

## JOB DESCRIPTION

**Job Title:** Freshwater Advisor | Kaitohutohu Waimāori (fixed term to 30<sup>th</sup> June 2027)  
**Work Unit:** Freshwater and Projects team, Catchment Operations group  
**Responsible to:** Team Leader Regional Freshwater Implementation  
**Responsible for:** Occasionally supervising 1-5 staff or contractors depending on project/strategic focus.

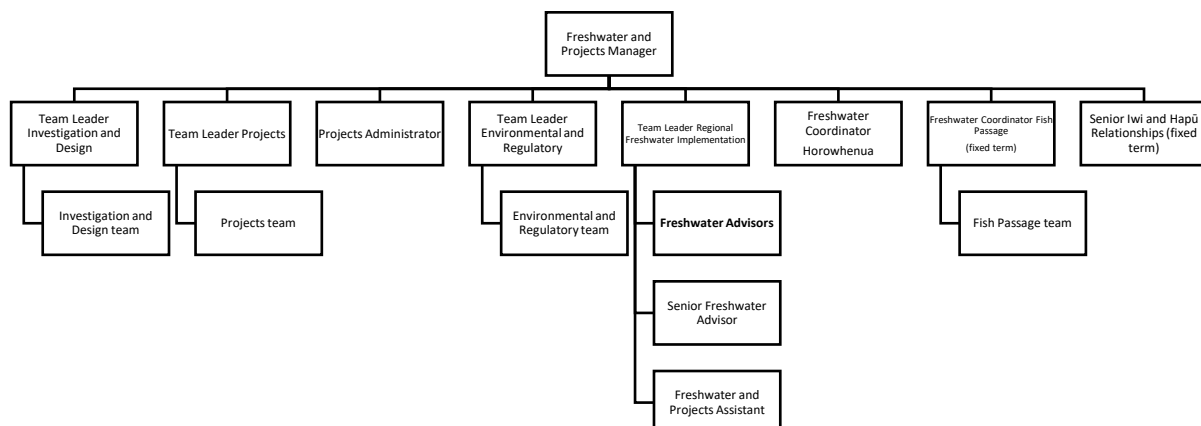
### Position purpose:

- Deliver on projects for the Catchment Operations group with an emphasis on organisational priorities and/or core activities (primarily in the improvement of water quality and aquatic habitat implementation field);
- To liaise with, respond to, and manage (including expectations) a variety of external customers (eg. ratepayers, landowners, community groups, and contractors);
- Provide technical support to landowners and external stakeholders around implementation of actions for water quality and aquatic habitat improvement including best practice management; and
- Collect, manage and analyse data around work programmes.

There is an expectation that you will actively uphold the values of Te Tiriti O Waitangi (Treaty of Waitangi) and be aware of the cultural significance of the regions' waterways to local iwi, hapū, whānau and tangata whenua corporations (especially when working within the awa of our region). This role is partially public facing, and will require you to engage with members of the public in conversation to discuss aspects of the work that the Regional Council undertakes.

**Salary:** \$77,959 (85%) – \$91,717 (100%)  
**Date:** April 2025

## ORGANISATIONAL CONTEXT



# FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> <li>▪ Land Occupiers and Managers</li> <li>▪ Central Government (eg. MPI, MfE)</li> <li>▪ Iwi and Hapu</li> <li>▪ General Public (both solicited and unsolicited contact)</li> <li>▪ Community Action/Interest Groups</li> <li>▪ Contractors (e.g. pest control contractors)</li> <li>▪ Local Authorities/Territorial Authorities</li> <li>▪ Education Institutions/Schools (e.g. Massey University)</li> <li>▪ Crown Agencies (e.g. NZ Defence, Kiwi Rail)</li> <li>▪ Crown Research Institutes (e.g. AgResearch, Landcare Research)</li> <li>▪ Medical Officer of Health</li> </ul>	<ul style="list-style-type: none"> <li>▪ Team Leader Regional Freshwater Implementation</li> <li>▪ Freshwater and Projects Manager</li> <li>▪ Freshwater and Projects Team</li> <li>▪ Catchment Operations group</li> <li>▪ Policy</li> <li>▪ Consents</li> <li>▪ Compliance</li> <li>▪ Infrastructure technology</li> <li>▪ Catchment information</li> <li>▪ Catchment data</li> </ul>

## KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
<b>1. Technical / Field Operations</b>	
<ul style="list-style-type: none"> <li>▪ Assessing the technical requirements (inputs) of a project 'in the field' to ensure all aspects of the project are addressed and the desired outputs and outcomes are achieved.</li> <li>▪ Develop project plans or briefs as necessary.</li> <li>▪ Recording the results of inspections and / or project assessments as appropriate in Council database or records.</li> <li>▪ Undertake data management, analysis and reporting tasks to support the Freshwater programme.</li> <li>▪ Provide technical support and technical solutions for projects.</li> <li>▪ Report on projects as required.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Field work and field inspections are carried out, recorded, are accurate and up-to-date.</li> <li>▪ Project plans or briefs deliver outputs on time, in full, to desired standard.</li> <li>▪ Strategy and/or Operational Plan responsibilities are completed; meeting standards and timeframes.</li> <li>▪ Data is captured and stored in an appropriate manner.</li> <li>▪ Appropriate reports are received in a timely manner to agreed standards</li> </ul>
<b>2. Advisory</b>	
<ul style="list-style-type: none"> <li>▪ Encourage and assist landowners and/or occupiers, clients or project partners in the delivery of projects for environmental management programmes.</li> <li>▪ Communicate effectively with landowners and interest groups.</li> <li>▪ Facilitate and manage environmental grant, incentive and/or support programmes.</li> <li>▪ Promoting and encouraging all aspects of HRC business with a focus on Catchment Operations activities and a detailed focus on technical area/s of expertise.</li> <li>▪ Appropriate use of non-regulatory and regulatory tools to manage customer's expectations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Landowners are persuaded and motivated to adopt non-regulatory programmes promoted by HRC and industry.</li> <li>▪ Landowners and clients are satisfied with the quality and timeliness of the advisory service provided.</li> <li>▪ Environmental grants are managed within Horizons' specified criteria.</li> <li>▪ Reporting on projects is timely and accurate.</li> </ul>

<ul style="list-style-type: none"> <li>▪ Contributing to the development of Horizons plans and strategies where required.</li> <li>▪ Ensure land occupiers are aware of their obligations under various Acts and/or Council's plans, strategies or rules.</li> </ul>	
<b>3. Contract Management and Supervision</b>	
<ul style="list-style-type: none"> <li>▪ Preparing operational plans and obtaining cost estimates for programmed works.</li> <li>▪ Selection and induction of contractors.</li> <li>▪ Supervising work programmes and monitoring for results.</li> <li>▪ Ensure relevant legislative rules and requirements are met.</li> <li>▪ Ensure compliance with Standard Operating Procedures (SOPs) and safe work methods/practices relating to my functional work area at all times.</li> <li>▪ Ensure corporate standards, policies and operating procedures are met.</li> <li>▪ Manage staff and corporate resources as required.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prepare, implement and administer relevant contracts following procurement procedures.</li> <li>▪ Ensure contractors comply with relevant legislation.</li> <li>▪ All staff and contractors are aware of all hazards relating to their relevant work practices and areas.</li> <li>▪ A high level of health and safety awareness is evident in all activities.</li> </ul>
<b>4. Public Liaison</b>	
<ul style="list-style-type: none"> <li>▪ Facilitate, prepare and promote HRC, Catchment Operations and individual projects to the public, interest groups and project partners.</li> <li>▪ Prepare articles for publication following HRC communication procedures.</li> <li>▪ Support all HRC strategies and plans with an emphasis on Catchment Operations operational plans and individual project targets.</li> <li>▪ Respond to complaints, general inquiries and requests for action.</li> <li>▪ Organise and attend field days when needed (eg. formal or informal public events or focus groups).</li> <li>▪ Provide presentations to public.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Community involvement is achieved by facilitating diverse groups, identifying and clarifying unresolved issues, recommending action and modifying behaviour.</li> <li>▪ Articles are submitted as required.</li> <li>▪ Customers receive up-to-date and relevant information.</li> <li>▪ Requests for information are responded to promptly.</li> <li>▪ All customer contacts and queries are recorded in an appropriate database on a timely basis.</li> </ul>
<b>5. Corporate Contribution</b>	
<ul style="list-style-type: none"> <li>▪ Maintain own professional development.</li> <li>▪ Undertake performance development tasks/responsibilities.</li> <li>▪ Undertake health and safety tasks/responsibilities.</li> <li>▪ Participate in emergency management training and activities as required.</li> <li>▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed.</li> <li>▪ Maintain Council plant and equipment.</li> <li>▪ Fulfil administration-reporting requirements (eg. timesheets, vouchers, reporting).</li> <li>▪ Report and where appropriate action any wider non-conformance with Council plans or</li> </ul>	<ul style="list-style-type: none"> <li>▪ Appropriate training and development undertaken as agreed.</li> <li>▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.</li> <li>▪ Contribution to projects and corporate initiatives is effective and valued.</li> <li>▪ Administration requirements are completed timely and accurately.</li> <li>▪ Health &amp; Safety requirements are met.</li> </ul>

policies (eg. Obvious non-compliance with Council rules).	
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## PERSON SPECIFICATION

### Qualifications

#### *Essential:*

- A relevant tertiary qualification to degree level plus at least two years relevant experience, or
- A relevant undergraduate certificate or diploma plus at least two years direct industry experience in a relevant environmental management discipline.
- A current "1" class motor vehicle licence.

#### *Desirable:*

- 4WD certificate.
- LUV certificate.
- 1<sup>st</sup> Aid certificate.
- GIS experience.

### Knowledge/Experience

- A proven track record of working with landowners, iwi, and community groups.
- The ability to understand the limitations and pressures experienced in the rural sector.
- Understanding of the Te Tiriti O Waitangi (Treaty of Waitangi) and the implications of the Treaty on today's society and the work that we undertake.
- Understanding and willingness to uphold tikanga and kawa
- Be comfortable engaging and working in partnership with iwi, hapū, whānau and tangata whenua corporations.
- Able to work effectively with the general public, landowners and agencies and manage customer's expectations.
- Demonstrate a clear ability to prepare and work to budgets.
- Competent in relevant information technology.
- Understanding of rural management practices.
- Competent driving a ute and trailer.

## KEY JOB COMPETENCIES

### Expert Knowledge

- Technical, environmental or management discipline
- Problem solving/solution focus
- Project/control practices
- Managing expectations

### Advanced Knowledge

- Time management skills
- Safe work practices
- Legislative requirements and rules
- Conflict resolution
- Internal regulatory and non-regulatory rules
- Rural practices

### **Working Knowledge**

- Competent in Microsoft office packages.
- Competent in GIS management and software.

### **Awareness**

- Sensitivity to differing cultural perspectives.

## **KEY COMPETENCIES FOR PERFORMANCE DEVELOPMENT**

### **Customer Focus**

- Commitment to meeting the needs of anyone they work for and with including colleagues.

### **Job Knowledge**

- Have the knowledge and skills to perform the requirements of the position.

### **Communication**

- Use written and verbal language and style appropriate to the audience and context.

### **Teamwork**

- Work constructively with people as a team member to achieve a common goal.

### **Dependability and Commitment**

- Reliable and dedicated to achieving results.

### **Continuous Improvement**

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

### **Organising for Results**

- Ensures work is completed effectively and within agreed deadlines.

## **PERSONAL ATTRIBUTES**

- Excellent communication skills (verbal and written).
- Able to relate to a wide range of people, especially with those involved in the rural sector.
- A good standard of physical fitness (able to perform all tasks associated with the position).
- Able to work effectively unsupervised.

## **OTHER REQUIREMENTS**

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

# DECLARATION

*This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.*

## NGĀ UARA O NGĀ PAE | HORIZONS VALUES



### **Manaakitanga | We care for our places and make a positive difference**

We care for our communities and the region's environments. We care for current and future generations.

### **He kura te tangata | We treasure our people**

We look after each other, we uphold each other's mana; we use our different skills to support one another.

### **Mā rau ringa e tutuki ai | We succeed together**

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

### **Kia Mau Ki Te Tokanga Nui a Noho**

Approved: \_\_\_\_\_ (Manager) Date: \_\_\_/\_\_\_/\_\_\_

Read and Understood: \_\_\_\_\_ (Incumbent) Date: \_\_\_/\_\_\_/\_\_\_