

<b>POSITION TITLE:</b>	Terrestrial Ecologist		
<b>GROUP:</b>	Integrated Catchment Management	<b>SECTION:</b>	Catchment Services
<b>REPORTS TO:</b>	Team Leader/ Principal Scientist – Land Science		
<b>RESPONSIBLE FOR:</b>	N/A		
<b>FAMILY:</b>	TS4	<b>GRADE:</b>	16
<b>DATE REVIEWED:</b>	July 2021		

## HBRC STRATEGY

### Our Vision:

We want 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

### Our Focus:

- **Water quality, safety and certainty** ~ *Kia kounga, kia haumaru, kia pumau te pai o te wai*
- **Smart. Sustainable land use** ~ *kia koi, kia ukauka te whakamahinga o te whenua*
- **Healthy and functioning biodiversity** ~ *kio ora, kia mahi tika te kanorau koiora*
- **Sustainable services and infrastructure** ~ *kia ukauka nga ratonga me nga hanganga -rohe*

## POSITION SUMMARY

The role of Terrestrial Ecologist is to provide relevant and professional input into the roles and functions as outlined above in order to ensure the Biosecurity/Biodiversity, Science and Engineering sections achieve their objectives. Terrestrial ecology is a broad field that requires strong technical skills and knowledge in multiple ecological disciplines (e.g. botany, ornithology, herpetology, wetland ecology), with a good understanding of a wide range of ecological principles and field ecology monitoring techniques.

The role will support the implementation of the Hawke's Bay Biodiversity Strategy and Action Plan, alongside the Team Leader – Biosecurity/Biodiversity, and external stakeholders.

The role also leads ecological programmes that require project management, including appraisal, execution and reporting, as well as providing technical advice, as sought by the relevant sections.

This role requires strong communication skills with a broad range of audiences, including the rural community, through publications, stakeholder meeting, and direct engagement.

Expectations will be regularly discussed with you and expectations will be fair and reasonable and within the broad requirements outlined above.

#### **GROUP AND TEAM GOALS:**

The Catchment Services team provides the following services of the Integrated Catchment Management Group:

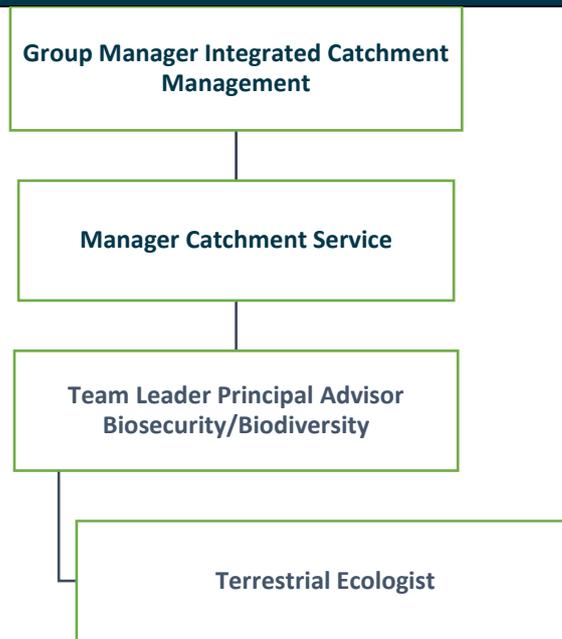
- To lead Hawke's Bay Regional Council's (HBRC) regulatory and non-regulatory programs that underpin the delivery of Councils biosecurity and biodiversity role. This role delivers environmental, primary production, cultural and human health outcomes. To provide innovation, relevance and value to the various programmes across Biosecurity and Biodiversity and to integrate those with other HBRC activities.
- To support alignment of land use to biosecurity and biodiversity related community aspirations and legislative requirements. This alignment includes how farm, catchment and regional initiatives are integrated to deliver the required outcomes.
- Leveraging off biosecurity work to achieve greater biodiversity outcomes
- To develop and maintain close links with rural communities and work closely with communities to facilitate progress towards collective solutions
- Provision of technical advice related to the delivery of Council biosecurity and biodiversity programmes

This role is also responsible for projects in the Science Section. The role is expected to fulfil the aims of these sections.

The Science Section:

- Provides the scientific expertise required to meet the goals and objectives of Hawke's Bay Regional Council's (HBRC) Annual and Long Term Plan in an efficient manner.
- Designs and conducts a variety of scientific and environmental investigations and studies in an effective and efficient manner.
- Analyses data and other information to provide verbal advice and a range of written reports, including State of the Environment reports.
- Provides effective and high quality input to HBRC's policy development, planning and regulatory activities.
- Maintains effective working relationships with other sections of HBRC.
- Provides scientific services to internal and external clients.
- Develops and maintains reliable databases.
- Maintains quality standards, including ISO9001:2008 accreditation for all activities undertaken by the Science section.

## ORGANISATIONAL CONTEXT



## JOB SPECIFIC ACCOUNTABILITES

- Accurate advice is provided in an expert manner to assist in the achievement of goals and objectives of HBRC's Annual and Long Term Plans.
- Specific and appropriate ecological advice is provided on terrestrial ecology and biodiversity issues.
- Scientific and environmental investigations and monitoring are completed to a high standard within acceptable time frames.
- Any issues causing delay or concern are conveyed to the Team Leader as soon as is practical.
- Show leadership across project teams in carrying out programmes and projects.
- Effective and timely input is provided into HBRC's policy development, planning and regulatory activities.
- Effective relationships are maintained with other sections of HBRC.
- Effective and efficient services and engagement are provided to external customers, landowners and general public.
- Communication of science and science-related topics is delivered effectively to both technical and non-expert audiences.
- Appropriate terrestrial ecology databases are created and maintained, and are integrated with other environmental information making the best use of Council programmes and software.
- Assist Team Leader in successfully integrating biodiversity programmes across Council activities.
- Be versatile and able to adapt to a broad spectrum of biodiversity issues as required.
- All work is carried out in accordance with Council.
- Personal safety is maintained at a high level.

## FUNCTIONAL RELATIONSHIPS

### Internal

- Group Managers
- Executive Team
- Elected members
- Team members

### External

- Consultants and contracts
- Government agencies and departments
- Local authorities
- Technical and legal professional
- 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.

## 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 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

- Post Graduate qualification in environmental science with strong ecology and biodiversity focus.
- Valid driver's licence required

### Knowledge

- An understanding of "state of the environment" reporting.
- 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.
- Experience in undertaking current best practice freshwater wetland monitoring would be an advantage.
- Good understanding of other ecological monitoring and investigation processes and techniques with an emphasis on terrestrial ecology.
- An understanding of inter-agency involvement in environmental management and an ability to liaise with other agencies when necessary would be an advantage.
- Experience in operating Remotely Piloted Aircraft Systems (such as drones) would be advantage.
- Excellent computer skills.
- High level report writing and presentation skills.
- Good understanding of, and experience in using Geographical Information Systems (GIS).
- A high level of organisational and administrative skills.
- An ability to effectively communicate with members of all parts of the community, including the rural sector.
- Capable of carrying out field work in isolated and/or rough terrain.
- Capable of working alone or as part of a team or as a project leader.

### Personal Attributes

- A passion for the environment
- Innovative and sound problem-solving focus.
- Enthusiastic with a high level of personal integrity
- Willing to consider the views of other in formulating solutions.
- Good level of physical fitness.
- Must be versatile and willing to move from project to project as required

### Awareness

- Community, cultural and political awareness.

## 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