**SENIOR CATCHMENT ADVISOR (POLICY IMPLEMENTATION)**

 **JOB DESCRIPTION**

**HAWKE’S BAY REGIONAL COUNCIL**

|  |  |
| --- | --- |
| **POSITION TITLE:** | Senior Catchment Advisor (Policy Implementation)  |
| **GROUP:** | Integrated Catchment Management | **SECTION:** | Catchment Policy Implementation |
| **REPORTS TO:** | Manager – Catchments Policy Implementation  | **RESPONSIBLE FOR:** | N/A |
| **FAMILY:** | TS4 | **GRADE:** | 16 |
| **DATE REVIEWED:** | September 2020 | **JOB NUMBER:** | A004 |

|  |
| --- |
| **HBRC STRATEGY** |
| **Our Vision:**We want 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
 |
| **Our Focus:*** **Water quality, safety and certainty ~** *Kia kounga, kia haumaru, kia pumau te pai o te wai*
* **Smart. Sustainable land use ~** *kia koi, kia ukauka te whakamahinga o te whenua*
* **Healthy and functioning biodiversity ~** *kio ora, kia mahi tika te kanorau koiora*
* **Sustainable services and infrastructure ~** *kia ukauka nga ratonga me nga hanganga -rohe*
 |

|  |
| --- |
| **POSITION SUMMARY** |
| The role of Senior Catchment CoordinatorThe role of Senior Catchment Coordinator is a relationship management role particularly focused on catchment communities. It is a landowner facing role to connect catchment communities with catchment issues and to develop initiatives to support engagement, solutions and progress to better catchment outcomes. This will involve a focus on places, people and practices that will make a difference.Working with implementation partners in other organisations and across HBRC will be important to ensure key messages and overlapping work is aligned and coordinated.Central to this work will be:* Supporting the initiation and growth of self-motivated catchment collectives towards becoming self-sustaining.
* Proactive campaigns focused on improvement of specific land management practices.
* Dealing with key people to resolve contentious issues and “sticky” problems.

The role also provides relevant, professional input into the roles and functions outlined above in order to ensure the Catchment Management section achieves its objectives. Your specific role of Catchment Coordinator will require input which will relate to your relevant skills, the needs of the specific role and your experience but will also include activities that extend and provide for individual professional development.  Expectations will be regularly discussed with you and expectations will be fair and reasonable and within the broad requirements outlined above. |
| **GROUP AND TEAM GOALS:** |
| The Catchment Management section provides the following role and functions as part of the Integrated Catchment Management Group:* They oversee and coordinate Councils catchment management functions
* They provide a link between Council and its services and catchment communities
* They are Councils primary vehicle for the delivery of beyond-regulatory activities within catchments, in particular for the implementation of national and regional policies beyond regulation
* They provide leadership, guidance and advice to Council on land management related activities
 |
| **ORGANISATIONAL CONTEXT**  |
|  |

**FUNCTIF**

|  |
| --- |
| **JOB SPECIFIC ACCOUNTABILITES**  |
| * To lead implementation of programmes in specified catchments.
* To support the development of and engage with catchment communities, in order to build understanding of issues and support pathways towards successful solutions to catchment challenges.
* Provide high quality advice and support to individuals and groups on improving farm practices and Industry Good Practice to realise catchment, economic, environmental and social outcomes.
* Implement programmes and campaigns to effectively communicate scientific information and deal with complex catchment specific land and water issues.
* Support individuals and catchment communities to prepare for and navigate through growing requirements as policy is developed and implemented.
* Foster effective relationships and alliances with a broad range of people including tangata whenua, primary sector agencies and landowners within catchments of focus as they relate to Council’s policy implementation work beyond regulation.
* To provide input into the development and ongoing review of regional land and water policy and subsequent implementation plans.
* Build and maintain positive collaborative working relationships within the catchment team and with other council teams to ensure effective integration of work towards common outcomes and the implementation of national and regional policy.
* Contributing to Council’s ongoing development of sound processes and practices for monitoring, evaluating and reporting on catchment activities and interventions to ensure they are appropriate, aligned, effective and efficient.
* To participate in local, regional or national working groups or advisory groups as required to stay connected to developments in policy implementation.
* Contribute 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.
 |

|  |
| --- |
| **FUNCTIONAL RELATIONSHIPS** |
| **Internal*** Group Managers
* Executive Team
* Elected members
* Team members
 | **External** * Landowners and catchment communities
* Primary sector representatives and rural professionals
* Consultants and contractors
* Government agencies and departments
* Local authorities
* Technical and legal professional
* 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 demonstrated 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.
 |
| **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**  |
| 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 Continuance 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 academic qualifications required*** Relevant Bachelor’s degree or equivalent tertiary qualification.
* Valid driver’s licence required
 |
| **Knowledge and Experience** * Preferably five years’ post qualification experience in sustainable land management or in the provision of primary sector related technical advice.
* Excellent knowledge of pathways of nutrient and contaminant loss from land to water.
* Advanced Nutrient Management Certificate is desirable.
* A sound understanding of farming and growing systems and rural issues.
* A good understanding of social, economic and financial issues in the primary sector.
* An awareness of cultural issues as they relate to HBRC and community.
* Excellent standard of written and verbal communication.
* Project management skills.
* Conflict resolution skills.
* Strong facilitation and leadership skills.
* Knowledge of reporting systems and requirements.
* Competent in Microsoft Office. Ideally experience with ArcGIS
 |
| **Personal Attributes** * Ability to anticipate change, remain flexible and be innovative.
* Ability to build relationships, trust and respect.
* Ability to prioritise, show initiative and work independently.
* Demonstrate positive and effective teamwork.
* Demonstrate integrity and a strong work ethic.
* Ability to influence and support change within the rural community and agri-industry sectors.
* 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** * Community, cultural and political awareness.
 |

|  |
| --- |
| **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  |