



JOB DESCRIPTION

Job Title: Catchment Facilitator
Work Unit: Strategy, Regulation and Science
Responsible to: Policy and Strategy Manager

Position purpose: This job exists to support Regional and Central Government to strengthen regional capacity and capability to deliver the Essential Freshwater reforms. The job holder will facilitate a collective approach across the region and lead the development of Freshwater Farm Plans.

This role is required to provide specialised technical advice to key stakeholders across the region.

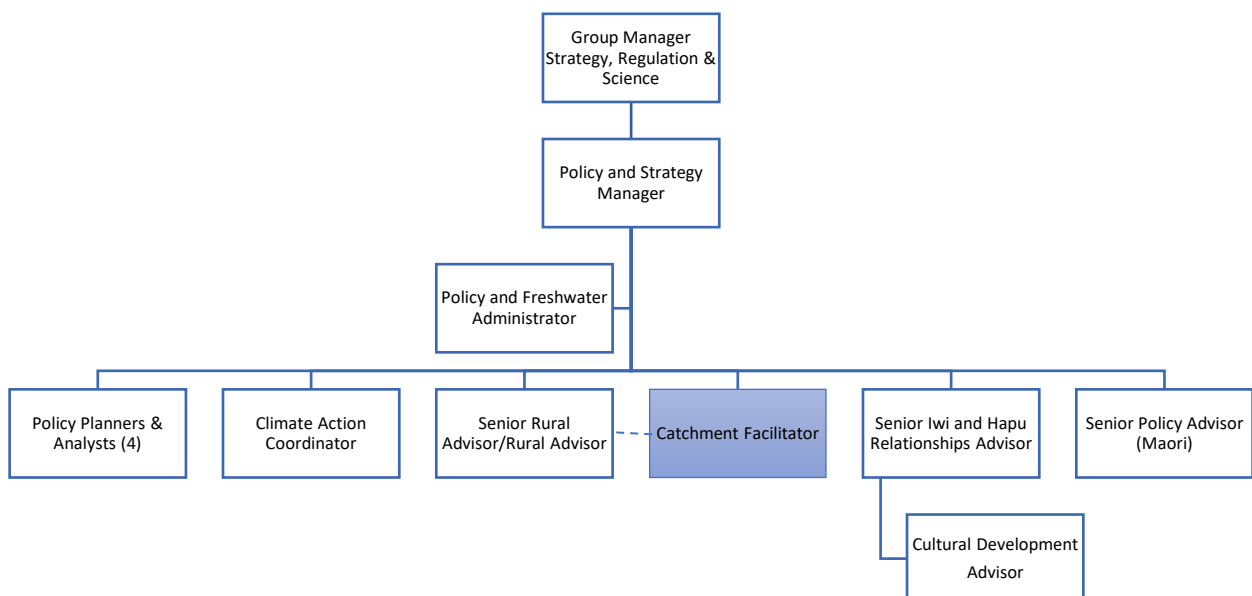
Initially, we see the priority focus will be to offer support within the Rangitīkei and Manawatū catchments within the region, but also to work across the whole region where possible.

Day-to-day tasking/supervision will be overseen by the Senior Rural Advisor

Salary: \$82,957 (85%) – \$97,597 (100%) per annum (Indicative)

Date: April 2023

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> Other catchment facilitators/ coordinators within the region Catchment and community groups, their leaders and coordinators MfE and other central government agencies (MPI, Te Uru Rakau) Iwi and hapū Other community action groups 	<ul style="list-style-type: none"> Council teams delivering freshwater policy particularly; Policy, Science, Planning, Land, Freshwater, Fish Passage and Rural Advice Catchment teams working with landowners, community and catchment groups Iwi policy advisors Managers Councillors

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Catchment Relationships	
<ul style="list-style-type: none"> Developing and maintaining trusting and collaborative relationships with catchment groups or their leaders/facilitators in order to build understanding and influence change within the group members. Developing and maintaining trusting and collaborative relationships with iwi/hapū to enable them to engage with Council and catchment groups. Building and maintaining a close working relationship with Council work groups to ensure a collective understanding and approach with catchment groups. 	<ul style="list-style-type: none"> Professional attitude is demonstrated and good judgement exercised. Information and advice is accurate and provided in a timely manner. Regular meetings are attended, including catchment group AGMs. Communicates to stakeholders to foster relationships and grow a collective understanding and approach. At least one regional hui per year is held to bring together leadership of Council, catchment groups and Iwi in order to promote shared understanding, vision and goals. Information on projects and stakeholder contact lists are recorded and up-to-date.
Catchment Context, Challenges and Values	
<ul style="list-style-type: none"> Providing advice to build an understanding of the catchment context, challenges and values. Liaising with internal teams to develop and review catchment planning documents and practices for catchment communities. Working with other council functions and interpreting the information to describe catchment context to target audiences and stakeholders in a way they can understand. Facilitating catchment collaboration to determine catchment priorities, outcomes and values. Supporting the development of a cross-sector understanding of tangata whenua values and aspirations within the catchment context. 	<ul style="list-style-type: none"> The users of Council's Catchment Context Plans are well informed of latest information and current best practice. The inherent landscape risks are connected with land users and community views to describe catchment context. Stakeholder engagement is facilitated effectively. Engagement processes are developed and agreed with Iwi/hapū.
Freshwater Farm Plans	
<ul style="list-style-type: none"> Working with internal farm planning, industry organisations, government and catchment groups on opportunities to enable collective/industry schemes. 	<ul style="list-style-type: none"> Opportunities to work with industry schemes and catchment groups are actively sought to enable an easier transition to the freshwater

<ul style="list-style-type: none"> Supporting the development and sharing of industry/subject specific templates and modules. Interpreting the catchment context for freshwater farm plans to ensure that they accurately describe and mitigate risks. Supporting internal drivers to engage farm planners, certifiers and auditors to ensure the regional process runs effectively. 	<p>farm planning process for individual land users.</p> <ul style="list-style-type: none"> Local examples of good practice and innovative approaches are identified and learnings are shared with land users within and across in catchments. There is good awareness amongst the farming community.
Professional development and public liaison	
<ul style="list-style-type: none"> Staying informed of recent developments and opportunities in the science and practice of land management, risk mitigation and catchment restoration and apply within the work context. Developing a sound understanding of the regulatory environment and how this may impact any land user in the catchment and/or farm systems Working with catchment user groups, industry and tangata whenua and provide them with specialist advice and technical support, either directly or by facilitating external technical advice. Preparing educational material and articles for brochures, website and the community. 	<ul style="list-style-type: none"> Knowledge is comprehensive and kept up-to-date. Technical advice and material is accurate, delivered in a timely manner and appropriate for the audience. Outcomes are clearly understood by the parties and achieved.
Monitoring and reporting	
<ul style="list-style-type: none"> Monitoring is undertaken to support reporting requirements. Reporting to Government in accordance with project funding milestones. Reporting programme outputs to Council and making recommendations. Assisting with the production of an annual progress and State of the Catchment Report to Council and the Ministry for the Environment. 	<ul style="list-style-type: none"> Effective systems are in place for monitoring. Reporting administration is carried out in a timely manner to the standard required by government funders. Reports meet quality standards and are well received by the audiences.
Corporate Contribution	
<ul style="list-style-type: none"> Maintain own professional development. Undertake Performance Development tasks/responsibilities. Undertake Health and Safety tasks/responsibilities. Participate in emergency management activities as required. Participate and contribute to corporate projects and inter-departmental initiatives as agreed. Maintain Council plant and equipment. Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting). 	<ul style="list-style-type: none"> Appropriate training and development undertaken as agreed. Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. Contribution to projects and corporate initiatives is effective and valued. Administration requirements are completed timely and accurately.

PERSON SPECIFICATION

Knowledge/Experience

Essential:

- Specialist knowledge of catchment areas. This would include but is not limited to an understanding of: values, challenges, cultural significance and regulatory requirements of catchment areas in the region.
- Tertiary qualification in agriculture, biological or soil sciences; or have at least five years relevant experience within the primary industry or communication fields
- At least two years' experience working in facilitation, collaboration or communication fields
- Experience in the rural sector working with landowners or groups
- An interest in the natural environment and a strong interest in catchment management, soil science and environmental monitoring.
- A current "Class 1 - with no restrictions" motor vehicle licence.

Highly desirable:

- Experience working with tangata whenua

KEY JOB COMPETENCIES

Expertise

- Presentation and written communication skills
- Some understanding of New Zealand farming systems
- Facilitation, managing expectations, conflict resolution and influencing change
- Work and time management
- Safe work practices
- Digital literacy and competency in relevant information technology.

Knowledge

- Treaty of Waitangi, mātauranga Māori values, including Te Reo me ona tikanga Māori

Awareness

- Understanding and sensitivity to differing cultural perspectives

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 are required, this includes report writing, presenting, and being able to communicate technical information to non-technical people
- Able to self-manage, develops and maintain skills, keeping current with knowledge and organising work effectively while keeping a healthy balance in work and personal life
- Able to relate to a wide range of people
- Able to work effectively unsupervised
- Strong work ethic, integrity and personal responsibility

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.*

Horizons Regional Council Core Values

Values are the essence of this organisation's philosophy for achieving success. They are the bedrock of our culture and our view of how Horizons Regional Council Staff should behave. They also provide us with a common direction and guidelines for day-to-day behaviour.

Professionalism

Professionalism at Horizons Regional Council is delivering what is promised in a skilled, timely and appropriate manner.

Teamwork

Teamwork at Horizons Regional Council is successfully achieving shared goals through dialogue, cooperation and respect for others.

Integrity

Integrity at Horizons Regional Council is being honest with others; respectful of their race, gender, age beliefs or values.

Self-Responsibility

Self-responsibility at Horizons is highly valued. All individuals are responsible for actively managing their own behaviour, learning, developing, and performing, including accepting responsibility for actions.

Approved: _____ (Manager) Date: ____/____/____

Read and Understood: _____ (Incumbent) Date: ____/____/____