

JOB DESCRIPTION

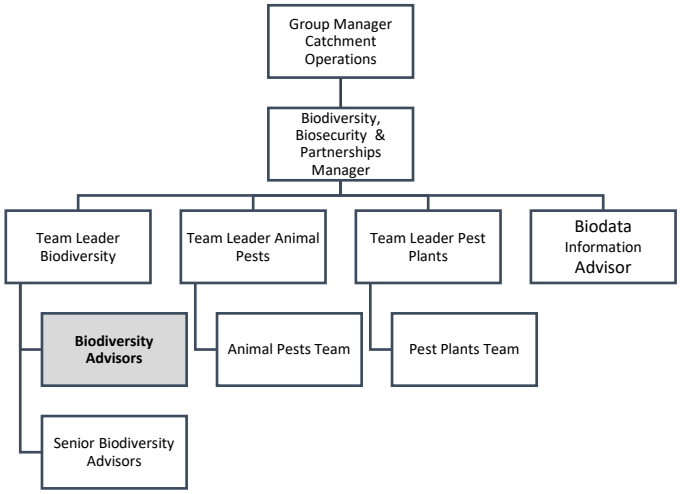
Job Title: Biodiversity Advisor
Work Unit: Catchment Operations Group
Responsible to: Team Leader Biodiversity

Position purpose:

- Provide sound advice to a variety of external customers including landowners, iwi/hapū, organisations (e.g. District Councils), and community groups.
- Identify options to improve and enhance biodiversity at prioritised sites, and arrange management in conjunction with landowners.
- Encourage and support customers to implement practical solutions to enhance and protect biodiversity.

Salary: $83,491 (85%) – $98,225 (100%)
Date: November 2026

ORGANISATIONAL CONTEXT



horizons
REGIONAL COUNCIL

FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
▪ Land occupiers and managers ▪ Iwi and hapū ▪ Community groups ▪ Contractors (e.g. pest control contractors) ▪ Local Authorities/Territorial Authorities ▪ Education Institutions/Schools ▪ General public ▪ Crown Agencies (e.g. NZ Defence) ▪ Crown Research Institutes (e.g. Manaaki Whenua Landcare Research)	▪ Biodiversity team ▪ Biodiversity, Biosecurity and Partnerships team ▪ Other teams within Catchment Operations group (Freshwater & Projects, Land, River Management) ▪ Science team ▪ Other Horizons staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
1. Priority habitats management	
▪ Assessing the technical requirements (inputs) of a site 'in the field' to ensure all aspects of the required management are identified and the desired outputs and outcomes can be achieved. ▪ Developing site management plans, project plans or briefs as necessary. ▪ Recording the results of inspections and / or ecological assessments as appropriate in Council database or records. ▪ Providing technical support and technical solutions for projects. ▪ Reporting on projects as required. ▪ Contributing to the improvement and development of the priority Habitats programme. ▪ Working collaboratively with team members and other teams within the organisation to achieve targets and foster positive organisational culture.	▪ Field work and site inspections and assessments are carried out, recorded, are accurate and up-to-date. ▪ Project plans or briefs deliver outputs on time, in full to desired standard. ▪ Strategy and Operational Plan responsibilities are completed; meeting standards and time frames. ▪ Provide timely authoritative advice for projects as required or as requested. ▪ Appropriate reports are received in a timely manner to agreed standards. ▪ The biodiversity team is able to operate as a highly functioning unit with a collaborative and supportive culture. ▪ Other people within the organisation have a positive experience when interacting with the Advisor.
2. Advisory	
▪ Encouraging and assisting land occupiers, clients or project partners in the delivery of projects or biodiversity management programmes. ▪ Communicating effectively with landowners and interest groups. ▪ Facilitating and managing grant, incentive or support programmes. ▪ 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.	▪ Landowners, stakeholders and community members are persuaded and motivated to adopt non-regulatory programmes promoted by HRC. ▪ Landowners, stakeholders and community members are satisfied with the quality and timeliness of the advisory service provided. ▪ Grants are managed within Horizons' specified criteria. ▪ Reporting on projects is timely and accurate.

▪ Using appropriate non-regulatory and regulatory tools to manage customer's expectations. ▪ Contributing to the development of Horizons' plans and strategies where required. ▪ Ensuring land occupiers are aware of their obligations under various Acts and/or Council's plans, strategies or rules. ▪ Reporting and recording non-conformance.	
3. Contract Management and Supervision	
▪ Preparing operational plans and estimates for programmed works. ▪ Selecting and inducting contractors. ▪ Supervising work programmes and monitoring for results. ▪ Ensuring relevant legislative rules and requirements are met. ▪ Maintaining a proactive approach to Health and Safety. ▪ Ensuring corporate standards, policies and operating procedures are met. ▪ Managing staff and corporate resources as required.	▪ Contracts are prepared, implemented, administered and audited in accordance with good practice and HRC policies. ▪ Contractors deliver their contracted work to a good standard, within expected timeframes and budgets, and in accordance with health and safety requirements. ▪ Contractors comply with relevant legislation.
4. Public Liaison	
▪ Facilitating, preparing and promoting HRC, Catchment Operations and individual projects to the public, interest groups and project partners. ▪ Preparing content for publication. ▪ Supporting all HRC strategies and plans with an emphasis on biodiversity operational plans and individual project targets. ▪ Responding to complaints, general enquiries and requests for action. ▪ Helping organise and attending informative community engagement events promoting our work (e.g. formal or informal public events or focus groups). ▪ Providing presentations to the public.	▪ Community involvement is achieved by facilitating diverse groups, identifying and clarifying unresolved issues, recommending action and modifying behaviour. ▪ Content is 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. ▪ The public have a positive experience of their interactions with the advisor that reflects positively on the organisation
5. Health and Safety Management	
▪ Ensuring compliance with standard operating procedures (SOPs) and safe work methods/practices relating to my functional work area at all times. ▪ Ensuring all hazards are identified and steps are taken to mitigate them.	▪ All accidents involving staff or contractors are reported and investigated in a timely manner. ▪ Hazard identification, hazard assessment and risk management is coordinated and achieved effectively within your team and area. ▪ All staff and contractors are aware of all hazards relating to their relevant work practices and areas.

6. Corporate Contribution	
▪ Maintaining own professional development. ▪ Undertaking performance development tasks/responsibilities. ▪ Undertaking health and safety tasks/responsibilities. ▪ Participating in emergency management training and activities as required. ▪ Participating and contributing to corporate projects and inter-departmental initiatives as agreed. ▪ Maintaining Council plant and equipment. ▪ Fulfilling administration reporting requirements (e.g. timesheets, vouchers, reporting). ▪ Reporting and where appropriate actioning any wider non-conformance with Council plans or policies (e.g. obvious non-compliance with Council rules).	▪ Appropriate training and development is 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 accurately and on time.

PERSON SPECIFICATION

Qualifications

- A relevant tertiary qualification to degree level plus at least two years' experience in a relevant environmental management discipline is essential *or*
  A relevant undergraduate certificate or diploma plus at least three years direct industry experience in a relevant environmental management discipline.
- A current, full motor vehicle licence is essential.

Knowledge/Experience

- A proven track record of working with landowners, Iwi, and community groups.
- Native plant and weed identification skills
- Able to work effectively with the general public, landowners and agencies
- Demonstrated ability to prepare and work to budgets.
- GIS and GPs experience is desirable.
- Understanding of rural management practices.
- 4WD vehicle and LUV experience and certification desirable.

KEY JOB COMPETENCIES

- Ecological knowledge
- Problem solving/solution focus
- Excellent organisational and time management skills
- Motivated to work alone for extended periods
- Sensitivity to differing cultural perspectives
- Safe work practices
- Understanding of legislative requirements and rules, including internal council rules
- Conflict resolution
- Competency with Microsoft 365 suite

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 takes appropriate action.

Organising for Results
- Ensures work is completed effectively and within agreed deadlines.

PERSONAL ATTRIBUTES

- Excellent communication skills (verbal and written).
- Able to relate to a wide range of people.
- A good standard of physical fitness (able to perform all tasks associated with the position).
- Able to work effectively unsupervised
- Able to collaborate and adapt to a teamwork environment
- Self-awareness and emotional regulation

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: ___/___/___