

# HAWKE'S BAY REGIONAL COUNCIL

## Job Description

<b>Position Title:</b>	<b>Senior Open Spaces Development Officer</b>		
<b>Group/Section Details:</b>	<b>Group:</b> Asset Management	<b>Section:</b> Regional Assets	
<b>Responsible to:</b>	Team Leader Open Spaces		
<b>Responsible for:</b>	N/A		
<b>Salary Range:*</b>	\$66,670 (85%)	\$78,435 Mid-Point	\$90,200 (115%)
<i>* Note: Progress above the Mid-Point is based on sustained individual performance.</i>			

### Section Aims

The Regional Assets team provides the following role and functions as part of the Asset Management Group:

- Operations and Maintenance of Flood Control and Drainage Schemes (25 in total)
- Asset Management of Flood Control and Drainage Schemes
- Operations and Maintenance of Regional Park network
- Asset Management of Regional Park network
- Flood hazard qualification and management.
- Flood forecasting and flood management.
- Other natural hazard qualification and management.
- Consenting advice and statutory advocacy.
- Ratepayer and general enquires – schemes and non-scheme areas.
- Coastal monitoring and management.
  - Westshore re-nourishment programme
  - Coastal Strategy
  - Coastal monitoring
  - Coastal structures relating to schemes
- River mouth openings.
- Gravel resource management (strategy, monitoring and allocation).

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- Relationship building with Maori (Treaty settlement agreements, co-management and hapū management plans).
- Engineering services consultancy to external organisations

### **Role of Senior Open Spaces Development Officer**

The role of Senior Open Spaces Development Officer is to provide relevant and professional input into the roles and functions outlined above in order to ensure the Regional Assets team achieves its objectives. The Senior Open Spaces Development Officer will primarily provide input and apply relevant skills and experience to the Open Spaces portfolio assisting in the management, development and delivery of this service including but not limited to regional parks, urban stream enhancement, public access and river ecological management and enhancement. It will also include activities that extend and provide for individual professional development. Expectations will be regularly discussed with you, will be fair and reasonable and within the broad requirements outlined above.

### **Role Expectations**

- Effective assistance is provided to the Team Leader Open Spaces to ensure prescribed levels of service are achieved for the open spaces portfolio.
- Effective direction and development opportunities provided to the Open Space Development Officer as required.
- Regional parks and urban streams are effectively managed, well maintained and well utilised.
- Caretaker/contractor health and safety plans are audited, reviewed and reported on to the Team Leader Open Spaces at regular intervals. Regular monitoring is also carried out and documented.
- The Te Karamu enhancement strategy is progressed in a timely manner with effective stakeholder input.
- Assist with the effective implementation of regional park plans and the regional park network improvement programme.
- Annual work programmes and management contracts are prepared and delivered on time and within budget.
- Assist in the delivery of appropriate river ecology plans and ensure relative components are implemented and adequately maintained.
- Reports to Council are timely, thorough and well received.
- A collaborative approach is taken to working with other sections of Council and external stakeholders.
- Positive assistance is provided in regard to appropriate recording of Regional Park assets.
- New initiatives and visionary concepts are well researched, well designed, practical and developed through appropriate processes taking into account resource, budget and maintenance considerations.
- Strong evidence of community engagement with the work programme is evident.

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- Public enquiry is responded to in a timely and appropriate manner.
- Reporting to the Team Leader Open Spaces should be timely with a 'no surprises' approach.
- Health and safety is dealt with according to HBRC policies with staff safety of paramount importance.
- Accountability for actions of the section staff within the section is accepted.

## **Commitment and Expectations**

Hawke's Bay Regional Council (HBRC) staff are expected to display Councils vision, purpose and values in their work and maintain a high level of professionalism and integrity. This means:

- Agree clear expectations of performance requirements.
- Take responsibility for your performance and accountability for your work.
- Show honesty, fairness, respect and consistency in dealings with others.
- Request regular performance conversations and coaching, particularly if not regularly forthcoming.
- Respect professionalism in peers.
- Display consistent behaviour when interacting with peers.
- Display excellent communication skills.
- Be approachable and show a willingness to listen actively.
- Demonstrate personal integrity.
- Admit when wrong or when a mistake is made.
- Adopt a 'no surprises' approach with your manager.

## **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.

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- 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.
- Working in a collegial manner.
- Ensure you play your respective part in good information flows between different work sections.
- Deliver on project outcomes: on time and on budget.
- Being realistic about estimating resource requirements for projects.
- Displaying sound judgment and making responsible decisions.
- Managing public expectations and being customer focused.
- Maintaining high levels of technical skills relevant for the role.

## **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.
- 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 HBRC's role and function in this area. This means:

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- 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 Continuance 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**

- Appropriate qualification in an open space, environmental or engineering field.
- Sound understanding of management practice and issues associated with open space service delivery.
- Good understanding of issues associated with Hawke's Bay rivers.
- Extensive experience working with community groups.
- Sound knowledge of landscape values, ecosystems and cultural values.

### **Skills**

- Excellent communications skills
- Excellent report writing ability.
- Ability to create sound management systems and processes.
- Ability to forge good relationships with a range of clients.
- Ability to be inclusive and involve others in decision-making.

### **Personal Attributes**

- Well organised and able to motivate others
- A 'can do' attitude and enjoys working as part of a team.
- Initiative, diplomacy and tact.
- A willingness to take personal responsibility and accountability in an open and honest manner.

## **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