

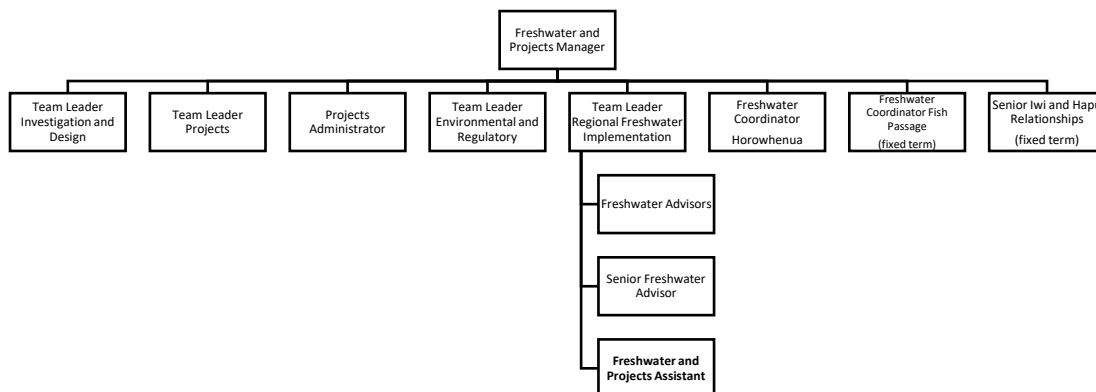
JOB DESCRIPTION

Job Title: Freshwater and Projects Assistant
Work Unit: Freshwater and Projects Team
Responsible to: Team Leader Regional Freshwater Implementation
Position purpose:

- To provide fieldwork and other support for delivery of projects for the Catchment Operations Group, primarily within the water quality and aquatic habitat improvement and river management and flood protection programmes;
- To complete field work, analysis and associated reporting for programmes;
- To engage with and liaise with landowners around project delivery;
- Deliver and assist with the layout of riparian plants for riparian planting projects, assist with fish passage related work including monitoring and implementation of fish passage solutions; and
- Assist with projects around regulatory consents and compliance (and other permission requirements) including field work and related reporting.

Salary: \$61,489 (85%) – \$72,340 (100%) Indicative pay range
Date: February 2025

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Land owners, occupiers, managers and asset owners ▪ Territorial Authorities, Department of Conservation, Fish and Game Councils ▪ Public, Community action/ interest groups ▪ Iwi and Hapū ▪ Contractors ▪ Universities and Research Institutes (including Crown Research Institutes) 	<ul style="list-style-type: none"> ▪ Regional Freshwater Implementation Team ▪ Freshwater Coordinator Horowhenua ▪ Freshwater and Projects Team ▪ River Management Operations Team ▪ Consents and Consents monitoring ▪ Information Management ▪ Catchment Data ▪ Science and Innovation ▪ Catchment Operations Group

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Technical / Field Operations	
<ul style="list-style-type: none"> ▪ 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. ▪ Recording the results of inspections and / or project assessments as appropriate in Council database or records. ▪ Undertake data management, analysis and reporting tasks to support Catchment Operations Group programmes. ▪ Provide technical support and technical solutions for projects. ▪ Implement projects in accordance with permission requirements. ▪ Report on projects as required. 	<ul style="list-style-type: none"> ▪ Field work and field inspections assessments are carried out appropriately, recorded, and are up to date. ▪ Data is captured and stored in an appropriate manner. ▪ Reports are prepared accurately, received in a timely manner to agreed standards. ▪ Regulatory and other permission requirements are adhered to.
Support	
<ul style="list-style-type: none"> ▪ Encourage and assist land occupiers, clients or project partners in the delivery of projects for environmental management and River Management and Flood Protection programmes. ▪ Communicate effectively with external parties including landowners and interest groups. ▪ 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. ▪ Appropriate use of non-regulatory and regulatory tools to manage customer's expectations. ▪ Ensure land occupiers are aware of the need to meet their obligations under various Acts and/or Council's plans, strategies or rules and 	<ul style="list-style-type: none"> ▪ Landowners are persuaded and motivated to adopt non-regulatory programmes promoted by HRC and industry. ▪ Landowners and clients are satisfied with the quality and timeliness of the advisory service provided. ▪ Reporting on projects is timely and accurate. ▪ An awareness of relevant current regulatory requirements is maintained e.g. stock exclusion regulations.

provide landowners guidance on who to talk to about these requirements.	
Contract Management and Supervision	
<ul style="list-style-type: none"> ▪ Obtaining cost estimates for programmed works. ▪ Supporting work programmes and monitoring for results. ▪ Ensure relevant legislative rules and requirements are met. ▪ Ensure corporate standards, policies and operating procedures are met. 	<ul style="list-style-type: none"> ▪ Ensure works comply with corporate standards, policies, and operating procedures. ▪ Ensure contractors comply with relevant legislation.
Public Liaison	
<ul style="list-style-type: none"> ▪ Facilitate, prepare and promote HRC, Catchment Operations and individual projects to the public, interest groups and project partners. ▪ Support all HRC strategies and plans with an emphasis on Catchment Operations operational plans and individual project targets. ▪ Attend field days (eg. formal or informal public events or focus groups). 	<ul style="list-style-type: none"> ▪ Community involvement is achieved by facilitating diverse groups, identifying and clarifying unresolved issues, recommending action and modifying behaviour. ▪ Customers receive up-to-date and relevant information. ▪ Requests for information are responded to promptly. ▪ All customer contacts and queries are recorded in an appropriate database on a timely basis.
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 training and activities as required. ▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed. ▪ Maintain Council plant and equipment. ▪ Fulfil administration-reporting requirements (eg. timesheets, vouchers, reporting). ▪ Report and where appropriate action any wider non-conformance with Council plans or policies (eg. Obvious non-compliance with Council rules). 	<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. ▪ Health & Safety requirements are met.

PERSON SPECIFICATION

Qualifications

Essential

- A Bachelor level degree or equivalent in an appropriate natural science discipline (e.g. natural resource management, environmental science, geology, freshwater ecology)
- A current "1" class motor vehicle licence

Preferred

- A current class 2 – medium rigid vehicle licence
- 1st Aid certificate
- 4WD certificate

Knowledge/ Experience/ Attributes

- A passion for/in natural science disciplines
- Enjoy and be confident working in the outdoors in all weather conditions
- Be physically fit and confident working safely in and around water
- Responsible and reliable, with an ability to follow instructions and adhere to workplace health and safety requirements
- Able to work effectively unsupervised. Good organisation skills, being able to self-initiate work, set own priorities and schedules and work to strict deadlines
- Able to relate to a wide range of people, work as a part of a team and work effectively with the general public, landowners and agencies and manage customer expectations
- Excellent communication skills (verbal and written) and competent in relevant information technology
- An understanding of rural management practices and experience in the rural sector
- Understanding of the Te Tiriti O Waitangi (Treaty of Waitangi) and an understanding and willingness to uphold tikanga and kawa and be comfortable engaging and working in partnership with iwi, hapū, whanau and tangata whenua corporations

OTHER REQUIREMENTS

Be prepared to:

- 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 relationship to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

KEY JOB COMPETENCIES

Expert knowledge

- Communication skills
- Technical, environmental or management discipline
- Reasoning and problem solving

Advanced knowledge

- New Zealand freshwater ecology, including monitoring and reporting
- 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

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.



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: ___/___/___