



JOB DESCRIPTION

Job Title: Land Information Advisor – Professional (fixed term)

Kaihautū ki ngā take Pārongo Whenua - Ringa Ngaio

Work Unit: Land and Partnerships Team, Catchment Operations Group (CO)

Responsible to: Team Leader Land Information

Responsible for: Occasionally 1–2 staff depending on project/strategic focus

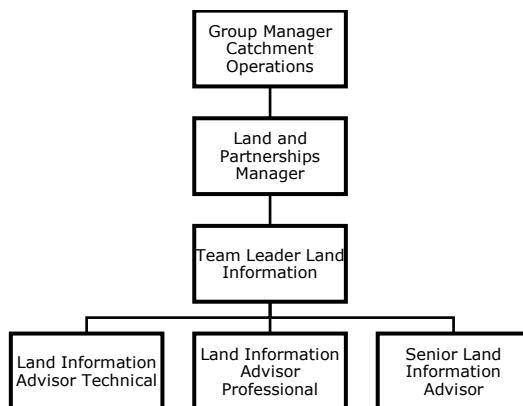
Position purpose:

This job exists to support delivery of sustainable land management and erosion control programmes within our region. As a Land Information Advisor Professional (LIAP) you will deliver organisational 'outputs' and will develop a variety of internal and external relationships especially within the Land team and wider CO group, with Information Management but also with the region's farmers. The key roles in Land Information are to provide the Land team with information capture, management and reporting systems, to empower them to use those systems and direct monitoring and mapping of erosion, erosion control work and soil quality in the field. As a Land Information Advisor Professional you will assist with design or team data and GIS systems, provide leadership in user help and training or have advanced skills in soil or erosion field work.

Salary: \$79,557(85%) – \$93,596 (100%)

Date: January 2026

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Land Occupiers and Managers ▪ Community Action/Interest Groups (e.g. SLUI Advisory Group, catchment groups) ▪ Regional or national professionals within a technical area of expertise. 	<ul style="list-style-type: none"> ▪ Land Management team ▪ Team Leader Land Information (TLLI) and Land and Partnerships Manager (LM) ▪ Catchment Operations Management staff ▪ Information Management ▪ Other Horizons staff.

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Project Management and Leadership	
<ul style="list-style-type: none"> ▪ Managing the Land Team information systems, or those within the job holder's role. ▪ Maintaining technical expertise over key roles. ▪ Keep up to date with emerging trends within GIS, information systems, land management policy and research. ▪ Developing a comprehensive network of professionals in their area of expertise (across Council peers, and within the rural community of Ag professionals). ▪ May be occasionally responsible for and supporting the direct line management of some staff. ▪ Mentoring, coaching and training other CO, Council staff or other stakeholders. Reflecting the organisation's values, customer focus and excellence objectives ("Te Whirinaki"). 	<ul style="list-style-type: none"> ▪ Reliable reporting and smoothly running information systems. ▪ The Team Leader Land Information (TLLI) is supported in the performance and wellbeing monitoring of staff as required. ▪ Support TLLI and wider group in staff training and development programmes. ▪ Exhibit behaviours that reflect the organisation's values, customer focus and excellence objectives.
Technical/Field Operations	
<ul style="list-style-type: none"> ▪ Entry of data into GIS, geodatabases and databases and management and quality control of that information. ▪ Carrying out land, soil quality or erosion and erosion control identification and monitoring in the field. ▪ Recording the results of inspections and / or project assessments as appropriate in Council database or records. ▪ Reconcile spending from the SLUI programme with Horizons financial system. 	<ul style="list-style-type: none"> ▪ Data is of good quality, as evidenced by reliable reporting and smoothly running information systems. ▪ A high level of workload is consistently delivered as a result of being highly efficient, experienced and capable. ▪ Field work and field assessments are carried out, recorded, are accurate and up-to-date. ▪ Technical expertise is maintained and recognised within the organisation. ▪ Strategy and Operational Plan responsibilities are completed; meeting standards and time frames.
Advisory	
<ul style="list-style-type: none"> ▪ Advise and support the Land Team and wider organisation on how to use land information systems. 	<ul style="list-style-type: none"> ▪ Relationships with team and customers are well maintained.

<ul style="list-style-type: none"> ▪ Communicate effectively with landowners and interest groups. ▪ Facilitate and manage environmental grant, incentive or support programmes. ▪ Contributing to the development of Horizons plans and strategies where required. ▪ Maintain an awareness of landowner obligations under various Acts and/or Council's plans, strategies or rules. 	<ul style="list-style-type: none"> ▪ Advice given is reliable, responsive, assured and is presented clearly and legibly. Is a trusted subject-matter expert and peers proactively seek their guidance and act on it. ▪ Relevant new knowledge and techniques are passed on to other members of the Land, CO or Horizons team in a timely manner. ▪ Environmental grant programme managed within Horizons' specified criteria. ▪ Projects plans and strategies are successfully delivered ▪ Appropriate communication techniques are used to deliver to the receiving audience.
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Contract Management and Supervision

<ul style="list-style-type: none"> ▪ Leading specific projects or corporate strategies within the team and/or wider Horizons area. ▪ Monitor progress against operational plans and estimates for programmed works. ▪ Supervising work programmes and monitoring for results. ▪ Report and record non-conformance. ▪ Selection and induction of contractors. ▪ Ensure relevant legislative rules and requirements are met. ▪ Ensure corporate standards, policies and operating procedures are met. ▪ Manage staff and corporate resources as required. 	<ul style="list-style-type: none"> ▪ Organisational priorities are supported and promoted ▪ Implement and administer relevant contracts. ▪ Ensure contractors comply with relevant legislation. ▪ Landowners and clients are satisfied with the quality and timeliness of the advisory service provided. ▪ Corporate standards are met ▪ Corporate resources are used within policies and guidelines.
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Public Liaison

<ul style="list-style-type: none"> ▪ Prepare items for publication. ▪ Leading internal projects or groups, facilitation. ▪ May facilitate, prepare and promote HRC, CO and individual projects to the public, interest groups and project partners. ▪ Support all HRC strategies and plans with an emphasis on CO operational plans and individual project targets. ▪ Respond to complaints, general inquiries and requests for action. ▪ May organise and attend field days (e.g. formal or informal public events or focus groups). ▪ May provide presentations to public and support for LMAs making presentations. 	<ul style="list-style-type: none"> ▪ Have a comprehensive network among farmers and professionals in their area of expertise. ▪ Community involvement is achieved by facilitating diverse groups, identifying and clarifying unresolved issues, recommending action and modifying behaviour. ▪ Reports are submitted as required. ▪ Customers receive up-to-date and relevant information. ▪ Requests for information are responded to promptly. ▪ All your customer contacts and queries are recorded in an appropriate database on a timely basis.
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Corporate Contribution

<ul style="list-style-type: none"> ▪ Maintain own professional development. ▪ Undertake Performance Development tasks/responsibilities. 	<ul style="list-style-type: none"> ▪ Appropriate training and development undertaken as agreed. ▪ Corporate responsibilities are undertaken and completed accurately,
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<ul style="list-style-type: none"> ▪ 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 (e.g. timesheets, vouchers, reporting). 	<ul style="list-style-type: none"> ▪ meeting specified standards and within agreed timeframes. ▪ Contribution to projects and corporate initiatives is effective and valued. ▪ Administration requirements are completed timely and accurately.
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QUALIFICATIONS

Essential

- A relevant tertiary qualification (such as an agricultural or geosciences degree) to degree level plus at least 5 years relevant experience, or
- A relevant undergraduate certificate or diploma plus 7 years direct industry experience in a relevant environmental management discipline.
- A current "Class 1 - with no restrictions" motor vehicle licence.

PERSON SPECIFICATION

Knowledge/Experience

- Highly competent in information technology and management
- Highly competent using GIS or other mapping systems.
- Able to deal effectively and satisfactorily work with the team, as well as general public, landowners and agencies and manage customer's expectations.
- Able to reconcile financial information

KEY JOB COMPETENCIES

Expert Knowledge

- GIS or database systems and management skills
- Technical, environmental or management discipline
- Problem solving/solution focus
- Managing expectations

Advanced Knowledge

- GIS systems and use
- Database systems and management skills
- Erosion and/or soil identification skills would be an advantage
- Time management skills
- Safe work practices

Working Knowledge

- Understanding of farm systems/communication with farmers,
- Conflict resolution
- Project control practices
- Coding, dashboard/app design
- Internal regulatory and non-regulatory rules
- Legislative requirements and rules
- Financial information.

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.

PERSONAL ATTRIBUTES

- Organised, systems thinker, ability to find the way forward in a complex situation.
- 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.
- Excellent communication skills are required, this includes report writing, presenting, and being able to communicate technical information to non-technical people.
- Able to relate to a wide range of people.
- A good standard of physical fitness (able to perform all tasks associated with the position).
- Excellent attention to detail.
- A spatial thinker who is able to remember and visualise spatial and location information.
- 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.

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: ____/____/____