

# JOB DESCRIPTION

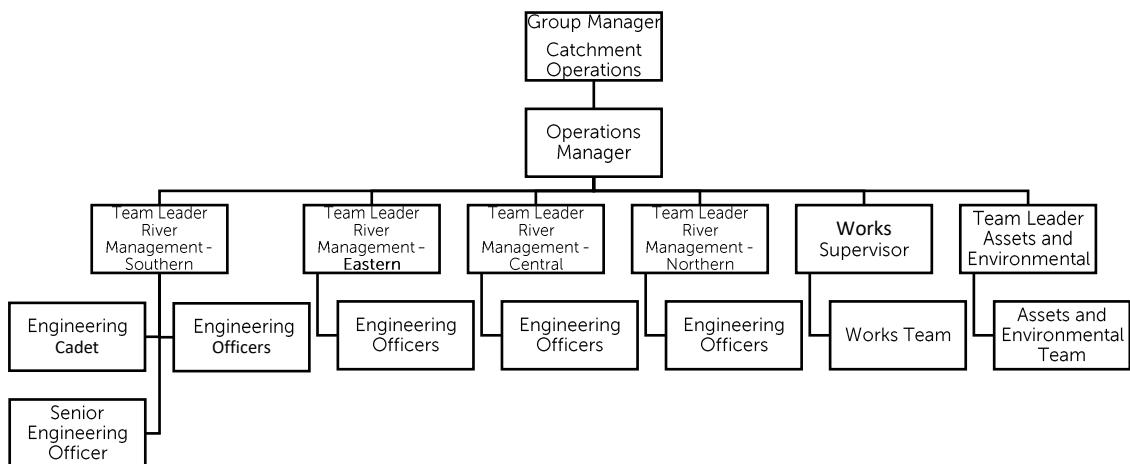
**Job Title:** Team Leader River Management  
**Work Unit:** Operations Team, Catchment Operations Group  
**Responsible to:** Operations Manager  
**Responsible for:** Operational delivery of River Management activities within an Area of the Horizons Region (Northern, Southern, Central or Eastern).

**Position purpose:**

- Effectively coordinate and manage the Area Team and work programme.
- Coordinate the delivery of work programmes for the river management and flood protection activity and other specific projects as required, working closely with other Catchment Operations Teams. This includes managing budgets, procurement and reporting for projects, coordinating internal and external input to projects and engagement around the programme internally and externally.
- Be a key Horizons operational face in the area, developing and maintaining robust, effective relationships with customers and key stakeholders.
- Ensure that river and drainage schemes with the Area of responsibility function effectively, are sustainable and are resilient.
- Ensure that the cultural, ecological, biodiversity, and recreational values associated with river management works are thoroughly considered and embedded in the works we undertake.
- Ensure that there is a high level of awareness of and ensuring compliance with relevant regulatory requirements in all the works we undertake.

**Salary:** \$114,181 (85%) – \$134,331 (100%)  
**Date:** May 2026

# ORGANISATIONAL CONTEXT



# FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> <li>▪ Other Local Authorities and Government Departments/Agencies</li> <li>▪ Horizons Regional ratepayers</li> <li>▪ Iwi/hapū</li> <li>▪ Consultants and contractors</li> <li>▪ Interest and community groups</li> <li>▪ Heritage New Zealand</li> <li>▪ Landowners, occupiers and farm managers</li> <li>▪ General public (both solicited and unsolicited contact).</li> <li>▪ Other Civil Defence and Emergency (CDEM) agencies and staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Catchment Operations Group</li> <li>▪ Policy, Consents and Consents monitoring</li> <li>▪ Information Management</li> <li>▪ Catchment data</li> <li>▪ Science Team</li> <li>▪ Other Horizons staff</li> <li>▪ Senior Management</li> <li>▪ Elected members</li> <li>▪ Civil Defence and Emergency Management (CDEM) staff</li> </ul>

The position has a high level of interaction with the public and stakeholders and consequently requires good interpersonal skills, effectively communicating what can be technically complex subject matter and being able to apply good negotiation and conflict resolution skills.

## KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
<b>Team Development, Support and Leadership</b>	
<ul style="list-style-type: none"> <li>▪ Provide effective and competent leadership, advice and guidance to both reporting staff and on occasion other staff within the group.</li> <li>▪ Supervision of team members and contractors as required.</li> <li>▪ Assist with the recruitment of new staff.</li> <li>▪ Develop staff capability and skills.</li> <li>▪ Actively assist and mentor less experienced team members when needed.</li> <li>▪ Participate fully in the performance management process working with staff to develop, monitor and review work.</li> <li>▪ Set work programmes and priorities for staff in accordance with organisational and group goals.</li> <li>▪ Promote a culture that reflects the organisation's values, customer focus and excellence objectives.</li> <li>▪ Provide regular feedback to the Operations Manager on team performance.</li> <li>▪ Contribute to emergency management response in accordance with Emergency Management Manual or as requested.</li> <li>▪ Undertake River Management Duty Officer role as directed.</li> <li>▪ Provide effective direction, and guidance to embed environmental awareness and good management practices within the work that teams undertake in alignment with the broader Catchment Operations Group.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Team members feel well supported with direction, advice and guidance.</li> <li>▪ The performance and well-being of reporting staff is monitored regularly, with any difficulties identified and remedial actions agreed to.</li> <li>▪ Ensure new staff are recruited in a timely manner and inducted into Horizons and the team.</li> <li>▪ Staff have professional development plans in place that identify training and development opportunities and career progression.</li> <li>▪ Performance development and reviews indicate that staff are suitably trained and are carrying out their task to a required standard.</li> <li>▪ Staff have a clear understanding of their work objectives and are delivering on these.</li> <li>▪ Staff exhibit behaviours that reflect the organisation's values, customer focus and excellence objectives.</li> <li>▪ Feedback to the Operations Manager – is effectively communicated in a timely manner with a “no surprises” approach.</li> <li>▪ A professional and willing response towards any assigned Emergency Management function is evident.</li> <li>▪ Facilitate opportunities for on-going learning, upskilling, and implementation of good management practices for the group and your team.</li> </ul>

## Operational/Financial Management

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| <ul style="list-style-type: none"> <li>▪ Prepare and contribute to detailed work programmes in accordance with programme reporting requirements in alignment with the other Team Leaders – River Management and management team requirements.</li> <li>▪ Effectively manage operational delivery to ensure desired outcomes, in terms of performance, budgets, reporting and timelines.</li> <li>▪ Deliver and monitor work programmes to ensure compliance with Council’s policies and procedures.</li> <li>▪ Prepare accurate reports on activities, including completing Council reporting.</li> <li>▪ Exercise effective financial management in relation to Scheme and other programme budgets. Ensure conformance with financial delegations, procurement and purchasing procedures.</li> <li>▪ Assess regulatory and other requirements for works and obtain any resource consent approvals etc. and implement projects in accordance with permission requirements.</li> <li>▪ Be a project lead liaising with internal staff and externals in relation to projects.</li> <li>▪ Provide input to applications for funding and management of funding when it is received</li> <li>▪ Lead contribution to asset management systems to operational plans by yourself and your team.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Work programmes are prepared within timeframes with accuracy around project delivery methods, budgets, timeframes and deliverables.</li> <li>▪ Information is co-ordinated and prepared accurately within the agreed timeframes for the Annual Report and other reports as required.</li> <li>▪ Annual budget is prepared within timeframes. Expenditure is within the agreed budgetary guidelines.</li> <li>▪ Purchasing and accounting procedures are fully complied with and financial delegations are always adhered to. Prior approval is obtained for budget variations.</li> <li>▪ Regulatory and other permission requirements are identified, obtained and adhered to.</li> <li>▪ Documentation in relation to compliance with the appropriate regulatory frameworks is completed in a timely and accurate manner to ensure works fully comply with these requirements.</li> <li>▪ Auditing of works (including contractors) to ensure compliance with the appropriate regulatory frameworks is completed.</li> <li>▪ Funding opportunities are actively sought from external sources with consideration to organisational capacity to deliver, accuracy around budget estimations, timeframes and deliverables.</li> <li>▪ Asset management contributions are timely, accurate and completed in accordance with organisational processes.</li> </ul> |
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## Formal Contract Management

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| <ul style="list-style-type: none"> <li>▪ Prepare documentation and manage formal tendering process in accordance with NZS 3910 and Horizons Regional Council procedures.</li> <li>▪ Manage and administer formal contracts strictly in accordance with NZS 3910 and Horizons Regional Council procedures.</li> <li>▪ Maintain quality assurance on all project works.</li> <li>▪ Develop and implement processes and policies to enhance contract administration.</li> <li>▪ Achieve best financial outcome for the organisation, consistent with professional ethics.</li> <li>▪ Manage negotiations regarding land requisition and compensation for the project works.</li> <li>▪ Ensure contracts include and clearly state the regulatory requirements that the works are operating under including the expectations of the works to fully comply with these requirements.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Appropriate tender process, contract evaluation, presentation of tender reports with recommendations and awarding of contracts is completed to a high standard.</li> <li>▪ Formal contracts are managed effectively and to the required standard. Contracts are supervised with particular emphasis on Health and Safety and quality assurance.</li> <li>▪ Continually reviewing process and policies to ensure continuous improvements in how projects and contracts are managed and administered</li> <li>▪ Contract records are maintained, reporting requirements are met, and all contract administration (including payment) requirements are met.</li> <li>▪ Outcomes that are fair and clearly understood by both parties are achieved in relation to land purchase and compensation.</li> <li>▪ Contracts include regulatory requirements for any works being undertaken.</li> </ul> |
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	<ul style="list-style-type: none"> <li>Auditing of contractors is undertaken to ensure compliance with the requirements of the contract.</li> </ul>
<b>Communication and Advocacy</b>	
<ul style="list-style-type: none"> <li>Maintain effective communication in relation to programme works with Senior Management, TLAs, Government departments, landowners/ratepayers, Iwi, interest groups and with the public in general.</li> <li>Act as the Council's representative and contact point in relation to projects.</li> <li>Address community groups etc.</li> <li>Respond to written and verbal requests for information and advice.</li> <li>Effectively manage communications in line with the diverse views of stakeholders in relation to significant complex issues such as scheme rating.</li> <li>Maintain open and clear communication around the works we undertake and the associated notifications and adherence with the appropriate regulatory frameworks.</li> </ul>	<ul style="list-style-type: none"> <li>A professional attitude is projected at all times in dealing with external contacts.</li> <li>Information is accurate and is provided in a timely manner.</li> <li>Landowners are persuaded and motivated to adopt advice promoted by HRC.</li> <li>Communication around projects and work programmes is clear, timely and accurate.</li> <li>Accurate and timely responses to information and media requests are provided.</li> <li>Customers are satisfied with responses to written or verbal requests for information.</li> <li>Significant and complex issues are communicated to stakeholders in an appropriate and effective manner, giving consideration to the diverse views such parties may hold.</li> <li>Appropriate tools are used to maintain open and clear communication around our use and compliance with the appropriate regulatory frameworks.</li> </ul>
<b>Health and Safety Management</b>	
<ul style="list-style-type: none"> <li>Assume the responsibilities assigned to a "Manager/Team Leader" as defined in the Horizons Regional Council Health and Safety Policy and Management Manual.</li> <li>Ensure compliance with Standard operating procedures (SOPs) and safe work methods/practices relating to my functional work area at all times.</li> <li>Promote and support the safe and early return to work of injured employees.</li> <li>Ensure hazard management plan review is undertaken annually for your team.</li> <li>Ensure all hazards are identified and steps are taken to mitigate them.</li> <li>Ensure those staff issued with Personal Protective Equipment (PPE) receive correct and adequate training and are competent in the use of the PPE.</li> </ul>	<ul style="list-style-type: none"> <li>All staff are trained in appropriate safe practices, procedures and emergency preparedness.</li> <li>All accidents involving staff or contractors are reported and investigated in a timely manner.</li> <li>Hazard identification, hazard assessment and risk management is coordinated and achieved effectively within your team and area.</li> <li>Hazard management processes are reviewed annually and implemented and monitored for your team, every work site and depot location.</li> <li>All staff and contractors are aware of all hazards relating to their relevant work practices and areas.</li> <li>All staff are provided with, and trained in, the use of appropriate PPE.</li> <li>Potentially high-risk hazards associated with emergency events are appropriately managed remote from Incident Controller.</li> <li>A high level of health and safety awareness is evident in all activities.</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> </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</li> </ul>

<ul style="list-style-type: none"> <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> <li>▪ Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting).</li> <li>▪ Ensure the Business Continuity Plan (BCP) for the team / work group is maintained, and regularly reviewed and updated to ensure its currency.</li> </ul>	<p>specified standards and within agreed timeframes.</p> <ul style="list-style-type: none"> <li>▪ Contribution to projects and corporate initiatives is effective and valued.</li> <li>▪ Administration requirements are completed timely and accurately.</li> <li>▪ BCP is maintained and updated as required, to reflect changes and ensure its currency within current and future team / group activities.</li> </ul>
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## PERSON SPECIFICATION

### Knowledge/Experience

#### **Essential:**

- A relevant tertiary qualification to degree level plus at least five years relevant experience, or
- A relevant undergraduate certificate or diploma plus at least five years direct industry experience in a relevant management discipline.
- A current "Class 1 - with no restrictions" motor vehicle licence.

#### **Highly desirable:**

- A tertiary qualification in Civil Engineering at a minimum level of Bachelor's or equivalent plus at least 2 years directly related experience.
- Five years or more of relevant experience.
- At least two years regional government experience or equivalent.
- Awareness of potential environmental impacts and effects of river management practices and the tools available to minimise these effects.
- A minimum of three years' experience in contract management.
- Sound understanding of relevant legislation and NZ standards.
- Ability to prepare work programmes and to project manage.
- High level of financial management skills including preparation of budgets, financial management of budgets and accurate and clear reporting on budgets.
- Sound knowledge in Microsoft Word, Excel and Project Management.
- Experience in staff management.
- Proven experience in managing Health and Safety.
- Proven ability work effectively with iwi/hapū, the general public, landowners and agencies including managing expectations.

## KEY JOB COMPETENCIES

### Expert Knowledge

- River and Drainage Engineering or Civil Engineering practices
- Project management, contract management and financial management
- Problem solving and conflict resolution
- Working on collaborative projects

### Advanced Knowledge

- Communication skills
- Safe work practices
- Time management
- Staff management and team leadership

## Working Knowledge

- Sensitivity to differing cultural perspectives.
- Community awareness
- Political awareness

# 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.

## Leadership

- Creates a clear direction, inspires a shared commitment and leads by example.

## Developing and Managing Performance

- Builds an environment that is focused on enhancing the skills and performance of individuals and teams.

# PERSONAL ATTRIBUTES

- Excellent communication skills (verbal, written, and presentations).
- Good organisation skills, being able to self-initiate work, set own priorities and schedules and work to strict deadlines.
- A high level of interpersonal and negotiation skills.
- Ability to lead and achieve results from a project team.
- Reliable and dependable.
- Able to relate to and engage positively with a wide range of people, including Governance.
- A good level of physical fitness.

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