

JOB DESCRIPTION

Job Title: River Management Cadet

Work Unit: Catchment Operations

Responsible to: Team Leader River Management

Responsible for: No direct reports.

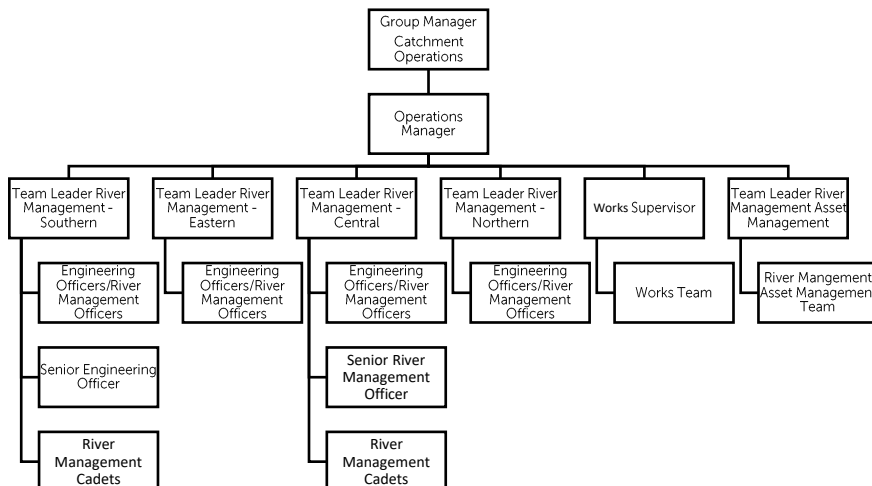
Position purpose: This job exists to: Support the delivery of river management, flood protection, and catchment operations programmes by assisting with field investigations, asset inspections, data collection, analysis, reporting, stakeholder engagement, and project implementation. Working under the guidance of experienced staff, the Cadet will develop technical knowledge and practical skills in engineering, environmental management, asset management, regulatory compliance, and contract administration while contributing to the sustainable management of river and drainage infrastructure.

The role provides hands-on experience in infrastructure inspections, project monitoring, construction supervision, GIS and data management, and community engagement. The Cadet will work collaboratively with internal teams, contractors, landowners, iwi, local communities, and other stakeholders to support the effective delivery of Catchment Operations projects and services, while maintaining a strong commitment to health and safety, environmental stewardship, and continuous professional development.

Salary: \$65,140 (85%) – \$76,635 (100%)

Date: June 2026

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Government Departments ▪ Territorial Local Authorities ▪ Local and Rural Communities ▪ General Public ▪ Iwi/hapū ▪ Contractors/consultants ▪ Scheme Ratepayers ▪ Scheme Liaison Committees ▪ Interest Groups 	<ul style="list-style-type: none"> ▪ Team Leader River Management ▪ Freshwater and Projects team ▪ River Management Operations team ▪ Technical and Administration staff ▪ Consents and Consents monitoring ▪ Information Services ▪ Catchment Data

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
1. Technical / Field Operations/Asset Management	
<ul style="list-style-type: none"> ▪ 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. ▪ Recording the results of inspections and / or project assessments as appropriate in Council database or records. ▪ Undertake data management, analysis and reporting tasks to support Catchment Operations Group programmes. ▪ Provide technical support and technical solutions for projects. ▪ Implement projects in accordance with permission requirements. ▪ Report on projects as required. ▪ Locate, inspect and determine condition ratings for scheme assets in assigned area. ▪ GIS maps are updated in accordance and align with asset registers. 	<ul style="list-style-type: none"> ▪ Field work and field inspections assessments are carried out appropriately, recorded, and are up to date. ▪ Data is captured and stored in an appropriate manner. ▪ Reports are prepared accurately, received in a timely manner to agreed standards. ▪ Regulatory and other permission requirements are adhered to. ▪ Asset inspections are undertaken in accordance with the Scheme asset management plan. ▪ Reports on assets condition are comprehensive and accurate and are correctly entered into the scheme's asset register.
2. Support	
<ul style="list-style-type: none"> ▪ Support the wider team with encouraging and assisting land occupiers, clients or project partners in the delivery of projects for River Management and Flood Protection programmes. ▪ Communicate effectively with external parties including landowners and interest groups. 	<ul style="list-style-type: none"> ▪ Landowners are informed of non-regulatory programmes promoted by HRC and industry. ▪ Landowners and clients are satisfied with the quality and timeliness of information. ▪ Reporting on projects is timely and accurate. ▪ An awareness of relevant current regulatory requirements is maintained.

<ul style="list-style-type: none"> ▪ Assist with promoting and encouraging all aspects of HRC business with a focus on Catchment Operations activities and a detailed focus on technical area/s of expertise. ▪ With support appropriately use non-regulatory and regulatory tools to manage customer's expectations. ▪ Assist with ensuring land occupiers are aware of the need to meet their obligations under various Acts and/or Council's plans, strategies or rules and provide landowners guidance on who to talk to about these requirements. 	
3. River and Drainage Operations/Contract Management	
<ul style="list-style-type: none"> ▪ Undertake engineering surveys and inspections. ▪ Prepare plans, specifications and cost estimates ▪ Supervise Horizons Regional Council or Contractor forces in execution of river and drainage engineering works. ▪ Compile and maintain records of construction works and associated costs. ▪ Provide general assistance to other Catchment Operations Group staff as requested by the Team Leader River Management. ▪ Monitor and manage expenditure in assigned areas of responsibility. ▪ Assist with the various reports (Annual Scheme Report, Liaison Committee, Bi monthly, Flood Damage Reports). 	<ul style="list-style-type: none"> ▪ Surveys, plans and estimates are accurate and completed by agreed time. ▪ Works are completed in accordance with contract conditions and specifications. ▪ Records are accurate and presented to a high standard. ▪ General tasks are completed willingly, in a timely manner and to a high standard. ▪ Ensure works comply with corporate standards, policies, and operating procedures. ▪ Ensure procurement is completed in accordance with Horizons Strategic Procurement and Contract Management Policy. ▪ Ensure contractors comply with relevant legislation.
4. Health and Safety	
<ul style="list-style-type: none"> ▪ Understand and apply the employee duties outlined in the Safety and Wellbeing Policy. ▪ Follow processes outlined in the Health and Safety Manual and relevant Hazard Management Plans. 	<ul style="list-style-type: none"> ▪ A high level of Health and Safety awareness is evident in all operations. ▪ Hazards on all work sites are identified assessed and managed in accordance with the Health and Safety Management Manual. ▪ All accidents that involve staff and contractors are reported on time. ▪ Compliance with all procedures set out in the Health and Safety Manual are achieved.

5. Public liaison	
<ul style="list-style-type: none"> ▪ Maintain effective working relations with ratepayers, liaison committees and other interest groups. ▪ Respond in a timely manner to verbal and written requests. ▪ Assist with facilitating, preparing and promoting HRC, Catchment Operations and individual projects to the public, interest groups and project partners. ▪ Support all HRC strategies and plans with an emphasis on Catchment Operations operational plans and individual project targets. ▪ Attend formal or informal public events when needed e.g. field days/scheme meeting as required. 	<ul style="list-style-type: none"> ▪ Communications with ratepayers is effective and efficient. ▪ Customers are satisfied with written or verbal responses they receive for information or advice. ▪ Community involvement is achieved by facilitating diverse groups and identifying and clarifying unresolved minor issues. ▪ Customers receive up-to-date and relevant information. ▪ Requests for information are responded to promptly. ▪ All customer contacts and queries are recorded in an appropriate database in a timely manner.
6. 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 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"> ▪ 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

Qualifications

Essential

- Current full New Zealand Class 1 driver licence.
- Appropriate high school qualification and/or workforce experience.

Desirable

- 1st Aid certificate
- 4WD certificate
- New Zealand Certificate in Engineering (Civil), or other relevant degree in Engineering/Science or Science, or at least well-advanced progress towards such a qualification.

Knowledge/Experience

- Understanding of the Te Tiriti O Waitangi (Treaty of Waitangi) and an understanding and willingness to uphold tikanga and kawa and be comfortable engaging and working in partnership with iwi, hapū, whanau and tangata whenua corporations

KEY JOB COMPETENCIES

Awareness

- Sensitivity to differing cultural perspectives.
- Health and Safety manual procedures.
- Safe work practices.
- Time management.

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 an interest in natural science and/or civil engineering generally and in river and drainage engineering in particular.
- Responsible and reliable, with the ability to follow instructions and adhere to workplace health and safety requirements
- Able to work effectively unsupervised. Good organisation skills, being able to self-initiate work, set own priorities and schedules and work to strict deadlines.
- Able to relate to a wide range of people in particular an ability to relate well to the rural community, work as a part of a team and work effectively with the general public, landowners and agencies and manage customer expectations.
- Excellent communication skills (verbal and written) and competent in relevant information technology.
- Be self-motivated and display a responsible, committed attitude to work and to the organisation.
- Have an ability to contribute fully to a team effort.
- Exhibit a good standard of personal presentation, have a good level of physical fitness, enjoy and be confident working in the outdoors in all weather conditions.
- Be proactive in furthering own development.
- Have an ability to respond politely and quickly to ratepayer enquiries.

OTHER REQUIREMENTS

The position holder will be required as a condition of appointment to undertake a training and development programme. This will include internal and external training courses as part of an overall training and development programme.

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: ___/___/___