

## JOB DESCRIPTION

**Job Title:** Senior Freshwater Advisor  
**Work Unit:** Catchment Operations Group (CO)  
**Responsible to:** Team Leader Regional Freshwater Implementation  
**Responsible for:** Occasionally supervising 1-5 staff or contractors depending on project/strategic focus

### Position purpose:

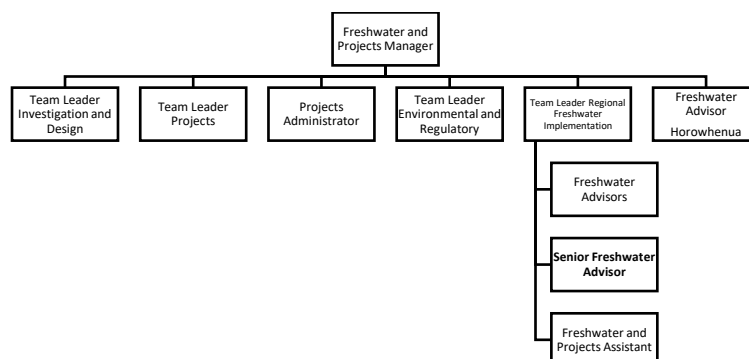
- Deliver on projects for the Catchment Operations Group with an emphasis on organisational priorities and/or core activities primarily in the improvement in water quality implementation field;
- To coordinate and support delivery of the Manawatū River Leaders' Accord (Accord) objectives and work programmes, including a lead role in administering the Accord meetings, action plans and reporting;
- To liaise with, respond to, and manage (including expectations) a variety of external customers (eg. ratepayers, landowners, community groups, and contractors);
- Provide technical support to landowners and external stakeholders around implementation of actions for water quality and aquatic habitat improvement including best practice management; and
- Collect, manage and analyse data around work programmes.

There is an expectation that you will actively uphold the values of Te Tiriti o Waitangi (Treaty of Waitangi) and be aware of the cultural significance of the regions waterways to local iwi, hapū, whānau and tangata whenua corporations especially when working in the awa of our region. This role is partially public facing, and will require you to engage with members of the public in conversation to discuss aspects of the work that the Regional Council undertakes.

**Salary:** \$95,455 (85%) – \$112,300 (100%)

**Date:** June 2026

## ORGANISATIONAL CONTEXT



# FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> <li>▪ Land Occupiers and Managers</li> <li>▪ Central Government (eg. MPI, MfE)</li> <li>▪ Iwi and Hapū</li> <li>▪ General Public (both solicited and unsolicited contact)</li> <li>▪ Community Action/Interest Groups</li> <li>▪ Contractors (e.g. pest control contractors)</li> <li>▪ Local Authorities/Territorial Authorities</li> <li>▪ Education Institutions/Schools (e.g. Massey University)</li> <li>▪ Crown Agencies (e.g. NZ Defence, Kiwi Rail)</li> <li>▪ Crown Research Institutes (e.g. AgResearch, Landcare Research)</li> <li>▪ Industry groups (e.g. Beef and Lamb, DairyNZ)</li> <li>▪ Regional or national professionals within a technical area of expertise</li> <li>▪ Medical Officer of Health</li> </ul>	<ul style="list-style-type: none"> <li>▪ Team Leader Regional Freshwater Implementation</li> <li>▪ Freshwater Advisor Horowhenua</li> <li>▪ Catchment Operations group</li> <li>▪ Policy, Consents and Compliance</li> <li>▪ Information Services</li> <li>▪ Catchment Data</li> <li>▪ Science team</li> <li>▪ Other Horizons Staff</li> </ul>

## KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
<b>Project Management and Leadership</b>	
<ul style="list-style-type: none"> <li>▪ Leading projects or strategies as part of the Freshwater team, CO Group or wider organisations activities.</li> <li>▪ Taking a lead role in facilitating advisory groups or steering committees</li> <li>▪ Maintaining a high level of technical expertise over core responsibilities. Keep up to date with emerging trends within freshwater management policy and research and provide leadership within these areas to the freshwater team and wider organisation</li> <li>▪ Developing a comprehensive network of professionals in their area of expertise (across Council peers, and within the rural community of Ag professionals).</li> <li>▪ Supporting the Team Leader Regional Freshwater Implementation with management of Freshwater Advisor(s). May be occasionally responsible for and supporting the direct line management of some staff.</li> <li>▪ Mentoring, coaching and training other CO, Council staff or other stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>▪ A high level of work output is consistently delivered as a result of being highly efficient, experienced and capable</li> <li>▪ Projects meet agreed output targets and contribute to desired environmental outcomes.</li> <li>▪ Groups are well run and successful.</li> <li>▪ Technical expertise is maintained and recognised within the organisation through being asked for advice or being sought for project teams.</li> <li>▪ Acknowledged through peers.</li> <li>▪ The Team Leader Regional Freshwater Implementation is supported in the performance and wellbeing monitoring of staff as required.</li> <li>▪ Support Team Leader Regional Freshwater Implementation and wider group in staff training and development programmes.</li> <li>▪ Exhibit behaviours that reflect the organisation's values, customer focus and excellence objectives.</li> </ul>

<ul style="list-style-type: none"> <li>Reflecting the organisation's values, customer focus and excellence objectives ("Te Whirinaki").</li> </ul>	
<b>Technical / Field Operations</b>	
<ul style="list-style-type: none"> <li>Leading the team or wider Freshwater Management Group in at least one area of technical expertise.</li> <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>Undertake data management, analysis and reporting tasks to support the Freshwater programme.</li> <li>Provide technical support and technical solutions for projects.</li> <li>Report on projects as required.</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>Relevant new knowledge and techniques are passed on to other members of the Freshwater, CO or Horizons team.</li> <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/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>Regulatory and other permission requirements are identified, obtained and adhered to.</li> </ul>
<b>Advisory</b>	
<ul style="list-style-type: none"> <li>Encourage and assist land occupiers, clients or project partners in the delivery of projects for environmental management programmes.</li> <li>Communicate effectively with landowners and interest groups.</li> <li>Facilitate and manage environmental grant, incentive and/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 land occupiers 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>Landowners are persuaded and motivated to adopt non-regulatory programmes promoted by HRC and industry.</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> <li>Correct advice is given to landowners and reports of non-conformance are made with recommendations to appropriate parts of the organisation.</li> <li>Recognised as an expert or specialist by their professional network.</li> </ul>
<b>Contract Management and Supervision</b>	
<ul style="list-style-type: none"> <li>Leading specific projects or corporate strategies within the team and/or wider Horizons area.</li> <li>Preparing operational plans and obtaining cost estimates for programmed works.</li> <li>Selection and induction of contractors.</li> </ul>	<ul style="list-style-type: none"> <li>Organisational priorities are supported and promoted.</li> <li>Prepare, implement and administer relevant contracts following procurement procedures.</li> </ul>

<ul style="list-style-type: none"> <li>▪ Supervising work programmes and monitoring for results.</li> <li>▪ Ensure relevant legislative rules and requirements are met.</li> <li>▪ Ensure corporate standards, policies and operating procedures are met.</li> <li>▪ Manage staff and corporate resources as required.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensure contractors comply with relevant legislation.</li> </ul>
<b>Public Liaison</b>	
<ul style="list-style-type: none"> <li>▪ Leading projects, groups, community facilitation.</li> <li>▪ Facilitate, prepare and promote HRC, CO 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 CO operational plans and individual project targets.</li> <li>▪ Respond to complaints, general inquiries and requests for action.</li> <li>▪ Organise and attend field days (eg. formal or informal public events or focus groups).</li> <li>▪ Provide presentations to public.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Have a comprehensive network among farmers and professionals in their area of expertise.</li> <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> <li>▪ All customer contacts and queries are recorded in an appropriate database on a timely basis.</li> </ul>
<b>Manawatū River Leaders" Accord Coordination</b>	
<ul style="list-style-type: none"> <li>▪ Liaison with the Chair/Co-chairs around meetings, work programme priorities and progress.</li> <li>▪ Coordination of the administration and reporting in relation to Manawatū Accord meetings.</li> <li>▪ Coordination of work in relation to the accord e.g. action plan development and coordinating reporting from externals and within Horizons.</li> <li>▪ Coordinating actions within Horizons to support the implementation of works to deliver on the goals/ objectives and actions associated with the Accord.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The Chair/ Co-chair are well informed around progress on the Accord and supported to deliver Accord meetings.</li> <li>▪ Manawatū River Leader Forum (the Forum) meetings are well coordinated with agendas, meeting materials, follow ups completed to a quality level in a timely manner.</li> <li>▪ Work programmes in relation to the accord are well coordinated, communicated and delivered in collaboration with the Forum members.</li> <li>▪ Horizons staff, management and governance are well informed around the Accord, the actions that contribute to this and Horizons actions to support delivery of the accord objectives is well coordinated, communicated and reported on.</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> </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> <li>▪ Health &amp; Safety requirements are met.</li> </ul>

<ul style="list-style-type: none"> <li>▪ Fulfil administration-reporting requirements (eg. timesheets, vouchers, reporting).</li> <li>▪ Report and where appropriate action any wider non-conformance with Council plans or policies (eg. Obvious non-compliance with Council rules).</li> </ul>	
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## PERSON SPECIFICATION

### Qualifications

#### Essential

- A proven track record of working with land owners, iwi, and community groups.
- A relevant tertiary qualification to degree level plus at least three years relevant experience, or
- A relevant undergraduate certificate or diploma plus at least three years direct industry experience in a relevant environmental management discipline.
- A current "1" class motor vehicle licence.

#### Desirable

- 4WD certificate
- 1<sup>st</sup> Aid certificate.

### Knowledge/Experience

- Proven experience in working collaboratively with diverse groups including working effectively with iwi/hapū, the general public, landowners and agencies including managing expectations.
- The ability to understand limitations and pressures that are experienced in the rural sector.
- Understanding of the Te Tiriti o Waitangi (Treaty of Waitangi) and the implications of the Te Tiriti on today's society and the work that we undertake.
- Understanding and willingness to uphold tikanga and kawa, comfortable engaging and working in partnership with iwi, hapū, whānau and tangata whenua corporations.
- 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.
- Competent in relevant information technology.
- Understanding of rural management practices.

## KEY JOB COMPETENCIES

### Expert Knowledge

- Working on collaborative projects
- 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
- Rural practices

## **Working Knowledge**

- Competent in Microsoft office packages.
- Competent in GIS management and software.

## **Awareness**

- Sensitivity to differing cultural perspectives.

# **KEY COMPETENCIES FOR PERFORMANCE DEVELOPMENT**

As a Senior Freshwater Advisor you are expected to exhibit Horizons behavioural competencies to a high level and to be recognised as operating at a senior level through experience in the job whilst meeting or exceeding performance expectations, leading projects or work areas and being recognised for specialist skills or expertise.

## **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), this includes report writing, presenting, and being able to communicate technical information to non-technical people.
- Able to self-manage, develops and maintain skills, keeping current with knowledge and organising work effectively while maintaining a healthy balance in work and personal life.
- Able to relate to a wide range of people, especially with those involved in the rural sector.
- A good standard of physical fitness (able to perform all tasks associated with the position).
- Able to work effectively unsupervised.

# 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: \_\_\_/\_\_\_/\_\_\_