

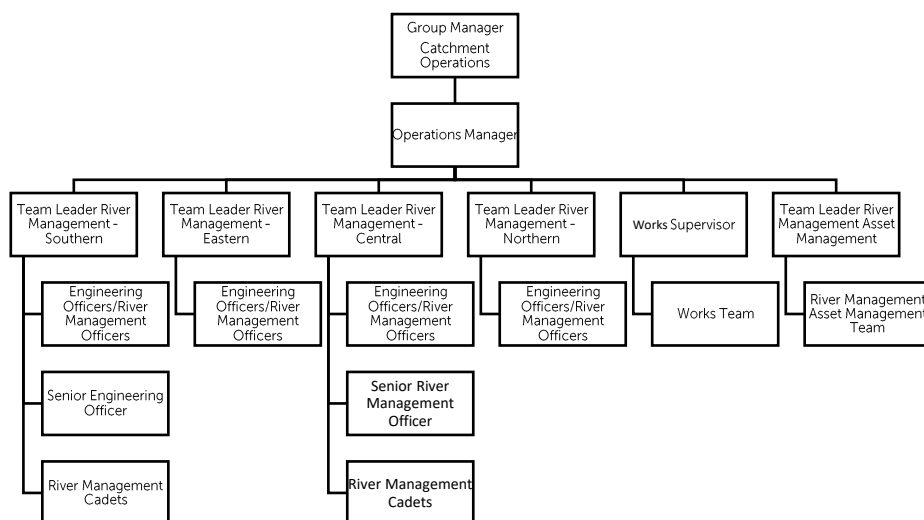
## JOB DESCRIPTION

**Job Title:** River Management Officer  
**Work Unit:** Catchment Operations  
**Responsible to:** Team Leader River Management  
**Responsible for:** No direct reports. Will regularly be responsible for onsite direction, supervision and safety management of contractors or "own forces" labour in the execution of construction contracts or plant/labour hire works.

**Position purpose:** This job exists to:  
 Deliver river management, flood protection, and related operational projects that support organisational priorities. The role works collaboratively across teams to ensure effective programme delivery, strong stakeholder relationships, and regulatory compliance, while balancing flood risk management with environmental, cultural, biodiversity, recreational, and community values. Data collection, analysis, and outputs are used to support informed decision-making, programme performance, and continuous improvement.

**Salary:** \$83,159 (85%) – \$97,834 (100%)  
**Date:** June 2026

## ORGANISATIONAL CONTEXT



# FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> <li>▪ Land occupiers and Managers</li> <li>▪ Government Departments</li> <li>▪ Territorial Local Authorities</li> <li>▪ Local and Rural Communities</li> <li>▪ General Public</li> <li>▪ Iwi/hapu</li> <li>▪ Contractors/Consultants</li> <li>▪ Scheme Ratepayers</li> <li>▪ Scheme Liaison Committees</li> <li>▪ Interest Groups</li> </ul>	<ul style="list-style-type: none"> <li>▪ Team Leader River Management</li> <li>▪ Operations Manager</li> <li>▪ Group Manager Catchment Operations</li> <li>▪ Other River Management Staff</li> <li>▪ Wider Catchment Operations Team</li> <li>▪ Technical and Administration Staff</li> <li>▪ Other Horizons Staff</li> <li>▪ Catchment Information</li> <li>▪ Catchment data</li> <li>▪ Information Services</li> </ul>

## KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
<b>1. River and Drainage Operations</b>	
<ul style="list-style-type: none"> <li>▪ Preparing operations plans, scheme work programmes and budgets.</li> <li>▪ Selection and induction of contractors.</li> <li>▪ Plan, co-ordinate, direct and supervise work in accordance with budgets and programmes.</li> <li>▪ Supervising work programmes and monitoring for results.</li> <li>▪ Monitor and manage expenditure in assigned areas of responsibility.</li> <li>▪ Report to the Team Leader River Management on progress with assigned works.</li> <li>▪ Assist with the various reports (Annual Scheme Report, Liaison Committee, Bi monthly, Flood Damage Reports).</li> <li>▪ Supervise formal contracts; minor works contracts and plant/labour hire contracts.</li> <li>▪ Assist with preparation of contract documents.</li> <li>▪ Facilitate and prepare environmental grant proposals.</li> <li>▪ Assess regulatory and other 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>▪ Plans/programmes are prepared and are updated on a regular basis to the satisfaction of the Operations Manager.</li> <li>▪ Ensure contractors comply with relevant legislation and Horizons internal process requirements.</li> <li>▪ Programmed works are completed within approved budgets and to the satisfaction of the Team Leader River Management.</li> <li>▪ All procurement is completed in accordance with Horizons Strategic Procurement and Contract Management Policy.</li> <li>▪ Record keeping and reporting on work is accurate and complete and kept up to date in a timely manner.</li> <li>▪ Estimates for preferred solutions are realistic and are completed on time.</li> <li>▪ Input into reporting is accurate and timely.</li> <li>▪ All contract works are completed in accordance with contract conditions and specifications.</li> <li>▪ Contract and general works administration reflects best practice and any particular project management plan requirements.</li> <li>▪ All environmental grant works must comply with the Council's environmental grant policy and be completed within budget and to the Team Leader River Management's satisfaction.</li> <li>▪ All activities are conducted in accordance with the conditions outlined in the RMA, Horizons Regional Plans, resource consents and relevant legislation and codes of practices.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Regulatory and other permission requirements are identified, obtained and adhered to.</li> <li>▪ Documentation in relation to compliance with the appropriate regulatory frameworks is completed in a timely and accurate manner to ensure that works fully comply with these requirements.</li> <li>▪ Auditing of works (including contractors) to ensure compliance with the appropriate regulatory frameworks is completed.</li> </ul>
<b>2. Technical / Field Operations/Asset Management</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>▪ Inspect and advise on river and drainage engineering problems.</li> <li>▪ Recording the results of inspections and / or project assessments as appropriate in Council database or records.</li> <li>▪ Undertake data management, analysis and reporting tasks to support the Operations programme.</li> <li>▪ Provide technical support and technical solutions for projects.</li> <li>▪ Report on projects as required.</li> <li>▪ Locate, inspect and determine condition ratings for scheme assets in assigned area.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Field work and field inspections 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/or Operational Plan responsibilities are completed; meeting standards and timeframes.</li> <li>▪ Data is captured and stored in an appropriate manner.</li> <li>▪ Appropriate reports are received in a timely manner to agreed standards.</li> <li>▪ Asset inspections are undertaken in accordance with the Horizons asset management practices.</li> <li>▪ Reports on assets condition are comprehensive and accurate and are correctly entered into the asset management system.</li> </ul>
<b>3. Health and Safety</b>	
<ul style="list-style-type: none"> <li>▪ Understand and apply the employee duties outlined in the Safety and Wellbeing Policy.</li> <li>▪ Follow processes outlined in the Health and Safety Manual and relevant Hazard Management Plans.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hazards on all work sites are identified assessed and managed in accordance with the Health and Safety Management Policies.</li> <li>▪ All accidents that involve staff and contractors are reported on time.</li> <li>▪ Compliance with all procedures set out in the Health and Safety Manual are achieved.</li> <li>▪ All staff and contractors are aware of all hazards relating to their relevant work practices and areas.</li> <li>▪ A high level of health and safety awareness is evident in all activities.</li> </ul>
<b>4. 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>▪ Prepare articles for publication following HRC communication procedures.</li> <li>▪ Support all HRC strategies and plans with an emphasis on Catchment Operations operational plans and individual project targets.</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> </ul>

<ul style="list-style-type: none"> <li>▪ Respond to complaints, general inquiries and requests for action.</li> <li>▪ Organise and attend formal or informal public events or focus groups when needed e.g. field days/scheme meetings</li> <li>▪ Deliver presentations to public audiences.</li> <li>▪ Engage with and manage the expectations of external stakeholders, including landowners, community groups, and contractors.</li> </ul>	<ul style="list-style-type: none"> <li>▪ All customer contacts and queries are recorded in an appropriate database on a timely basis.</li> </ul>
<b>5. 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> </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 degree level (such as Engineering (Civil), Science (in Earth Sciences, Geography, Freshwater Ecology or Geoscience) or a New Zealand Diploma in Engineering (Civil Engineering)).
- Current full New Zealand Class 1 driver licence.

### Desirable

- Relevant project management certification or qualification.
- 4WD certificate.
- 1<sup>st</sup> Aid certificate.
- GIS experience.

## Knowledge/Experience

- At least 3 years' relevant experience such as Engineering (Civil), Science (in Earth Sciences, Geography, Freshwater Ecology or Geoscience).
- Able to work effectively with the general public, landowners and agencies and manage customer's expectations.
- Demonstrate a clear ability to prepare and work to budgets.
- Track record of completing required documentation/ record keeping to a high standard and in a timely manner.
- Competent in relevant information technology.
- Experience in contract supervision.
- A proven track record of working with landowners, iwi, and community groups.
- The ability to understand the limitations and pressures experienced in the rural sector.
- Understanding of the Te Tiriti O Waitangi (Treaty of Waitangi) and the implications of the Treaty on today's society and the work that we undertake.
- Understanding and willingness to uphold tikanga and kawa
- Be comfortable engaging and working in partnership with iwi, hapū, whānau and tangata whenua corporations.

## KEY JOB COMPETENCIES

### Expert Knowledge

- Safe work practices
- Health and Safety manual procedures
- Technical, environmental or management discipline
- Problem solving/solution focus
- Project/control practices
- Managing expectations

### Advanced Knowledge

- Time management skills
- Legislative requirements and rules
- Conflict resolution
- Internal regulatory and non-regulatory rules
- Contract worksite/supervision
- River and drainage engineering
- Riparian land management

## **Working Knowledge**

- Competent in Microsoft office packages.
- Working knowledge of RMA.
- Competent in GIS management and software.

## **Awareness**

- Sensitivity to differing cultural perspectives.

# **KEY 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**

- Have a good standard of written and verbal communication.
- Be self-motivated and display a responsible, committed attitude to work and to the organisation.
- Have confidence in relation to a wide range of internal and external contacts.
- Be able to work productively and contribute fully to a team effort.
- Be proactive in furthering own professional development.
- Have an understanding and commitment to of the principles of good customer service.
- Exhibit a good standard of personal presentation and have a good level of physical fitness.

## OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Work in the field under a range of weather conditions
- 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: \_\_\_/\_\_\_/\_\_\_