

<b>POSITION TITLE:</b>	Group Manager and Group Controller HB CDEM Group		
<b>GROUP:</b>	CDEM Group Office	<b>SECTION:</b>	
<b>REPORTS TO:</b>	Chair CEG (Operations) and CEO HBRC (Employer)		
<b>RESPONSIBLE FOR:</b>	Group Office HB CDEM staff		
<b>FAMILY:</b>		<b>GRADE:</b>	25
<b>DATE REVIEWED:</b>	13 January 2025		

## 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

Hawke's Bay Civil Defence is in the process of significant transformation post Cyclone Gabrielle and in response to changing threat profiles for the region in the face of climate change.

HBCDEM is committed to placing our community at the heart of what we do. We aspire to build stronger connections, empower local voices and enhance collaboration among residents, agencies and organisations. Together, we aim to create a safer, more informed, and resilient Hawke's Bay that is prepared for, responds to, and recovers from emergencies and disasters.

HBCDEM operates to four principles 1. Prepared to respond; 2. Capability and system assurance; 3. Local leadership to the fore; 4. Partnership at the core.

The CDEM Act 2002 directs CDEM organisations to take steps to develop and maintain an effective level of capability across the 4Rs of reduction, readiness, response and recovery (comprehensive emergency management) with a view to enhancing community resilience. Comprehensive emergency management in New Zealand requires an all-hazards, all-risks, multi-agency, integrated and community- focused approach.

The GM/GC position is responsible for the leadership, strategic management and coordination of activities and services for the HBCDEM Group. This includes the leadership of Hawke's Bay CDEM Group's planning and response obligations under the Civil

Defence Emergency Management Act 2002. This position will also fulfil the role of Group Controller under the Act and will lead the HBCDEM Group response to emergencies. It will support local CDEM responses through territorial authorities. System assurance—ensuring both the capability to respond effectively and preparedness across Hawke’s Bay—will be a key focus, alongside regional training initiatives.

A primary focus of this position will be to establish effective relationships with key individuals, partner organisations and communities. This will be achieved through supporting, coordinating and contributing to multi-agency work programmes across the 4Rs to ensure that the HBCDEM Group is collectively able to fulfil its coordination role in building community disaster resilience.

The role will focus on establishing and maintaining systems and working relationships between the five Councils particularly their CDEM staff, and other CDEM partners (Emergency Services, Lifeline Utilities, Government and NGO agencies), It will build a group work programme that incorporates the work programmes and resourcing of key partner agencies, particularly the four territorial authorities. The GM/GC will develop and lead a positive culture within the Group Office and facilitate seamless integration with the work of local controllers and civil defence staff.

The HBRC will provide 'quarters and rations' in relation to the position with operational reporting through the Chair of CEG (Coordinating Executive Group). The role will work with the HBRC executive team to ensure that surge staff from HBRC have been appropriately trained and identified.

**GROUP AND TEAM GOALS:**

The Hawke’s Bay Civil Defence Emergency Management Group Office provides the following role and functions as part of the Hawke’s Bay Group:

- Advice and technical support to the HBCDEM Group Joint Committee, CEG and local authority Group members.
- Project coordination and management, including the ongoing development, implementation, monitoring and review of the HBCDEM Group Plan.
- Coordination, development, and implementation of HBCDEM policy.
- Management of contracts entered on behalf of the HBCDEM Group or CEG.
- External liaison with partner agencies within the CDEM sector.
- Coordination of the integrated professional development of key personnel for HBCDEM.
- Monitoring and evaluation reports on the capability of the Group and its members including the territorial authorities, to the Joint Committee and CEG.
- Maintaining the Group emergency management coordination centre.
- Co-ordination with CDEM staff in local authorities. to ensure response readiness on local and regional level.
- Assisting and coordinating recovery operations on behalf of the HBCDEM Group.
- Monitoring and responding to, the adverse effects of emergencies on behalf of the HBCDEM Group and disseminating warnings.
- Representing the HBCDEM Group on national bodies and projects.
- Preparation in consultation with CEG, of the annual report of the HBCDEM Group’s activities, budget and performance to the HBCDEM Group for adoption.
- Coordination of the integrated professional development of key personnel for CDEM.
- Co-ordinate HBRC’s readiness and response to the HBCDEM Group Office including staffing requirements and training.

**JOB SPECIFIC ACCOUNTABILITIES**

**KEY INDICATORS**

**1. Leadership**

- Lead the transformation of the HBCDEM in line with the Joint Committee’s agreed transformation strategy. Create a collaborative, and supportive culture that rewards effort and service.
- Provide guidance to the Coordinating Executive Group and the HBCDEM Joint Committee on cost effectively achieving the Group's strategic goals.

- Influences at the political governance level.
- Articulates the vision and direction in order to gain commitment from key CDEM partners.
- Promotes, and engages in, team building activities to support team commitment and cohesion.
- Demonstrates strategic decision making that influences others and drives change.

<ul style="list-style-type: none"> <li>• Provide leadership and co-ordination for the 4Rs across Hawke's Bay particularly in terms of system capability and assurance.</li> <li>• Implement strategies to fulfil all Hawke's Bay CDEM Group requirements under the legislation.</li> </ul>	<ul style="list-style-type: none"> <li>• Steers negotiations successfully through complex issues.</li> </ul>
<b>2. Community Resilience Building</b>	
<ul style="list-style-type: none"> <li>• Work with member Councils on the identification, prioritisation and mitigation of hazards across the region.</li> <li>• Plan for and maintain appropriate levels of HBCDEM readiness across the Group Office</li> <li>• Support Councils to plan for and maintain HBCDEM readiness across the wider community.</li> <li>• Foster engagement of and partnerships with all members of the HBCDEM Group to work together to prepare themselves and the wider community for emergencies.</li> <li>• Champions the importance of business continuity in the Hawke's Bay region</li> </ul>	<ul style="list-style-type: none"> <li>• Champions risk management principles and processes within own organisation and across other organisations.</li> <li>• Influences across organisations to ensure effective, coordinated, multi- agency risk treatment programmes.</li> <li>• Leads and directs the implementation of monitoring and evaluation of outcomes.</li> </ul>
<b>3. Relationship Management</b>	
<ul style="list-style-type: none"> <li>• Establishes effective relationships with the five (in some cases it is 4 and other 5 Councils – consistency) Councils, emergency services and other key stakeholders and partners.</li> <li>• Build and maintain relationships with neighbouring CDEM Groups, NEMA and other partner CDEM organisations.</li> <li>• Maintain effective working relationships with emergency services, tangata whenua, infrastructure providers, central government and other external parties to achieve the goals of the HBCDEM Group plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Drives the establishment of credible relationships at the appropriate levels of partner organisations and community groups.</li> <li>• Facilitates relationships between partner organisations and communities and resolves differences where possible.</li> <li>• Generates interest and understanding of key issues by encouraging partners to take ownership of problems and opportunities.</li> <li>• Actively seeks solutions to overcome barriers to relationships.</li> </ul>
<b>4. Planning and Assurance</b>	
<ul style="list-style-type: none"> <li>• Lead the development of the HBCDEM Group Plan, and the provision of planning advice to the CEG and the CDEM Joint Committee.</li> <li>• Deliver integrated plans, policy and strategy, in conjunction with local civil defence plans and other areas of Councils, to address responsibilities across the 4Rs of emergency management.</li> <li>• Provide regular status reports on the condition, readiness, strengths and weakness of the HBCDEM system.</li> <li>• Maintain an effective Regional Disaster Recovery Plan and an organisation capable of implementing it.</li> <li>• Contribute to local authority strategies, plans and implementation as appropriate, including council Strategic and Annual Long-Term Plans and any relevant national or neighbouring strategies or plans.</li> </ul>	<ul style="list-style-type: none"> <li>• Establishes the plan's purpose and objectives, ensuring alignment with organisational and sector goals.</li> <li>• Advocates for the application of the principles and elements of comprehensive emergency management.</li> <li>• Influences across organisations and sectors to ensure coordinated, integrated plans.</li> <li>• Champions CDEM outcomes in high-level strategies and plans (such as LTP's, regional policy statements and corporate statements of intent).</li> <li>• Leading the implementation of monitoring and evaluation outcomes.</li> </ul>

<b>5. Response Management (as HBCDEM Group Controller)</b>	
<ul style="list-style-type: none"> <li>• Ensure appropriate levels of response capability are put in place and maintained across the Group office, including the provision of suitable surge staff from HBRC.</li> <li>• Lead the planning, direction and coordination of responses to emergencies in the HBCDEM Group in accordance with the scale of activity (i.e at a regional scale or where assistance requested in a local emergency), existing plans and standard operating procedures</li> <li>• Lead the transition to recovery.</li> </ul>	<ul style="list-style-type: none"> <li>• Leads, directs and coordinates response operations in accordance with standard operating procedures, plans and the principles and functions described in the CDEM Act 2002.</li> <li>• Monitors and adjusts the operating structure to reflect the scale of activity, escalating or deescalating as necessary.</li> <li>• Leads the involvement and contribution of partner organisations in an emergency response, as per the CDEM Group Plan, the National CDEM Plan, and the CDEM Act 2002.</li> <li>• Prioritises response measures ensuring that emerging issues are identified, and solutions sought.</li> <li>• Effectively reports to central government on local and regional issues.</li> <li>• Exercises statutory powers under the CDEM Act 2002 as required.</li> </ul>
<b>6. Recovery Management</b>	
<ul style="list-style-type: none"> <li>• Ensure recovery plans, procedures and capability are in place amongst the HBCDEM Group</li> <li>• Support Recovery Managers to co-ordinate the recovery activity within their areas.</li> <li>• Assist the recovery from emergencies in the HBCDEM Group ensuring it is managed in accordance with the scale of activity, existing plans and standard operating procedures.</li> <li>• Ensure that recovery activity within the region is co-ordinated.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinates the recovery planning, prioritisation, and management functions.</li> <li>• Facilitates the support of recovery resources, in that they are identified and obtained as required.</li> </ul>
<b>7. Communication</b>	
<ul style="list-style-type: none"> <li>• Communicate effectively with partners and communities across all functions of CDEM.</li> <li>• Support the development of public education/risk communication programmes.</li> <li>• Ensure that effective public information messages are developed and disseminated during response and recovery at a Group Office level.</li> <li>• Ensure that media are effectively engaged in public information management and public education at a Group Office level.</li> </ul>	<ul style="list-style-type: none"> <li>• Champions the organisation to external partners and communities.</li> <li>• Participates in interviews and holds media conferences.</li> <li>• Represents the organisation in a way that maintains authority and credibility.</li> <li>• Communicates controversial or sensitive messages to partners tactfully</li> </ul>
<b>8. Capability Development</b>	
<ul style="list-style-type: none"> <li>• Support territorial authorities in the building and maintenance of community volunteer emergency response team capabilities as appropriate.</li> <li>• Ensure access to capability development opportunities in order to build trained and competent personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• Champions capability development across the organisation and with CDEM partners.</li> <li>• Provides coaching and mentoring to colleagues and peers.</li> <li>• Gains commitment and buy-in to CDEM exercises across the organisation and with partners.</li> </ul>

<ul style="list-style-type: none"> <li>Lead the development and implementation of Hawke's Bay regional CDEM exercises, and supporting and contributing to local and national exercises</li> </ul>	<ul style="list-style-type: none"> <li>Champions a culture of continuous learning and advocates for ongoing professional development of CDEM staff and CDEM volunteers</li> <li>Leads an organisational self-review to identify gaps in capability.</li> <li>Leads the advocacy and implementation of changes to improve CDEM organisational capability across the 4Rs.</li> </ul>
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## 9. Operational Readiness

<ul style="list-style-type: none"> <li>Maintain physical resources (including facilities, vehicles and equipment) to achieve response effectiveness.</li> <li>Implement information systems and processes to collect and maintain information.</li> <li>Maintain an effective emergency communications infrastructure for regional and national communications.</li> <li>Coordinate the development of, and maintaining, community alerting and warning systems.</li> <li>Maintain a 24x7 capability of being able to identify and respond to threats, initiate and lead immediate response requirements and being able to support ongoing response requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Ensures strategic goals and objectives are considered when sourcing and allocating physical resources.</li> <li>Evaluates the design or development of information systems or processes in the context of the wider organisational and sector goals.</li> <li>Promotes information management best practice.</li> <li>Applies understanding of long-range issues and relationships.</li> </ul>
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## 10. General Management

<ul style="list-style-type: none"> <li>Lead and manage the HBCDEM Group Office</li> <li>Provide co-ordination and assurance across the wider HBCDEM system</li> <li>Ensure regular, high quality, operational and strategic reporting to CEG and the CDEMG Committee.</li> <li>Ensure systems are in place for accurate, efficient and legitimate management of funds allocated to the Emergency Management team.</li> <li>Ensure that all contracts and procurements within the control of the Emergency Management team are managed and carried out in accordance with the HBRC's Procurement Policy or any variations approved by the CEG.</li> <li>Ensure that all staff members are aware of obligations in relation to the HBRC's Policies and Procedures.</li> <li>Promote safe work practices among staff and volunteers and adhere to HBRC Health and safety policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Engages, motivates and manages staff so that their potential is maximised, and organisational objectives are achieved.</li> <li>Seeks opportunities to source funding and improve efficiency.</li> <li>Formulates long term financial plans and resource allocations, ensuring alignment with organisation's strategic goals.</li> <li>Oversees the appropriate allocation of financial resources to meet established goals and objectives and manages financial risk.</li> <li>The CDEM Group, CEG and committees are well serviced with timely and high-quality advice, reports and administration.</li> <li>Role models continuous improvement and fosters this within the team.</li> <li>Safe work practices are promoted, and safety policies and procedures are followed by staff and volunteers.</li> </ul>
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## FUNCTIONAL RELATIONSHIPS

### Internal

- Mayors and elected representatives.
- Local Authority Chief Executives and senior management.
- Chairman and members of Hawke's Bay CDEM Group Joint Committee.

### External

- Ministry of Civil Defence and Emergency Management.
- Government Departments and non-government welfare agencies.
- Community Groups.
- News Media.
- Health Providers.

- Chairman and members of Hawke's Bay Coordinating Executive Group.
- Emergency Management staff.
- Emergency Services.
- Group Partners - including Government Departments and non-government welfare agencies.
- Alternate Group / Local Controllers / local authority civil defence staff.
- Essential services.
- Business and Industry.
- Council and community civil defence and rural fire volunteers.

## 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 promote the concept of continuous improvement actively and enthusiastically 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.

## EMERGENCY MANAGEMENT

This role requires the incumbent to be the Group Controller in an emergency.

When a Civil Defence event happens, you will be required to 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:

- Take on the role of Group Controller
- 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.

- A recognised tertiary degree level qualification in a relevant discipline.
- A minimum of 5 years proven senior leadership experience with relevance to the emergency management and response field.
- Significant experience of developing and motivating teams, including in multi-agency environments.
- Clean driver's licence.

### Knowledge

- Demonstrated strong leadership capability- motivates and empowers others to achieve individual and organisational goals.
- Demonstrated ability to be authoritative, decisive and ethical when leading a demanding operational response in an environment of uncertainty.
- Strategic focus - takes a long term and strategic approach to planning to anticipate and meet the changing needs of the community.
- Has a high level of written and oral communication skills.
- Excellent relationship building, influencing and negotiation skills.
- Managing change - initiates, embraces and effectively implements change that supports the organisation's vision.
- Focused on results - focuses efforts on delivering agreed objectives within the team and individually. Able to deal effectively with poor performance where necessary.
- Strong budget preparation and management experience.
- Effective media management skills, especially in situations where credibility and authority are needed.
- Takes action and responsibility for solving problems and is innovative and solution focussed.

### Personal Attributes

- Demonstrated professionalism and ability to foster professional behaviour in others.
- Open-minded approach to learning, development, and collaborative working practices.
- 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