

JOB DESCRIPTION

Catchment Facilitator (Freshwater)

Work Unit: Strategy, Regulation and Science
Responsible to: Policy and Strategy Manager
Employment type: 2 year fixed term

Position purpose: This job exists to support Regional and Central Government to strengthen regional capacity and capability to deliver freshwater improvements.

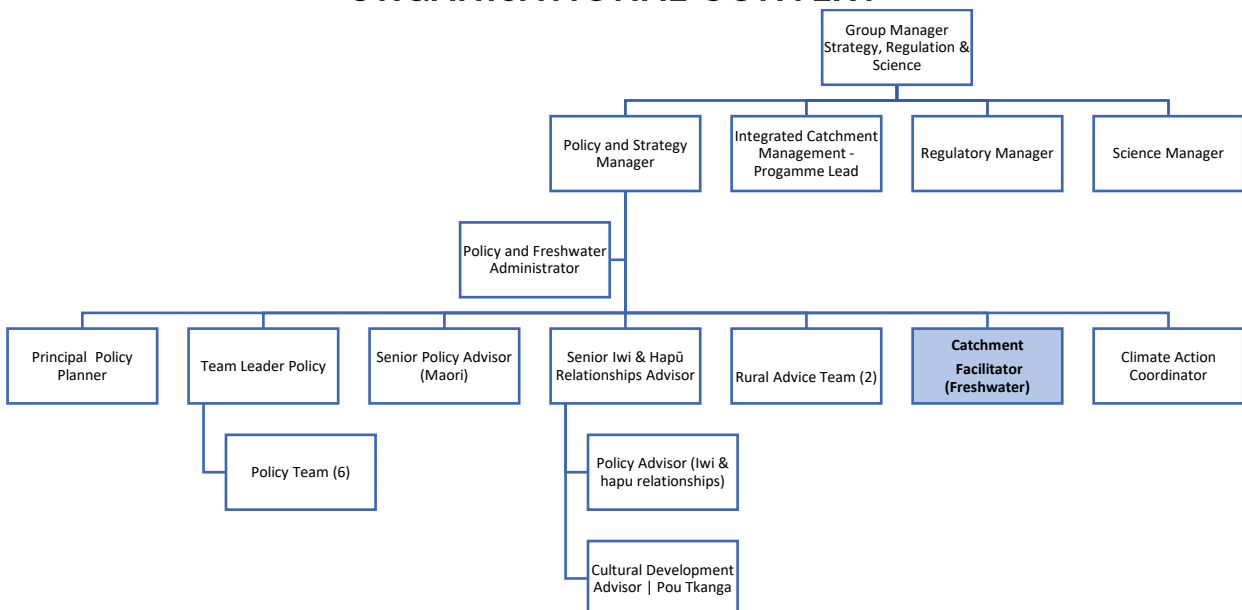
The job holder will facilitate a collective approach across the region and coordinate effort within Horizons and the wider rural industry for the delivery of Freshwater Farm Plans.

Key responsibilities include:

- Project management
- Programme delivery
- Relationships and advice

Salary: \$87,589 (85%) – \$103,046 (100%) per annum
Date: January 2025

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Catchment and industry groups, their leaders and coordinators ▪ Ministry for the Environment and Ministry for Primary Industries ▪ Iwi and Hapū ▪ Other community action groups 	<ul style="list-style-type: none"> ▪ Rural Advice Team ▪ Policy Planning Team ▪ Iwi and Hapū Relationships Team ▪ Other Council teams delivering freshwater policy particularly; Science, Consents and Compliance, Land, Freshwater, Fish Passage and Information Services. ▪ Catchment teams working with landowners, community and catchment groups ▪ Managers ▪ Elected Councillors ▪ Regional Sector counterparts

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Project management	
<ul style="list-style-type: none"> ▪ Developing and managing project plans for delivery of the work programme. ▪ Coordinating the project team and deliverables in accordance with the project plan. ▪ Role modelling good practice project management in accordance with Horizons project management framework. ▪ Managing issues and risks associated with the project and escalate as required. ▪ Ensuring project deliverables are met to required quality standards. ▪ Coordinating and facilitating the delivery of training requirements. 	<ul style="list-style-type: none"> ▪ Projects are managed to ensure project outputs are delivered on time to quality standards and risks are effectively managed. ▪ Good working relationships exist across the project team.
Programme delivery	
<ul style="list-style-type: none"> ▪ Overseeing the delivery of freshwater farms plans in the region. ▪ Coordinating meetings and working across internal teams to achieve agreed deliverables. ▪ Preparing educational material and information for communication channels. ▪ Participating in engagement and communication opportunities with external stakeholders. ▪ Developing and maintaining programme documentation, including progress reports, 	<ul style="list-style-type: none"> ▪ Deliverables meet legislative and Council requirements. ▪ Stakeholder expectations are met as far as practicable. ▪ Information produced is clear, timely, supports effective engagement and is aligned to legislative and organisational requirements. ▪ Engagement with stakeholders is regular and good working relationships are developed and maintained. ▪ Comprehensive records are kept and stored in the Council records management system.

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<p>meeting notes and decision logs and ensuring they are appropriate filed.</p> <ul style="list-style-type: none"> ▪ Undertaking monitoring and report for internal and external stakeholders. 	<ul style="list-style-type: none"> ▪ Systems are set up to enable effective monitoring, reporting is delivered in a timely manner to meet quality standards and audience requirements.
Relationships and advice	
<ul style="list-style-type: none"> ▪ Building and maintaining a close working relationship with internal and regional sector working groups to ensure a collective understanding and approach to delivery of freshwater farm plans requirements. ▪ Developing and maintaining trusting and collaborative relationships with catchment groups or their leaders/facilitators in order to build understanding of catchment priorities, outcomes and values, and to 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, and to grow understanding of tangata whenua values and aspirations. ▪ Providing advice to build an understanding of the catchment context, challenges and values. ▪ Providing advice to the Policy Planning team on the use of Freshwater Farm Plans as part of regulation to manage the impact of farming on the freshwater environment. 	<ul style="list-style-type: none"> ▪ You are a person people enjoy working with. ▪ Professional attitude is demonstrated and good judgement exercised. ▪ Regular meetings are attended, including catchment group AGMs. Communicates to stakeholders to foster relationships and grow a collective understanding and approach. ▪ Information on projects and stakeholder contact lists are recorded and up-to-date. ▪ Engagement processes are developed and agreed with Iwi/Hapū. ▪ Collaboration between catchment groups and iwi is promoted to develop a shared understanding, vision and goals. ▪ Information and advice is delivered as promised, is accurate and provided in a timely manner. ▪ The users of Council's Catchment Context Plans are well informed of latest information and current best practice. ▪ Expert technical advice supports the development of effective policy for the freshwater plan change.
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 and Experience

Essential:

- Knowledge of the natural environment, including freshwater, and a strong interest in catchment management, soil science and environmental monitoring.
- Knowledge of catchment areas including an understanding of our regions values, challenges, cultural significance and regulatory requirements.
- Tertiary qualification in agriculture, biological or soil sciences and at least two years experience.
- Experience in the rural sector working with landowners or groups.
- A current "Class 1 - with no restrictions" motor vehicle licence.

Highly desirable:

- Experience working with tangata whenua

Personal Attributes

- A team player able to bring people with differing perspectives together
- Flexible and adaptable and able to work in a dynamic environment
- Maintain high standards of integrity and ethics that align with legislation, Council policies and values
- Show appreciation and understanding of Māori culture and values and put these into practice in your work
- Excellent communication skills including report writing, presenting, and being able to communicate technical information to non-technical people
- Able to self-manage, proactively seek out opportunities for your own professional development, keeping current with knowledge

KEY JOB COMPETENCIES

Expertise

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

Knowledge

- Tikanga Māori/cultural practices

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.

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: ___/___/___

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