



## JOB DESCRIPTION

**Job Title:** Freshwater Coordinator – Horowhenua

**Work Unit:** Freshwater and Projects Team

**Responsible to:** Freshwater & Projects Manager

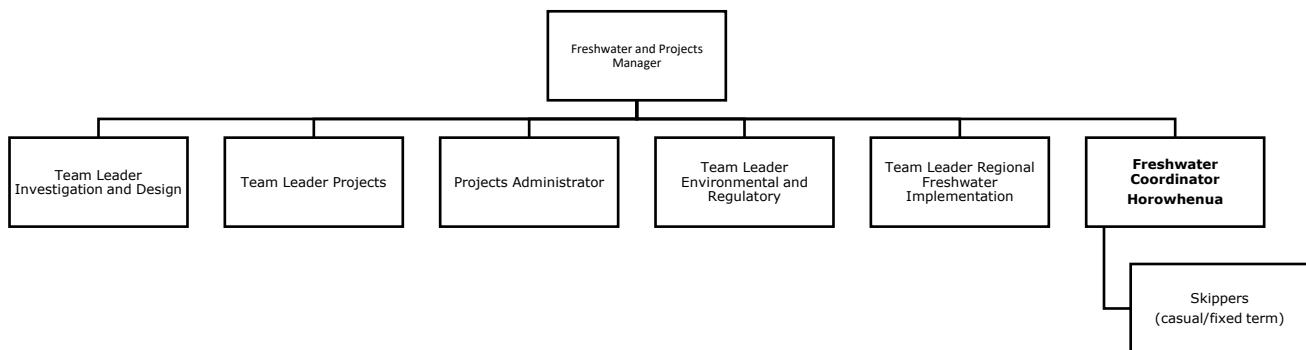
**Position purpose:**

- To oversee work programmes (including monitoring) to further understand nutrient and sediment sources, and pathways in the Horowhenua District and Waiopehu Freshwater Management Unit (FMU).
- To develop and implement interventions on the ground, alongside our project partners, with the aim of improving water quality in the Horowhenua FMU.
- To assist with delivery of other Horizons activity including freshwater implementation work and river management and flood protection activity projects with a focus on works and projects in the Horowhenua Freshwater Management Unit.

**Salary:** \$103,213 (85%) – \$121,427 (100%)

**Date:** February 2026

## ORGANISATIONAL CONTEXT



## FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> <li>▪ Central Government (e.g. Ministry for the Environment).</li> <li>▪ Iwi and Hapū.</li> <li>▪ Crown Agencies (e.g. NZ Defence, Kiwi Rail, NZTA).</li> <li>▪ Landowners, occupiers and farm managers.</li> <li>▪ Education Institutions/Schools (e.g. Massey University).</li> <li>▪ Community/catchment action/interest groups.</li> <li>▪ General public (both solicited and unsolicited contact).</li> <li>▪ Contractors.</li> <li>▪ Local Authorities/Territorial Authorities.</li> <li>▪ Crown Research Institutes (e.g. AgResearch, Landcare Research).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Catchment Operations Group.</li> <li>▪ Policy, Consents and Consents monitoring.</li> <li>▪ Information Management.</li> <li>▪ Catchment Data.</li> <li>▪ Science and Innovation Team.</li> <li>▪ Other Horizons staff.</li> <li>▪ Senior Management.</li> <li>▪ Elected members.</li> <li>▪ Civil Defence and Emergency Management (CDEM) staff.</li> </ul>

## KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
<b>Staff and Project Management</b>	
<ul style="list-style-type: none"> <li>▪ Responsible for management of staff and contractors.</li> <li>▪ Develop staff knowledge and skills.</li> <li>▪ Undertake the performance management process, working with staff to develop, monitor and review work performance.</li> <li>▪ Work with staff to develop, monitor, and review work performance.</li> <li>▪ Actively assist and mentor less experienced team members when needed.</li> <li>▪ Develop and implement work programmes and priorities for staff in accordance with organisational and Group goals. Promote a culture that reflects the organisation's values, customer focus and excellence objectives.</li> <li>▪ Facilitate and co-ordinate wider teams involved in implementation of assigned projects.</li> <li>▪ Tracking and reporting on assigned projects and their budgets.</li> <li>▪ Development of Operational Plans and associated budgets.</li> <li>▪ Actively seeking opportunities to speed up the development of interventions for the improvement of aquatic habitat and water quality in the region.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The performance and well-being of reporting staff is monitored regularly, with any difficulties identified and remedial actions agreed to.</li> <li>▪ Staff training and development programmes are agreed to and completed.</li> <li>▪ Performance development and reviews indicate that staff are suitably trained and are carrying out their task to a required standard.</li> <li>▪ Staff have a clear understanding of their work objectives. Staff exhibit behaviours that reflect the organisation's values, customer focus and excellence objectives.</li> <li>▪ Projects meet agreed output targets and contribute to desired environmental outcomes.</li> <li>▪ Appropriate reports are received in a timely manner to agreed standards, and projects meet agreed budgets.</li> <li>▪ Operational Plans and associated budgets are completed to a high standard and in time.</li> <li>▪ Funding opportunities are actively sought from external sources to speed up the development interventions for the improvement of aquatic habitat and water quality in the region.</li> </ul>

<b>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 team members.</li> <li>▪ Assess regulatory and other permission requirements for works and obtain any resource consent approvals etc. and implement projects in accordance with permission requirements.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Field work and field inspections 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>▪ Appropriate reports are received in a timely manner to agreed standards.</li> <li>▪ Regulatory and other permission requirements are identified, obtained and adhered to.</li> </ul>
<b>Advisory</b>	
<ul style="list-style-type: none"> <li>▪ Advise, encourage and assist landowners, occupiers, asset owners, clients or project partners in the delivery of projects or environmental management programmes.</li> <li>▪ Communicate effectively with landowners, asset owners and interest groups.</li> <li>▪ Facilitate and manage environmental grant, incentive or support programmes.</li> <li>▪ Promoting and encouraging all aspects of HRC business with a focus on CO activities and a detailed focus on technical area/s of expertise.</li> <li>▪ Appropriate use of non-regulatory and regulatory tools to manage customer's expectations.</li> <li>▪ Contributing to the development of Horizons plans and strategies where required.</li> <li>▪ Ensure landowners, occupiers, and farm managers are aware of their obligations under various Acts and/or Council's plans, strategies or rules.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Advice is informed, timely, concise and presented in an appropriate format to target audience.</li> <li>▪ Landowners are persuaded and motivated to adopt non-regulatory programmes promoted by HRC.</li> <li>▪ Landowners and clients are satisfied with the quality and timeliness of the advisory service provided.</li> <li>▪ Environmental grants are managed within Horizons' specified criteria.</li> <li>▪ Reporting on projects is timely and accurate.</li> </ul>
<b>Contract Management and Supervision</b>	
<ul style="list-style-type: none"> <li>▪ Preparing operational plans and estimates for programmed works.</li> <li>▪ Selection and induction of contractors.</li> <li>▪ Supervising work programmes and monitoring for results.</li> <li>▪ Ensure relevant legislative rules, resource consent conditions and other requirements are met.</li> <li>▪ Ensure corporate standards, policies and operating procedures are met.</li> <li>▪ Manage staff, corporate resources and contractors as required.</li> <li>▪ Manage contracts with Government Agencies (e.g. MfE) and ensure milestones</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prepare, implement and administer relevant contracts.</li> <li>▪ Ensure contractors comply with relevant legislation, resource consent conditions, Health and Safety and other requirements.</li> <li>▪ HRC procurement policies are complied with.</li> </ul>

<p>and goals are met or delays are communicated early.</p>	
<b>Public Liaison</b>	
<ul style="list-style-type: none"> <li>▪ Facilitate, prepare and promote HRC, Catchment Operations and individual projects to the public, interest groups and project partners.</li> <li>▪ Support all HRC strategies and plans with an emphasis on Catchment Operations 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>▪ Customers receive up-to-date and relevant information.</li> <li>▪ Requests for information are responded to promptly.</li> <li>▪ All customer contacts and queries are recorded in an appropriate database on a timely basis.</li> </ul>
<b>Health &amp; Safety Management</b>	
<ul style="list-style-type: none"> <li>▪ Assume the responsibilities assigned to a "Manager/Team Leader" as defined in the Horizons Regional Council Health and Safety Policy and Management Manual.</li> <li>▪ Ensure compliance with Standard Operating Procedures (SOPs) and safe work methods/practices relating to my functional work area at all times.</li> <li>▪ Promote and support the safe and early return to work of injured employees.</li> <li>▪ Ensure hazard management plan review is undertaken annually for your team.</li> <li>▪ Ensure all hazards are identified and steps are taken to mitigate them.</li> <li>▪ Ensure those staff issued with Personal Protective Equipment (PPE) receive correct and adequate training and are competent in the use of the PPE.</li> <li>▪ Ensure qualifications required for Health and Safety management remain up to date.</li> </ul>	<ul style="list-style-type: none"> <li>▪ All staff are trained in appropriate safe practices, procedures and emergency preparedness.</li> <li>▪ All accidents involving staff or contractors are reported and investigated in a timely manner.</li> <li>▪ Hazard identification, hazard assessment and risk management is coordinated and achieved effectively within your team and area.</li> <li>▪ Hazard management processes are reviewed annually and implemented and monitored for your team.</li> <li>▪ All staff and contractors are aware of all hazards relating to their relevant work practices and areas.</li> <li>▪ All staff are provided with, and trained in, the use of appropriate PPE.</li> <li>▪ Undertake training courses as required.</li> </ul>
<b>Corporate Contribution</b>	
<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 training and activities as required.</li> <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>▪ 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> <li>▪ Administration requirements are completed timely and accurately.</li> </ul>

# PERSON SPECIFICATION

## Qualifications

### Essential

- A relevant tertiary qualification to Masters level plus at least two years relevant experience, or
- A relevant degree plus at least 5 years direct industry experience in a relevant environmental management discipline.
- A proven track record of working with central government, district councils, landowners, iwi/hapū, and community groups.
- Experience with GIS software and its capabilities.
- A current "1" class (full) motor vehicle licence.

### Desirable

- An understanding of groundwater systems and processes.
- Experience in 4WD, ATV and LUV use.

## Knowledge/Experience

- Able to work effectively with iwi/hapū, the general public, landowners and agencies and manage customer's expectations.
- Ability to manage multiple projects and deliver on time and on budget.
- An ability to prepare and work to budgets.
- Competent in relevant information technology.
- Understanding of rural management practices.
- A high level of technical and interactive skills.
- Strong leadership skills with the ability to get the best out of team members, contractors, and external partners while maximising the use of resources for the best outcomes, as well as maintaining their own core day to day project responsibilities.

# 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.
- Staff management.

## Working Knowledge

- Competent in Microsoft office packages.

## 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

- Excellent communication skills (verbal and written).
- A high standard of personal presentation.
- Cheerful, approachable disposition with honesty and integrity a priority.
- Able to relate to a wide range of people.
- Have a positive approach to change by responding to changes in job demands and adapt new strategies.

# OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasionally have 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: \_\_\_\_/\_\_\_\_/\_\_\_\_