, training providers, and other CDEM partners to ensure a coordinated and effective approach to workforce development.

Continuous Improvement in Exercises and Training

- Continuously assess and improve the delivery of training and exercises to ensure they reflect best practices and current emergency management standards.
- Collect and analyse feedback from training sessions and exercises to inform the development of new programs or modifications to existing ones.
- Keep up to date with emerging trends and developments in emergency management training and exercises, incorporating them into regional initiatives.
- Other duties as requested by your manager, and reasonable to the position.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Elected members
- HBRC employees

External

- Government agencies departments and Local authorities
- National Emergency Management Agency
- Capability development staff from other CDEM group offices
- Government Agencies and Departments
- Non-Governmental Organizations (NGOs)
- Training Providers and Contractors
- Treaty settlement entities and Iwi
- Members of our community, Groups and Networks

COMMUNITY RELATIONSHIPS

Fostering strong relationships is essential to achieving our goals. We cannot build resilient communities or prepare for emergencies alone; our strength lies in working alongside Tāngata Whenua, communities and partners.

At the heart of this approach is our purpose: *“Our community is at the heart of our civil defence system.”* This focus on people guides everything we do.

This means:

- Always projecting a professional attitude when working with Tāngata Whenua, communities and partner agencies.
- Providing accurate information in a clear and timely way.
- Achieving outcomes that are fair, transparent, and understood by everyone involved.
- We set high expectations and continually strive to do better.

CONTINUOUS IMPROVEMENT

All Hawke’s Bay Regional Council (HBRC) staff are expected to promote the concept of continuous improvement actively and enthusiastically in their work for HBRC. This means:

- Supporting a strong lessons management approach and a culture of continuous improvement at the process, team, and individual levels, including openly sharing lessons learned.
- Promoting and contributing to a just culture, where learning from experience is encouraged and valued.
- Maintaining a positive overall attitude in the workplace, including promoting CDEM, the Emergency Management Office and HBRC in a positive manner, as assessed by your peers and Manager.
- Taking part in training opportunities with an open mind, as assessed by pre and post training meetings with your manager.
- Practicing the skills provided in training offered, 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.

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

As Emergency Management professionals working within this field, Hawke's Bay Emergency Management Office staff are expected to undertake such emergency management functions as are determined appropriate to deliver on the regional Service Level Agreements and statutory requirements. This means:

- Maintaining a high level of personal preparedness.
- Being contactable after-hours.
- Monitoring developing events after normal working hours.
- Undertaking allocated role for emergency response, including working non-core hours and shifts if necessary.
- During significant events possibly being called back from annual leave
- Participating in exercises as required to maintain a state of preparedness.
- Where the role requires it, working with communities and volunteers including working non-core hours if necessary.
- The relevant employment agreement outlines compensation arrangements for work outside of core working hours and during an emergency.

PERSON SPECIFICATION

Minimum Qualifications and Experience required.

- Relevant tertiary qualification in Emergency Management, Training & Development, or a related field.
- Experience in the design, delivery, and evaluation of training programs, courses or exercises, ideally within the context of emergency management or a related field.
- Experience working with local authorities, community groups, or volunteers in an emergency management capacity.
- Excellent communication and facilitation skills, delivering training and exercises effectively to diverse audiences.
- Strong project management and organizational skills, with the ability to coordinate multiple activities and manage timelines.
- A strong understanding of emergency management principles and practices, particularly around response and recovery.
- Ability to adapt training and exercise delivery to meet the audience's specific needs and changing priorities.
- Valid driver's licence required

Knowledge

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

- Proficiency in MS Teams, Word, Excel, PowerPoint and other information management systems such as SharePoint.
- Analytical skills.

- Financial literacy - knowledge of financial reporting systems, budget management 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 emergency management and local government functions, plans and policy development.

Personal Attributes

- Open-minded approach to learning, development, and collaborative working practices.
- 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