

POSITION TITLE:	Summer Student – Maritime Safety Engagement & Education		
GROUP:	Policy & Regulation	SECTION:	Maritime Safety
REPORTS TO:	Deputy Harbourmaster		
RESPONSIBLE FOR:	n/a		
FAMILY:	n/a	GRADE:	\$26.00 per hour
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:

- **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 Summer Student - Maritime Safety Engagement & Education will support the maritime safety engagement and education across the region. This will be linked to both commercial operations and recreational activities, with the focus being on education and regulatory compliance. The Summer Student will be required to have face-to-face engagement with members of the public as well as sporting clubs/organisations, distribute information, install/maintain signage at boat ramps and other areas, participate in on-water engagement and surveys in the coastal marine area and on in-land waterways, and assist with the delivery of boating safety courses. The role will have a mixture of office related tasks as well as work in the field (land and water-based), and will suit someone that is confident with people, proactive, and willing to get hands-on.

GROUP AND TEAM GOALS:

The Harbourmaster's Office provides the following key functions as part of the Policy & Regulation Group:

Maritime Safety

- Regulate maritime safety in the region up to 12 nautical miles seaward of the baseline, and inland waterways navigable by vessels for commercial and recreational activities. This includes but is not limited to Napier Port, the Napier Pilotage Area, and the Ahuriri Inner Harbour.
- Monitor compliance with the applicable national and international regulatory instruments including secondary legislation. These include but are not limited to the Maritime Transport Act, Hawke's Bay Navigation Safety Bylaw, Port and Harbour Marine Safety Code, Local Government Act, Resource Management Act, and all applicable international regulations.
- Ensure the council maintains certification by Maritime New Zealand for the Safety Management System.
- Maintain and review the operating procedures relating to maritime safety.
- Provide and/or facilitate maritime safety education to ensure familiarity with the regulations of the region.
- Liaise with stakeholders and organisations in the pursuit of improving maritime safety within the region.

JOB SPECIFIC ACCOUNTABILITIES

Community Engagement:

- Provide clear, friendly information to water users about being safe on the water.
- Distribute materials such as brochures, pamphlets, and safety equipment.
- Carry out surveys related to maritime safety.
- Assist with the delivery of boating safety courses in a variety of locations across the region.
- Attend maritime events and engage with water users and stakeholders.

On-the-Ground Communications:

- Visit boat ramps and popular sites during peak periods to increase maritime safety awareness.
- Assist with the management of signage to ensure that water users are aware of the rules.

Support to the Harbourmaster's Office:

- Provide feedback from community interactions to the Harbourmasters.
- Assist with questions, concerns, and suggestions.
- Provide thoughts and feedback based on your own observations.
- Help prepare communication materials, including social media content, giveaways, etc.
- All other duties as requested by your manager, and reasonable to the position.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Team members
- Other teams and managers

External

- Port of Napier
- Recreational users
- Government agencies and departments
- Local authorities
- Treaty settlement entities, Iwi and other community group
- 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 promote the concept of continuous improvement actively and enthusiastically 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.

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

- Studying towards/or completed relevant tertiary education.
- Valid Full or or restricted driver's licence preferred.
- Comfortable working outdoors in various weather conditions.

Knowledge

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

- Proficiency in MS Word, Excel, Visio, Projects, PowerPoint and other database and information management systems
- 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 Regional Council functions and plan 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.
- Physically able to carry out field work, comfortable being on the water, capable of travelling to different areas and using basic tools.

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