

## HAWKE'S BAY REGIONAL COUNCIL

### Job Description

<b>Position Title:</b>	<b>Regional Recovery Manager</b>	
<b>Group/Section Details:</b>		<b>Job Family: OM5</b>
<b>Responsible to:</b>	<b>Chief Executive of HBRC</b>	<b>Grade: 22</b>
<b>Reports to:</b>	<b>The Chief Executives of the 5 local government authorities</b>	

### Role of Regional Recovery Manager

The role of the COVID-19 and Drought Group Recovery Manager is to coordinate, support and lead recovery activities across the Hawke's Bay in relation to the impacts of COVIDS-19 and Drought in accordance with the outcomes and objectives set by the Matariki Governance Group. This role is expected to operate at a senior executive level and will need to develop and leverage relationships with stakeholders including iwi, central government agencies, local government, non-governmental agencies and community sector groups. As COVID-19 is a national event the role holder will need to engage and maintain effective relationships with central government agencies with a particular emphasis on the National Emergency Management Agency and key government departments linked to any national direction on social and economic recovery in particular.

### Role Expectations

- Develop a COVID-19 and Drought recovery action plan which incorporates the recovery outcomes set for Hawke's Bay across the social, cultural, environmental and economic environments
- Where possible, ensure recovery outcomes are achieved through the integration of work across these four environments
- Tangata whenua are integrated with the regional recovery to COVID-19 and Drought
- Ensure a fully operational and effective structure is in place to manage the recovery and is undertaken alongside any ongoing COVID-19 and Drought Response.
- The operational resources and structures required for the recovery are identified and obtained
- Effective consultation is undertaken with stakeholders throughout the recovery and that the community is engaged in aspects of the recovery
- Stakeholders are kept fully informed on matters impacting on them during the recovery
- Effective recovery reporting mechanisms are in place to the Governance Group and where appropriate to central government

### 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

- Senior leadership and management experience
- Understand the interactions and leavers between social, cultural, environmental and economic environments in delivering comprehensive recovery outcomes
- Experience in working and navigating highly political environments
- Experience in working in partnership with tangata whenua in a complex and uncertain environment
- Experience and proven ability in identifying, engaging, building trust with multiple and diverse range of stakeholder groups
- Demonstrable skill and experience in creating understanding and empathy with different stakeholder motivations to build trust that enables strong alliances and partnerships to deliver the recovery programme

### Personal Attributes

- Personal leadership and the ability to motivate others

- An ability to work effectively with senior executives and elected officials at local, regional and national levels
- Empathy and a willingness to understand and respect others' needs
- Able to work in partnership with tangata whenua and be respectful of cultural diversity
- Able to achieve team buy-in to the development and implementation of plans
- Has a strong sense of working collaboratively
- Professional and fosters professional behaviour in others
- Able to see own role in relation to the wider COVID-19 and Drought operational context
- Able to establish credibility and gain confidence of others
- Able to manage own wellbeing in a high-pressure environment
- Solutions-focused when problem solving
- Within the national COVID-19 and Drought recovery framework, be able to achieve and maintain a regional overview in support of local needs and local recovery processes
- Self-motivated and be able to work in a high trust environment
- Able to reflect on own performance, recognising own abilities and limitations

## 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