

POSITION TITLE:	Catchment Advisor		
GROUP:	Integrated Catchment Management	SECTION:	Catchment Operations
REPORTS TO:	Catchment Management Lead		
RESPONSIBLE FOR:	n/a		
FAMILY:	TS2	GRADE:	14
DATE REVIEWED:	November 2022	JOB NUMBER:	

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 role of Catchment Advisor is to promote sustainable land management practices and initiatives; and to provide relevant, professional input into the roles and functions as outlined below. Key areas of focus will be the planning and implementation of catchment management projects, and engaging with landowners, communities and other stakeholders to promote wise and sustainable land use.

GROUP AND TEAM GOALS:

The Integrated Catchment Management (ICM) Group is the largest Group in the Regional Council. It includes functional delivery of programmes in environmental science, environmental information, catchment management, biodiversity/biosecurity management and policy implementation.

Integrated Catchment Management is a process that recognises that everything that happens within a catchment is linked. The aim is to integrate the Regional Council's activities and those of others working

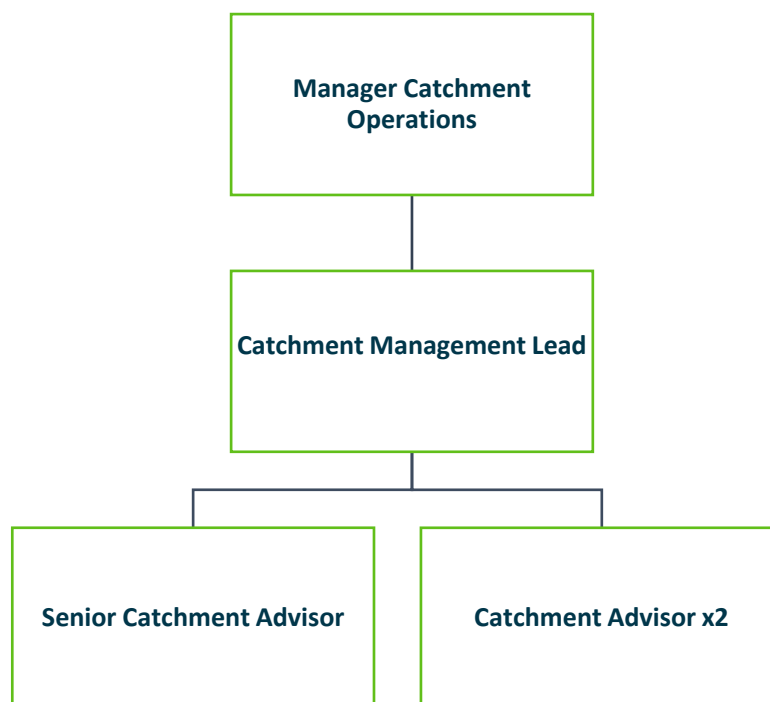
within the catchment to achieve overall outcomes. This group acts as HBRC's primary vehicle for the delivery of beyond-regulatory activities within our regional catchments.

The Catchment Operations section oversees and coordinates Councils catchment management, biosecurity and biodiversity functions.

The Catchment Management Teams perform the following functions as part of the Integrated Catchment Management Group:

- Co-ordinate, advise, promote, and fund on-ground projects and programs that contribute to the delivery of catchment outcomes
- Engage with catchment communities, to understand issues, needs and the pathways to successful and sustainable solutions to catchment challenges.
- Work with Catchment Policy Implementation, to help ensure a systemic approach to catchment management by considering the effects and impacts of plans and programs on environmental, social, cultural, and economic values.
- Contribute to the development of relevant research for the ICM group.
- Act as Councils primary vehicle for the delivery of non-regulatory activities within catchments.
- Provide leadership, guidance, and advice to Council on land management and freshwater improvement-related activities.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

- Work with landowners and community groups to facilitate and deliver solutions to environmental issues
- Providing high-quality advice and support to individuals and groups on improving farm practices to realise catchment, economic, environmental and social outcomes.
- Effectively communicate scientific information to landowners, such as water quality, erosion risk, soil health and nutrient systems.
- Implement programmes to deal with catchment-specific land and soil issues.
- Deal effectively with more complex catchment issues.

- Communicate with landowners to determine their attitudes, ambitions and ideas regarding production and conservation, ensure they understand regulatory requirements support the adoption of agreed Industry Good Practices.
- Display a good knowledge of soil erosion processes and mitigation strategies
- Understand the sources and pathways of sediment, nutrient and bacterial contamination from farming systems
- Exercise good judgement and accountability in the administration of public-funded grant schemes
- Show a strong work ethic, integrity and personal responsibility for your part in the performance of the team
- Work closely and effectively with Catchment Operations staff to build and improve internal systems and processes
- Maintain accurate project records, adhering to defined data management and reporting procedure
- Work within and across HBRC teams/groups to ensure that catchment activities are appropriate, effective, and aligned toward catchment outcomes
- Assist Council's science and policy teams in gauging the effectiveness of catchment programmes through monitoring, evaluation, and reporting
- Contribute to the Councils Quality Management System (QMS) to maintain a culture of continuous improvement
- You will be expected to have a basic knowledge and understanding of the broader work undertaken by the wider Catchment Operations section so that you can appropriately advise external stakeholders on a range of activities when/where required.
- Expectations will be regularly discussed with you, and expectations will be fair, reasonable, and within the broad requirements outlined above. This will be outlined in an agreed annual work programme.

FUNCTIONAL RELATIONSHIPS

Internal

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

External

- Consultants and contractors
- Government agencies and departments
- Local authorities
- Technical and legal professionals
- 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.
- 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.
- Comply with the COVID-19 Public Health Response (Vaccinations) Order 2021.

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

- Relevant Bachelor's degree or equivalent tertiary qualification.
- Experience in a similar role/relevant industry
- Valid driver's licence required

Knowledge

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

- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems
- Analytical skills.
- Knowledge of financial reporting systems 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

- 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.

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