

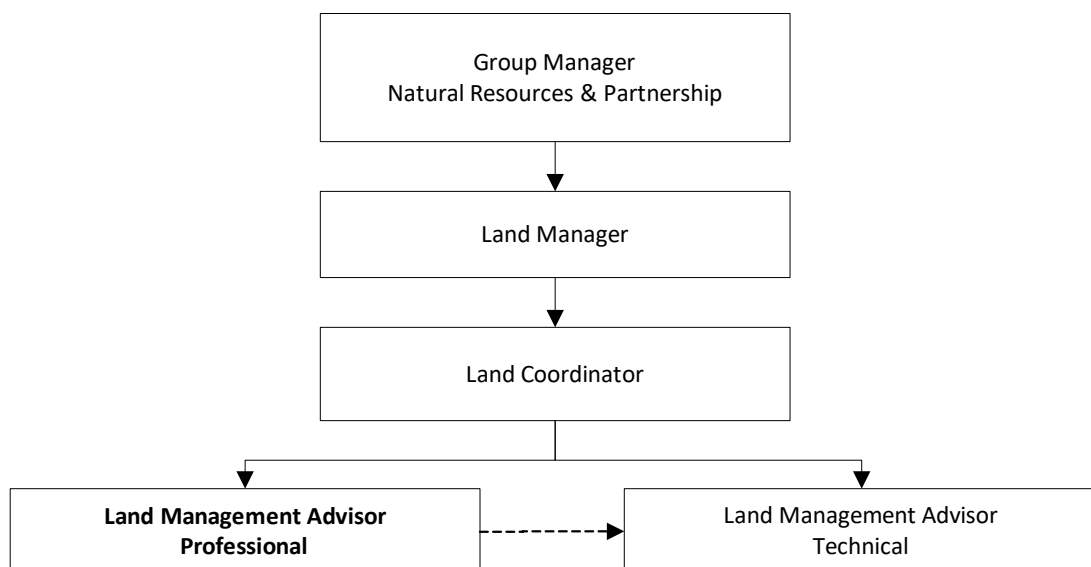
## JOB DESCRIPTION

**Job Title:** Land Management Advisor Professional  
**Work Unit:** Natural Resources and Partnerships Group (NRP)  
**Responsible to:** Environmental Coordinator  
**Responsible for:** Occasionally 1–5 staff depending on project/strategic focus

**Position purpose:** This job exists to deliver an array of organisational and NRP management strategies and environmental projects with an emphasis on organisational priorities and/or core activities. The Land Management Advisor – Professional (LMAP) will deliver ‘outputs’ at a project level and will be required to liaise with, respond to, and manage a variety of internal and external customers (e.g. ratepayers, landowners, service and community groups, staff and contractors). Project leadership, managing customer expectation, technical advice and support and a strong and open communication style will be important attributes for an LMAP. The successful delivery of project ‘outputs’ by an LMAP on an annual basis will contribute to the successful delivery of organisational ‘outcomes’.

**Salary:** \$67,576 (85%) – \$79,501 (100%)  
**Date:** November 2021

## ORGANISATIONAL CONTEXT



# FUNCTIONAL RELATIONSHIPS

## EXTERNAL

- Land Occupiers and Managers
- Central Government (e.g. MPI, MfE, Te Uru Rakau)
- Iwi and Hapu
- General Public and Ratepayers (both solicited and unsolicited contact)
- Contractors (e.g.; pest control, tree planting contractors)
- Local Authorities/Territorial Authorities
- Education Institutions/Schools (e.g. Massey University)
- Crown Agencies (e.g. NZ Defence, Kiwi Rail)
- Crown Research Institutes (e.g. AgResearch, Landcare Research)
- Community Action/Interest Groups (e.g. SLUI Advisory Group, catchment groups)

## INTERNAL

- Land Coordinator (LC)
- Natural Resources & Partnerships Management staff (e.g.; Freshwater and Biodiversity Teams)
- Other Horizons staff

## 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>▪ Provide technical support and technical solutions for projects.</li><li>▪ Report on projects as required.</li><li>▪ Technical leadership and mentoring junior LMA's.</li></ul>	<ul style="list-style-type: none"><li>▪ Field work and field assessments 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 Operational Plan responsibilities are completed; meeting standards and time frames.</li><li>▪ Provide timely authoritative advice for projects as required or as requested.</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>▪ Promoting and encouraging all aspects of HRC business with a focus on NRP activities and a detailed focus on technical area/s of expertise.</li><li>▪ Unsupervised 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 sustainable land management practices.</li><li>▪ Environmental grant managed within Horizons' specified criteria.</li></ul>

<ul style="list-style-type: none"> <li>▪ Encourage and assist land occupiers, clients or project partners in the delivery of projects or environmental management programmes.</li> <li>▪ Communicate effectively with landowners and interest groups.</li> <li>▪ Facilitate and manage environmental grant, incentive or support programmes.</li> <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> <li>▪ Report and record non-conformance.</li> </ul>	
<h3>3. Contract Management and Supervision</h3>	
<ul style="list-style-type: none"> <li>▪ Preparing operational plans and estimates for programmed works.</li> <li>▪ Supervising work programmes and monitoring for results.</li> <li>▪ Report and record non-conformance.</li> <li>▪ Selection and induction of contractors.</li> <li>▪ Ensure relevant legislative rules and requirements are met.</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>▪ Implement and administer relevant contracts.</li> <li>▪ Ensure contractors comply with relevant legislation.</li> <li>▪ Landowners and clients are satisfied with the quality and timeliness of the advisory service provided.</li> </ul>
<h3>4. Public Liaison</h3>	
<ul style="list-style-type: none"> <li>▪ Facilitate, prepare and promote HRC, NRP and individual projects to the public, interest groups and project partners.</li> <li>▪ Prepare articles for publication.</li> <li>▪ Support all HRC strategies and plans with an emphasis on NRP operational plans and individual project targets.</li> <li>▪ Respond to complaints, general inquiries and requests for action.</li> <li>▪ Organise and attend field days (e.g. 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 your customer contacts and queries are recorded in an appropriate database on a timely basis.</li> </ul>
<h3>5. Corporate Contribution</h3>	
<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 activities as required.</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> </ul>

<ul style="list-style-type: none"> <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 (e.g. timesheets, vouchers, reporting).</li> <li>▪ Report and where appropriate action any wider non-conformance with Council plans or policies (e.g. obvious non-compliance with Council rules).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Administration requirements are completed timely and accurately.</li> </ul>
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## PERSON SPECIFICATION

### Qualifications

#### Essential

- A relevant tertiary qualification to degree level plus at least 2 years relevant experience, or
- A relevant undergraduate certificate or diploma plus 5 years direct industry experience in a relevant environmental management discipline.
- A current "Class 1 - with no restrictions" motor vehicle licence.

### Knowledge/Experience

- Able to deal effectively and satisfactorily work 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 (i.e. rural empathy)
- Knowledge of the Emissions Trading Scheme and how it fits integrating trees in to farming landscapes
- Experience using GIS or other mapping systems

## 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

### Working Knowledge

- Competent in Microsoft office packages

### Awareness

- Sensitivity to differing cultural perspectives.

# KEY COMPETENCIES FOR PERFORMANCE DEVELOPMENT

▪ <b>Customer Focus:</b>	Commitment to meeting the needs of anyone they work for and with including colleagues.
▪ <b>Job Knowledge:</b>	Have the knowledge and skills to perform the requirements of the position.
▪ <b>Communication:</b>	Use written and verbal language and style appropriate to the audience and context.
▪ <b>Teamwork:</b>	Work constructively with people as a team member to achieve a common goal.
▪ <b>Dependability and Commitment:</b>	Reliable and dedicated to achieving results.
▪ <b>Continuous Improvement:</b>	Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.
▪ <b>Organising for Results:</b>	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.
- 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 relationship 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: \_\_\_\_/\_\_\_\_/\_\_\_\_