

JOB DESCRIPTION

Job Title: Senior River Management Officer
Work Unit: Catchment Operations Group
Responsible to: Team Leader River Management
Responsible for: No direct reports. Will regularly be responsible for onsite direction, supervision and safety management of contractors and Horizons Regional Council labour in the execution of construction contracts or plant/labour hire works. At times may be required to deputise for the Team Leader River Management.

Position purpose:

To lead the planning, delivery, and management of river management and flood protection schemes and projects within Catchment Operations, ensuring work programmes are delivered safely, efficiently, and in line with organisational priorities, statutory requirements, and agreed budgets. The role is responsible for overseeing investigations, design, programming, contract supervision, asset management, and reporting for assigned schemes and works.

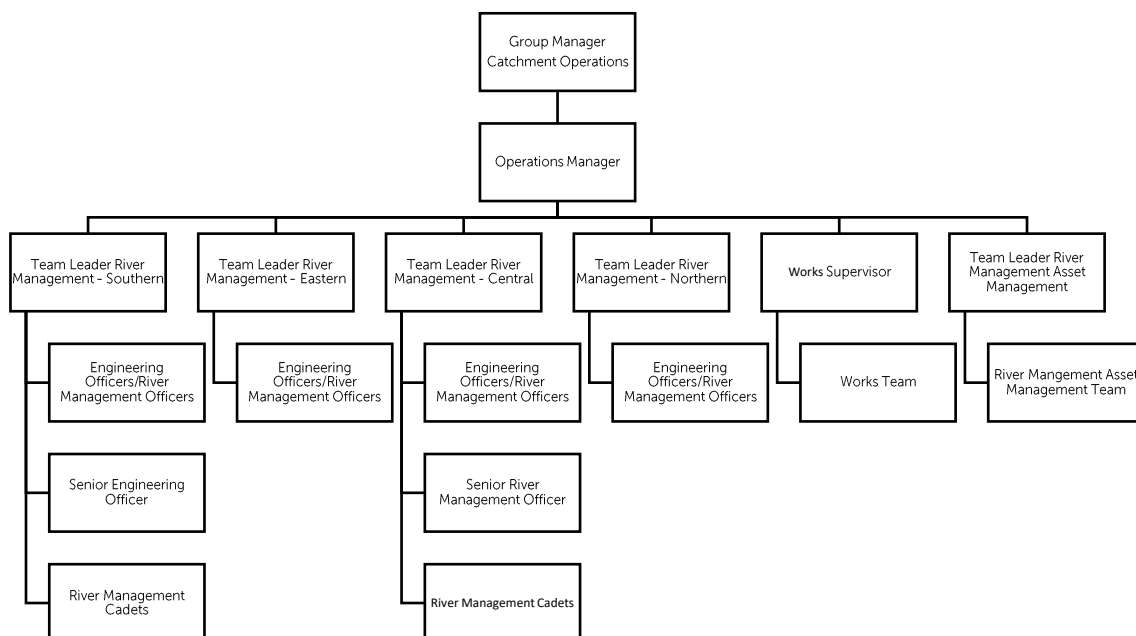
A key focus of the role is providing technical leadership, mentoring, and support to staff, while contributing to capability development across the team and wider organisation. The position also plays a lead role in stakeholder engagement, including liaison with landowners, iwi, contractors, scheme committees, and the wider community, ensuring effective communication and management of expectations.

The role ensures that environmental, cultural, ecological, and regulatory considerations are embedded in all river and drainage activities, and uses sound data, analysis, and reporting to support decision-making and continuous improvement of catchment outcomes.

Salary: \$92,424 (85%) – \$108,734 (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 (both solicited and unsolicited contact) ▪ Iwi/hapu ▪ Contractors/consultants ▪ Scheme ratepayers ▪ Scheme liaison committees ▪ Interest groups ▪ Business and agricultural sectors 	<ul style="list-style-type: none"> ▪ Team Leader River Management ▪ Operations Manager ▪ Group Manager Catchment Operations ▪ Other River Management staff ▪ Catchment Operations group ▪ Technical and Administration Staff ▪ Information Services ▪ River Management Asset Management team ▪ Catchment data ▪ Policy, Consents, and Compliance ▪ Other Horizons staff

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horizons.govt.nz

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
1. Team Development and Support	
<ul style="list-style-type: none"> ▪ Provide accurate technical advice for the team and develop the knowledge and skills of junior staff. ▪ Assist other staff in achieving their own professional development goals. ▪ Provide liaison, support and feedback to the Team and the Team Leader River Management. ▪ Manage, delegate and assist with high profile and problematic issues. ▪ Promote a culture that reflects the organisation's values, customer focus and excellence objectives. ▪ Undertake Team Leader River Management duties when required. 	<ul style="list-style-type: none"> ▪ Team members are continually updated with new information. ▪ Staff training programmes are implemented and maintained. ▪ Team members are supported when dealing with problems that occur both internally and externally to the organisation. ▪ The Team members are given guidance, direction and support in their working environment. ▪ Provides effective communication between the Team and the Team Leader River Management. ▪ Team outputs are maintained during Team Leader River Management's absence and tasks are carried out efficiently and effectively.
2. Project Management and Leadership	
<ul style="list-style-type: none"> ▪ Leading projects or strategies as part of the Operations team, CO Group or wider organisations activities. ▪ Taking a lead role in facilitating advisory groups or steering committees, and scheme committees. ▪ Maintaining a high level of technical expertise over core responsibilities. Keep up to date with emerging trends within River Management policy and research and provide leadership within these areas to the Operations team and wider organisation. ▪ Developing a comprehensive network of professionals in their area of expertise (across Council peers). ▪ Supporting the Team Leader – River Management with management of River Management Officers/Cadets. 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"> ▪ A high level of work output is consistently delivered as a result of being highly efficient, experienced and capable. ▪ Projects meet agreed output targets and contribute to desired environmental outcomes. ▪ Groups are well run and successful. ▪ Technical expertise is maintained and recognised within the organisation through being asked for advice or being sought for project teams. ▪ Acknowledged through peers. ▪ The Team Leader – River Management is supported in the performance and wellbeing monitoring of staff as required. ▪ Support Team Leader – River Management and wider group in staff training and development programmes. ▪ Exhibit behaviours that reflect the organisation's values, customer focus and excellence objectives.

3. Asset Management

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| <ul style="list-style-type: none"> ▪ Locate, inspect and determine condition ratings for scheme assets in assigned area. ▪ Monitor asset performance. ▪ Assist Team Leader River Management with development of long-term plans and funding strategies. | <ul style="list-style-type: none"> ▪ Asset inspections are undertaken in accordance with the Horizons asset management practices. ▪ Reports on assets condition are comprehensive and accurate and are correctly entered into the asset management system. ▪ Assets are performing to design or remedial work as programmed ▪ Input into the development of long-term plans and funding strategies is effective and valued. |
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4. River and Drainage Operations/Contract Management

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| <ul style="list-style-type: none"> ▪ Leading specific projects or corporate strategies within the team and/or wider Horizons area. ▪ Preparing operational plans and obtaining cost estimates for programmed works. ▪ Selection and induction of contractors. ▪ Supervising work programmes and monitoring for results including tracking expenditure. ▪ Plan, co-ordinate, direct and supervise work in accordance with budgets and programmes. ▪ Report to the River Management Team Leader on progress with assigned works. ▪ Prepare various reports including Annual Scheme Report, Liaison Committee, Bimonthly and Flood Damage Reports. ▪ Undertake technical survey investigations, draughting and design in relation to scheme improvements. ▪ Inspect and advise on general river and drainage engineering problems. ▪ Supervise formal contracts, minor works contracts and plant/labour hire contracts. ▪ Prepare formal contract documents. ▪ Inspect, prepare and facilitate environmental grant works. ▪ Evaluate all proposed work activities to determine their status under the provisions of Horizons Regional Council's proposed One Plan and Environmental Code of Practice for River Works and where necessary obtain resource consent approvals. | <ul style="list-style-type: none"> ▪ Programmes are updated on a regular basis and completed within approved budgets to the satisfaction of the Operations Manager. ▪ Records keeping for work are accurate and complete and kept up to date in a timely manner. ▪ Cost estimates are realistic and are completed on time. ▪ All procurement is completed in accordance with Horizons Strategic Procurement and Contract Management Policy. ▪ Input into reporting is accurate and timely. ▪ All surveys, investigations, drawings and designs are technically sound and completed on time. ▪ All contract works are completed in accordance with contract conditions and specifications. ▪ Contract and general work administration reflects best practice and the project management plan requirements. ▪ All environmental grant works comply with the Councils environmental grant policy and are completed within budget and to the Team Leader River Management's satisfaction. ▪ All activities are conducted in accordance with the conditions outlined in Horizons Regional Council plans, resource consents, relevant legislation and codes of practices. |
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5. Health and Safety

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| <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. ▪ Support Team Leaders and Managers with health and safety priorities as required. | <ul style="list-style-type: none"> ▪ Co-ordination of hazard identification, hazard assessment and risk management is achieved within own team and area. ▪ Ensure accidents involving staff or contractors are reported and support the timely investigation of these. ▪ Hazard management processes are implemented and monitored in relation to every work site and depot location. ▪ Potentially high-risk hazards associated with emergency events are appropriately managed. ▪ A high level of health and safety awareness is evident in all activities. |
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6. Public Liaison

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| <ul style="list-style-type: none"> ▪ Support all HRC strategies and plans with an emphasis on CO operational plans and individual project targets. ▪ Respond to complaints, general enquiries and requests for action. ▪ Organise and attend scheme meetings, field days (eg. formal or informal public events). ▪ Provide presentations to public. ▪ Liaise with Iwi in relation to scheme activities and Resource Consent applications. Attend marae meetings as required. ▪ Prepare and present works progress and financial reports at annual scheme meetings and liaison committee meetings. ▪ Respond in a timely fashion to verbal and written requests for information and advice. ▪ Leading projects, groups, community facilitation. ▪ Facilitate, prepare and promote HRC, CO and individual projects to the public, interest groups and project partners. ▪ Prepare articles, presentations and reports for publication following HRC communication procedures. | <ul style="list-style-type: none"> ▪ Communications with ratepayers are effective and efficient. ▪ Customers are generally satisfied with written or verbal responses they receive after requests for information or advice. ▪ All ratepayer enquires receive an initial response within 48 working hrs. ▪ Have a comprehensive network among river management professionals in their area of expertise. ▪ Community involvement is achieved by facilitating diverse groups, identifying and clarifying unresolved issues, recommending action and modifying behaviour. ▪ Articles are submitted as required. ▪ 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 on a timely basis. |
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7. Corporate Contribution

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| <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. | <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. ▪ BCP is maintained and updated as required, to reflect changes and ensure its currency within current and future team / group activities. |
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<ul style="list-style-type: none"> ▪ Fulfil administration-reporting requirements (eg. timesheets, vouchers, reporting). ▪ Ensure the Business Continuity Plan (BCP) for the team / work group is maintained and regularly reviewed and updated to ensure its currency. 	
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PERSON SPECIFICATION

Qualifications

Essential

- A relevant tertiary qualification to degree level (such as Engineering (Civil), Science (in Earth Sciences, Geography, Ecology or Geoscience) or a New Zealand Diploma in Engineering (Civil Engineering)).
- A current "Class 1 - with no restrictions" motor vehicle licence.

Desirable

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

Knowledge/Experience

- Knowledge and at least 5 years' experience in river and drainage management, or other relevant field such as civil engineering or project management.
- Able to work effectively with the general public, landowners and agencies and manage customer's expectations.
- Demonstrated ability to prepare, work to and report on budgets.
- Proven track record of completing required documentation/ record keeping to a high standard and in a timely manner.
- Competent in relevant information technology.
- Understanding of rural management practices.
- Experience in contract management and supervision.
- Good knowledge of relevant sections of the Proposed One Plan and the Environmental Code of Practice for River Works.
- 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
- Code of Practice for River Engineering Works
- 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 management
- River and drainage engineering
- Riparian land management

Working Knowledge

- Competent in Microsoft office packages
- Working knowledge of the Resource Management Act.
- 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

- Good level of interpersonal and communication skills, in particular an ability to relate well to the rural community.
- 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 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 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: ___/___/___