

HAWKE'S BAY REGIONAL COUNCIL

Job Description

Position Title:	Tauira Mahi Project Coordinator (Predator Free Hawke's Bay)		
Group/Section Details:	Group: Integrated Catchment Management	Section: Catchment Services	
Responsible to:	Project Leader Biodiversity		
Responsible for:	N/A		

Section Aims

Predator Free Mahia sits within the overall Predator Free Hawke's Bay project and it is the HBRC Biosecurity / Biodiversity team that provides the following role and functions as part of the Integrated Catchment Management Group:

- To lead Hawke's Bay Regional Council's (HBRC) regulatory and non-regulatory programs that underpin the delivery of Councils biosecurity role. The biosecurity role delivers biosecurity, biodiversity and social and cultural outcomes.
- To provide innovation, relevance and value to the various programmes across Biosecurity and to integrate those with other HBRC activities.
- To support alignment of land use to biosecurity related community aspirations and legislative requirements. This alignment includes how farm, catchment and regional biosecurity initiatives are integrated to deliver the required outcomes.
- To contribute to relevant research and extension that aids in improving sustainable land management practices.
- Effective communication with the primary sector and other relevant groups.
- To develop and maintain close links with rural communities.
- To work closely with communities to facilitate progress towards collective solutions.
- Provision of a technical biosecurity advice related to the delivery of Council biosecurity and biodiversity programmes.
- Provide advice on HBRC's regional biosecurity context and programmes with other regional and national stakeholders.

Role of Tauira Mahi Project Coordinator

The role of Tauira Mahi Project Coordinator is to provide relevant, professional input into the roles and functions as outlined above in order to ensure the Predator Free Hawke's Bay (PFHB) team achieves its objectives. Your specific role of Tauira Mahi Project Coordinator will require input which will relate to your relevant skills, the needs of the specific role and your experience but will also include activities that extend and provide for individual professional development. Expectations will be regularly discussed with you and expectations will be fair and reasonable and within the broad requirements outlined above.

Role Expectations

- Knowledge of Rongomaiwahine and connection with ahika will add value and help drive good outcomes for the people and the project.
- Effectively assist with the project management of the PF Mahia project to ensure the successful delivery of the functions of project.
- Assist the Team Leader in the overall planning and implementation of projects milestones. Timely and accurate reports are prepared as required.
- Strong relationships are forged with key stakeholders as part of strong ongoing relationships.
- Individual accountability for the performance of the project is accepted.
- Willing to take personal responsibility and ensure a 'no-surprises' style of interaction.
- Integrity in work effort and ethic is modelled in the work place.
- Assistance with, leading to responsibility for funding applications as required to support the project.
- 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, build personal capability and Iwi capacity.
- Maintain Iwi and Whangawehi Catchment Management Group relationships and links to wider HB activities and groups.
- Develop an understanding of research undertaken and its future opportunities.

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 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 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.

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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:

- 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.

Key Skills

Knowledge

- A relevant tertiary level qualification would be an advantage.
- Strong conflict resolution skills and experience.

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- Knowledge of Rongomaiwahine and connection with ahika would be beneficial

Skills

- An ability to relate effectively with members of the all parts of the community
- A high level of written and verbal communication skills.
- Can work under pressure and meet deadlines.
- Excellent time management skills.

Personal Attributes

- Willing to consider the views of other in formulating solutions.
- High level of personal integrity.
- High level of physical fitness.

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.

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