

# HAWKE'S BAY REGIONAL COUNCIL

## Job Description

<b>Position Title:</b>	<b>Project Manager - Hill Country Erosion Fund (Fixed Term – 4 years)</b>	
<b>Group/Section Details:</b>	<b>Group:</b> Integrated Catchment Management	<b>Section:</b> Catchment Management
<b>Responsible to:</b>	Catchment Manager Central or Catchment Manager Wairoa/Mohaka	
<b>Responsible for:</b>	N/A	
<b>Salary Range:</b>	To be confirmed upon completion of remuneration review.	

### 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 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 effectively and efficiently 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.

## **POSITION TITLE: PROJECT MANAGER HILL COUNTRY EROSION**

### **Role of Project Manager Hill Country Erosion**

The role of Project Manager Hill Country Erosion is to provide relevant, professional input into the roles and functions as outlined above in order to ensure the Catchment Management team achieves its objectives. Your specific role of Project Coordinator Hill Country Erosion Fund will be responsible for ensuring delivery of the Hawkes Bay Regional Council 2019-2023 Hill Country Erosion Project. This involves the successful planning, development, monitoring, and completion of the milestones in the project and integration with the rest of Integrated Catchment Management Group and the wider council. Expectations will be regularly discussed with you and expectations will be fair and reasonable and within the broad requirements of the role.

### **Role Expectations**

- The role may be based either in Napier or Wairoa
- Manage and support the implementation of the Hawkes Bay 2019-2023 Hill Country Erosion Fund via the delivery of a programme of work using project disciplines and practices. The management of the project will result in the successful delivery of project outcomes to agreed scope, schedule, budget, and quality standards.
- Create clear project plans annually incorporating all elements of effective project management.
- Manage project budgets, ensure budget constraints are taken into account when working on projects and communicate any budget issues at an early stage.
- Risks and issues that may impact on project outcomes are managed, by identifying potential opportunities and threats, analysing and problem solving and deciding when escalation is appropriate.
- Report on progress, performance and risk using measures and process agreed by the Ministry of Primary Industries, Catchment Manager, and Project Management Office.
- Support project members to achieve milestones and complete projects including encouraging collaboration and cooperation between agencies/projects/work streams where needed.
- Develop, strengthen and maintain relationships with key internal and external stakeholders, in particular the Ministry of Primary Industries and Gisborne District Council.
- Work closely and collaboratively with relevant sections of Council to ensure the successful planning and delivery of a range of projects.
- Contributing to the Quality Management System as part of everyday business practice, including developing, reviewing and improving business processes, maintaining a strong customer focus and a commitment to the continuous improvement program.
- Excellent relationships are developed and maintained with key internal and external stakeholders.
- Travel as required to Wairoa and Gisborne, to maintain contact with catchment advisors working on the project.
- Attendance at relevant HBRC meetings, including the Regional Planning Committee and Environment and Services Committee, and where appropriate produce relevant reports of a high standard.
- Personal accountability for decisions made, is readily accepted.
- Participate in internal council working groups.

## **Commitment and Expectations**

Hawke's Bay Regional Council (HBRC) staff are expected to display Council's vision, purpose and values in their work and maintain a high level of professionalism and integrity. This means:

- Agree clear expectations of performance requirements.
- Take responsibility for your performance and accountability for your work.
- Show honesty, fairness, respect and consistency in dealings with others.
- Request regular performance conversations and coaching, particularly if not regularly forthcoming.
- Respect professionalism in peers.
- Display consistent behaviour when interacting with peers.
- Display excellent communication skills.
- Be approachable and show a willingness to listen actively.
- Demonstrate personal integrity.
- Admit when wrong or when a mistake is made.
- Adopt a 'no surprises' approach with your manager.

## **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 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.

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- 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.

**POSITION TITLE: PROJECT MANAGER HILL COUNTRY EROSION**

- 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****Skills**

- Strong project and/or programme management skills including:
  - Proven ability to co-ordinate tasks and work programmes across a variety of teams and professional disciplines (including technical subject matter experts).
  - Demonstrated ability to prepare and work within budgets.
  - Excellent organisational skills and an ability to meet deadlines.
- Experience and ability to build stakeholder relationships
- Maturity to hold people to account in an appropriate manner.
- Excellent interpersonal skills.
- An ability to understand business needs, integrate systems and train people.
- A high standard of written and verbal communication.
- Ability to facilitate successful meetings and workshops skills

**Knowledge**

- A good understanding of the environmental issues, needs and the pathways to successful solutions to catchment challenges
- A degree level qualification in a related discipline or relevant experience
- At least two years' experience in a similar role
- An understanding of the Local Government Acts and/or Resource Management Act is desirable

**Personal Attributes**

- An ability to work under pressure, deal with ambiguity and work in a political environment.
- Ability to think laterally and develop innovative solutions.
- Proven experience in leading, influencing and building credibility across a range of internal and external stakeholders.
- Enthusiasm and innovation, with the ability to handle change.
- Have a positive approach to change by responding to changes in job demands, adapt new strategies and create a commitment to change in others.
- A commitment to continuous improvement.
- An alignment with HBRC's vision and values.

**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