

HAWKE'S BAY REGIONAL COUNCIL

Job Description

Position Title:	Team Leader Schemes		
Group/Section Details:	Group: Asset Management	Section: Regional Assets	
Responsible to:	Manager Regional Assets		
Responsible for:	Senior Engineering Officer Waterways, Senior Engineering Officer Schemes, Engineering Officer Schemes		
Salary Range:*	\$84,681 (85%)	\$99,625 Mid-Point	\$114,569 (115%)
* Note: Progress above the Mid-Point is based on sustained individual performance.			

Section Aims

The Regional Assets team provides the following role and functions as part of the Asset Management Group:

- Short and long-term management of Flood Control and Drainage Schemes (there are 25 schemes of various sizes throughout region). Management includes strategic direction, design, funding and community engagement.
- Flood hazard qualification and management.
- Flood forecasting and flood management.
- Other natural hazard qualification and management.
- Consenting advice and statutory advocacy.
- Ratepayer and general enquires – schemes and non-scheme areas.
- Coastal monitoring and management.
 - Westshore renourishment programme
 - Coastal Strategy
 - Coastal monitoring
 - Coastal structures relating to schemes
- River mouth openings.
- Open spaces, pathways, regional parks, river berm areas.
- Gravel resource management (monitoring and allocation).
- Relationship building with Maori (Treaty settlement agreements, co-management and hapu management plans).
- Investigations and Enquiries.
- Engineering services to Gisborne, TLA's and others.

Role of Team Leader Schemes

The role of the Team Leader Schemes is to provide the overall leadership of the team through relevant, professional input into the roles and functions as outlined above in order to lead the Schemes team to achieve their individual and collective objectives. The Team Leader Schemes' input will relate to their relevant skills and experience but will also include activities that extend and provide for individual professional development. Expectations will be regularly discussed with the jobholder and expectations will be fair and reasonable and within the broad requirements outlined above.

As a Team Leader, you will be expected to positively lead the staff that report to the position and offer support, coaching and other professional development opportunities for them to ensure their work effort meets the requirements of good customer service and efficient and effective service delivery.

Role Expectations

- The Schemes staff are lead and managed through positive role modelling that encourages high levels of professionalism, effective advice and quality customer service.
- A high level of confidence is evident in the staff and advice provided by the section.
- A high level of responsibility and accountability is evident in the team.
- Scheme asset management operations are completed effectively and efficiently.
- Ensure asset management contracts are let appropriately, monitored, meet health and safety and other contract requirements.
- Asset management plans are reviewed as required, to a high standard.
- Asset management registered are maintained in an appropriate manner.
- Effective and timely stakeholder liaison is undertaken for all schemes.
- Opal 3 input and annual reporting of individual scheme activities, budgets and finance is undertaken as required , to a high standard and in a timely manner.
- Requests for relevant input into a range of other HBRC work, including long term planning, level of service reviews, capital works priorities and programmes and renewal priorities and programmes, are provided to a high professional level. Notwithstanding other priorities, suitable time frames should be negotiated with requesting sections which meet the requirements of both.
- Projects assigned are completed effectively and efficiently.
- Weather events are effectively managed.
- Excellent relationships are maintained with relevant staff in other councils, stakeholders and special interest groups.
- Personal accountability is readily accepted for issues and decisions under the staff member's direct control.

Continuous Improvement

POSITION TITLE: TEAM LEADER SCHEMES

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace as assessed by your peers and Manager.
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your Manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your Manager.
- Showing a strong team commitment, as indicated by peer feedback and your Manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging others ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager.
- Active involvement in decision making processes when the opportunity is made available.

Health and Safety

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- Where appropriate, advise other organisations you are working with of the known risks in the work being undertaken.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Maintaining a clean and tidy workspace.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

Emergency Management

All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.

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- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

Key Skills

- Appropriate tertiary qualification.
- Effective leadership abilities.
- Practical knowledge of river engineering including: hydraulic modelling, hydrology
- Project management at a high level.
- A self-motivated, pro-active and energetic person with an excellent 'can do' attitude.
- Excellent interpersonal skills both on a one-to-one basis and with groups.
- An understanding of community development and how to establish confidence in those communities to effectively promote HBRC's policies or issues.
- A high level of initiative.
- Good range and ability with computer applications.
- Sound understanding of the following legislation: Resource Management Act, Biosecurity Act, Reserves Act, Local Government Act, Soil Conservation and Rivers Control Act, Public Works Act.
- Clean driver's license.
- Good computer skills and ability to utilise technology effectively.
- A commitment to continuous improvement in the work place.

HBRC's Vision, Purpose and Values

Our Vision: A healthy environment, a vibrant community and a prosperous economy.

Our Purpose: We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

Our Values:	Partnership and Collaboration	We work with our community in everything we do
	Accountability	We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
	Transparency	We report on what we do and the value this delivers for our community

POSITION TITLE: TEAM LEADER SCHEMES

Excellence

We set our sights and expectations high, and never stop striving to do better