

JOB DESCRIPTION

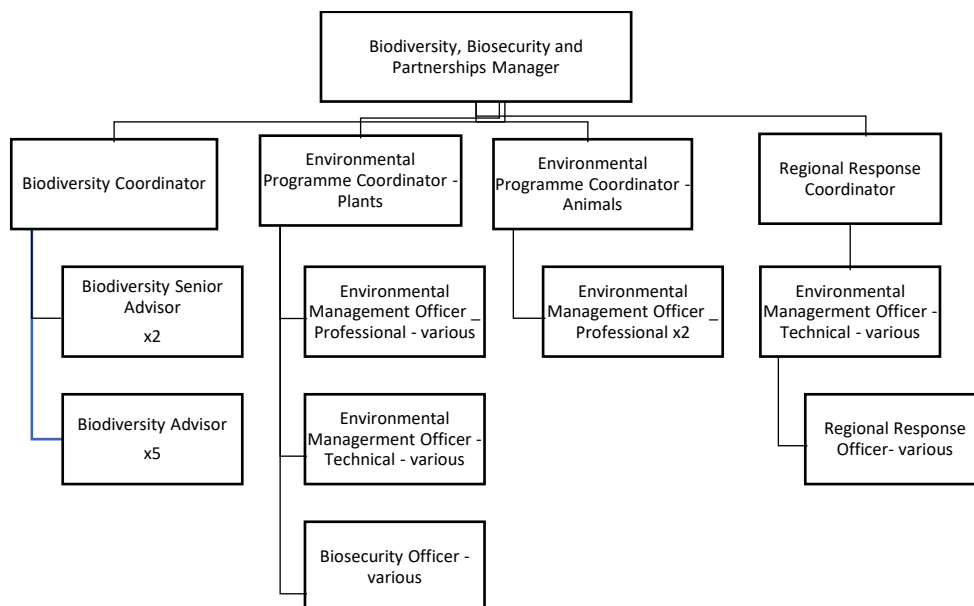
Job Title: Biodiversity Advisor - Community
Work Unit: Natural Resources and Partnerships
Responsible to: Biodiversity Coordinator

Position purpose: This job exists to:

- Provide effective and efficient delivery of biodiversity community engagement programmes.
- Provide sound advice to a variety of external customers including landowners, iwi/hapū, organisations (e.g. District Councils), and community groups.
- Encourage and support customers to implement practical solutions to enhance and protect biodiversity
- Contribute to the delivery of the broader biodiversity programme

Salary: \$70,762 (85%) – \$83,249 (100%)
Date: January 2023

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

| EXTERNAL | INTERNAL |
|--|---|
| <ul style="list-style-type: none"> ▪ Iwi ▪ Landowners ▪ General public, stakeholders and community groups ▪ Contractors ▪ Government departments (MfE, MPI, DOC) ▪ Research agencies and institutions ▪ Territorial authorities | <ul style="list-style-type: none"> ▪ Biodiversity Coordinator ▪ Biosecurity Animals, and Biosecurity Plants teams. ▪ Natural Resources & Partnerships group ▪ Communications team ▪ Science & Innovation, Freshwater & Partnership team, Land team, River Management, Rural Advice ▪ Other Horizons staff |

KEY RESULT AREAS

| JOBHOLDER IS ACCOUNTABLE FOR | JOBHOLDER IS SUCCESSFUL WHEN |
|---|--|
| Operational Planning and Implementation | |
| <ul style="list-style-type: none"> ▪ Deliver all aspects of the community biodiversity work programme, including implementation of the operational plan and contribute to the delivery of Horizons programmes including collaborative projects. ▪ Liaise closely with partners and stakeholders and manage the various initiatives and delivery of the component programmes. ▪ Support and assist with various other initiatives and projects taking the lead where necessary. ▪ Monitor work programmes to ensure compliance with Council's policies and procedures. | <ul style="list-style-type: none"> ▪ 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. ▪ Written contributions are comprehensive, timely, well-written and relevant. ▪ All reporting, including financial, is accurate and meets required deadlines. ▪ Overall results meet the agreed requirements of the Biodiversity, Biosecurity & Partnerships Manager. |
| Work programmes | |
| <ul style="list-style-type: none"> ▪ Regular reporting on the delivery of the programme including the financial reporting. ▪ Contribute to the biodiversity partnerships and organisation strategic planning process as necessary. ▪ Systematically monitor and improve systems methods, efficiency and quality of services provided. | <ul style="list-style-type: none"> ▪ The community biodiversity work programme is implemented and delivers on objectives within budget. ▪ Results and outcomes of the community biodiversity programme are well communicated. ▪ Community biodiversity are actively represented and involved with project teams, supporting the wider functions of the organisation. ▪ Service improvements are identified and implemented. |

| Contract Management | |
|---|--|
| <ul style="list-style-type: none"> ▪ Prepare operational plans and estimates for programmed works. ▪ Selection and induction of contractors. ▪ Supervise work programmes and monitor for results. ▪ Ensure relevant legislative rules and requirements are met. ▪ Maintain a proactive approach to Health and Safety. ▪ Ensure corporate standards, policies and operating procedures are met. ▪ Manage staff and corporate resources as required. | <ul style="list-style-type: none"> ▪ Prepare, implement and administer relevant contracts. ▪ Ensure contractors comply with relevant legislation |
| Public Liaison | |
| <ul style="list-style-type: none"> ▪ Good communications and public relations for the Regional Council are developed and monitored to the agreed standards. ▪ Advocate the Council's position to the community. ▪ Facilitate, prepare and promote HRC, Catchment Operations (CO) and individual projects to the public, interest groups and project partners. ▪ Prepare articles for publication. ▪ Support all HRC strategies and plans with an emphasis on CO operational plans and individual project targets. ▪ Respond to complaints, general inquiries and requests for action. ▪ Organise and attend field days (eg. formal or informal public events or focus groups). ▪ Provide presentations to public. | <ul style="list-style-type: none"> ▪ Respond to ratepayer and local authority enquires/issues regarding community biodiversity projects and Council activities. ▪ Response is accurate, delivered effectively and in a timely manner. ▪ Advice given is clear and concise with sound reasoning behind it and well thought out conclusions and delivered in a courteous manner. ▪ 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. ▪ All customer contacts and queries are recorded in an appropriate database on a timely basis. |
| 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 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 with the Chief Executive. ▪ 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. |

Note: *The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.*

PERSON SPECIFICATION

Qualifications

Essential:

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

Highly Desirable:

- Previous work experience delivering biodiversity or community engagement projects.
- Experience in managing collaborative projects.
- Proven financial management and communication skills.
- Be proficient in the use of Microsoft Word, Microsoft Excel

Knowledge/Experience

Essential:

- Experience in the preparation of public relations material and/or events
- Demonstrated written and verbal communication experience
- Demonstrated ability of preparing and working within budgets
- Demonstrated ability of using effective Health and Safety practises
- A proven track record of working with landowners, iwi, and community groups
- Able to deal effectively and satisfactorily work with the general public, landowners and agencies and manage customer expectations.

Highly Desirable:

- 4WD vehicle experience and certification
- Understanding of rural management practices (rural empathy)
- Knowledge of local government or the public sector

KEY JOB COMPETENCIES

- Sensitivity to differing cultural perspectives
- Reasoning/problem solving
- Negotiation and contracting
- Managing expectations
- Project/control operations skills
- Legislative requirements and rules
- Internal regulatory and non-regulatory rules
- Rural practices
- Safe work practices
- Time management skills
- Conflict resolution
- Microsoft Office computer programmes

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

- Excellent communication skills (verbal, written, and presentations)
- Able to relate to a wide range of people
- Able to work effectively unsupervised
- Creativity
- A good standard of physical fitness (able to perform all tasks associated with the position).

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.

Horizons Regional Council Core Values

Values are the essence of this organisation's philosophy for achieving success.

They are the bedrock of our culture and our view of how Horizons Regional Council staff should behave. They also provide us with a common direction and guidelines for day-to-day behaviour.

Professionalism

Professionalism at Horizons Regional Council is delivering what is promised in a skilled, timely and appropriate manner.

Teamwork

Teamwork at Horizons Regional Council is successfully achieving shared goals through dialogue, cooperation and respect for others.

Integrity

Integrity at Horizons Regional Council is being honest with others; respectful of their race, gender, age beliefs or values.

Self-Responsibility

Self-responsibility at Horizons is highly valued. All individuals are responsible for actively managing their own behaviour, learning, developing, and performing, including accepting responsibility for actions.

Approved: _____ (Manager) Date: ____/____/____

Read and Understood: _____ (Incumbent) Date: ____/____/____