

HAWKE'S BAY REGIONAL COUNCIL

Job Description

Position Title:	Hill Country Erosion – Workshop and Works Co-ordinator [Fixed Term]	
Group/Section Details:	Group: Integrated Catchment Management	Section: Catchment Management
Responsible to:	Catchment Team Leader - Mid	Grade: 14
Job Family:	TS2	
Job Context:	<i>This position is a full time fixed term position ending 30 June 2023 based in the Hawke's Bay Regional Council Napier Office.</i>	

Section Aims

The Catchment Management section provides the following role and functions as part of the Integrated Catchment Management Group:

- To coordinate the development of Integrated Catchment Management Plans.
- To coordinate, advise, promote and fund on-ground projects and programs that contribute to the delivery of catchment outcomes
- To engage with catchment communities, to understand issues, needs and the pathways to successful and sustainable solutions to catchment challenges.
- To undertake a systemic approach to catchment management through the consideration of the effects and impacts of plans and programs on environmental, social, cultural and economic values.
- To ensure the coordination of the activity in catchments of the Integrated Catchment Management Group (ICM) to ensure the group and wider Council is working collectively towards common outcomes.
- To provide insight and knowledge of local issues and challenges when and as required to Councillors, executive staff and colleagues.
- To form and then manage key stakeholder relationships and alliances with a broad range of people and groups.
- To contribute to the development of relevant research for the ICM group.
- To act as Council's primary vehicle for the delivery of non-regulatory activities within catchments.
- To provide leadership, guidance and advice to Council on land management related activities.
- To transfer Council's catchment grant funds to appropriate priority projects within catchments.
- To contribute to Council's efforts in monitoring, evaluation, reporting and improvement practices in order that Council can accurately assess the effect of interventions.

Deliver the Erosion Control Scheme (ECS) by:

- Reducing soil erosion
- Improving water quality through the reduction of sedimentation into waterways
- Improving terrestrial and aquatic biodiversity through habitat protection and creation
- Providing community and cultural benefits through forest ecosystem services

POSITION TITLE: WORKSHOPS AND WORKS CO-ORDINATOR – Hill Country Erosion [FIXED TERM]

- This Scheme enables funds to be made available to landowners to incentivise them to accelerate and more actively manage soil erosion through tree planting and other erosion control work on areas of land that are not suitable for commercial planting purposes. To further enhance and support this Scheme HBRC has collaborated with the Ministry of Primary Industries to provide further funding for the Hill Country Erosion Fund (HCEF) Erosion Control Scheme Booster Project that targets the protection and treatment of the vulnerable hill country in the region.

Role of Workshops and Works Co-ordinator – Hill Country Erosion

The Hawke's Bay Regional Council (HBRC) Erosion Control Scheme (ECS) is the key programme of delivery for the Catchment Management Team. The role of Workshops and Works Co-ordinator - Hill Country Erosion, is a fixed term position established to;

- Co-ordinate and deliver the programme of capability workshops for the HCEF Project as part of the ECS, and
- Provide support to the HBRC Pole Nursery and Riparian Plant Programme

These programmes are essential to the effective delivery of the ECS and the longevity of erosion control works undertaken by landowners. Expectations will be regularly discussed with you, will be fair and reasonable and within the broad requirements outlined above.

Role Expectations

- Develop the programme of Capability Building Workshops for Catchment Advisors, rural professionals, landowners and community groups related to erosion, soil conservation and trees on farms
- Source providers to deliver the workshops where appropriate or research and co-ordinate the development of bespoke workshops utilising HBRC staff / external experts
- Co-ordinate the delivery of workshops for the target audience, including planning, logistics, health and safety, collation of workshop and reference materials, delivery and quality of the workshops
- Developing, reviewing and improving business processes, maintaining a strong customer focus and a commitment to the continuous improvement program.
- Work closely and effectively with the Catchment Management Team Leader and Project Manager to deliver on the required outcomes of the HCEF Erosion Control Scheme Booster Project.
- Participate in the administration of the wider Erosion Control Scheme and related programmes specifically the Pole Nursery and the Riparian Plant Programme
- Individual accountability for your part in the performance of the team is accepted.

HBRC Corporate 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:

- Adhering to HBRC policies and procedures.
- Complying with HBRC health and safety procedures.
- Undertake CDEM activities as required.
- Fulfil all Personal Performance and Development Charter (PPDC) requirements.
- Take personal accountability and responsibility.
- Meet commitments to others.
- Be supportive and collaborative.
- Communicate effectively.
- Show innovation and embrace change

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.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.
- 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.
- 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:

- 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 and Experience

- Experience in running events and, or workshops, preferably in the rural environment
- Excellent time management, organisation, prioritisation and proactive communication skills
- Excellent standard of written and verbal communication.
- Technology savvy with the ability to trouble shoot problems
- A sound understanding of rural issues.
- An understanding of erosion processes and erosion and sediment control works applied within the farming environment is desirable but not essential
- A relevant tertiary qualification desirable but not essential.
- An awareness of cultural issues as they relate to HBRC and community.
- Community facilitation experience
- Negotiating skills
- Ability to work autonomously and problem solve
- Competent in Microsoft Office
- Current drivers licence.

Personal Attributes

- Conscientious and strong attention to detail
- Always exhibits professional and personal integrity
- An engaging style and ability to communicate and work with people from a range of backgrounds
- Creative problem solver
- Thrives on change
- Exhibits agility and flexibility in thinking
- Excellent multi-tasker
- Decisive and has the confidence to provide leadership when required
- Calm under pressure
- Strong interpersonal skills and emotional intelligence

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