

HAWKE'S BAY REGIONAL COUNCIL

Job Description

Position Title:	Manager Science	
Group/Section Details:	Group: Integrated Catchment Management	Section: Environmental Science
Responsible to:	Group Manager Integrated Catchment Management Group	
Responsible for:	Team Leader Principal Scientist x 5	

Section Aims

The Environmental Science team provides the following roles and functions as part of the Integrated Catchment Management Group:

- Conducts research, investigations, and State of the Environment monitoring functions and activities as outlined by Councils Long Term Plan, Strategic Plan and Science Strategy.
- Through agreed work programmes provides appropriate and timely technical input into Hawke's Bay Regional Council's (HBRC) policy development, resource consent and statutory advocacy processes.
- Lead and work with other relevant sections of the group and wider Council through the Science and Technology Steering Group to collaborate on HBRC's science programme.
- Maintains a 'fit for purpose' and cost effective regional environmental research and investigative programme which provides appropriate information for HBRC policy development, resource consent and statutory advocacy processes.
- Coordinate the preparation of science reports and communicates these effectively to our community and HBRC.
- Competing demands are planned and priorities set as is appropriate.
- Liaise with appropriate outside agencies.
- Provide evidence at hearings.
- Undertake work with relevant reference to health and safety issues.

Role of Manager Science

The role of Manager Science is a highly significant and influential leadership role within Council and provides a high standard of professional leadership and input into the roles and functions as outlined above in order to ensure the Science team achieves its objectives. Your specific role of Manager Science will require input which will relate to your relevant skills, the needs of the specific role and your experience but will also include activities that extend and provide for individual professional development.

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Expectations will be regularly discussed with you and expectations will be fair and reasonable and within the broad requirements outlined above. As Manager Science you will be expected to provide exemplary leadership of the team and be accountable for the delivery of your team and the outputs for which they are responsible. You will also be required to be the public 'face' of council's science and to ensure a high standard of science communication occurs both within and outside council.

Role Expectations

- To provide exemplary leadership of the science team as demonstrated through regular feedback from reporting staff and peers.
- To effectively network within the region's science professionals, nationally with Crown Research Institutes, Science Challenges, Universities and other regions science managers to attract research and funding for science into the region.
- To effectively lead and facilitate outstanding science communication within council.
- To effectively lead the timely development of HBRC's science strategy.
- To lead HBRC's Science and Technology Steering Group and ensure science is aligned to council's objectives, is of a consistently high standard and is well communicated.
- To ensure research is based on sound scientific principles, is logical and draws appropriate conclusions.
- Investigations are aligned to council's objectives, adequately resourced, managed through appropriate project management approaches and conveyed accurately and in a timely manner.
- Cooperation and collegial liaison is carried out effectively with other relevant staff in HBRC and with other Councils.
- Attendance at, and effective participation in, national groups or meetings relevant to regional council's science is evident.
- As directed by the science strategy, a 'fit for purpose' and cost effective regional environmental research and investigative programme is developed, maintained and reviewed, as appropriate, and which provides appropriate information for HBRC policy development, resource consent and statutory advocacy processes.
- Quality management system (QMS) processes for the science team are effectively established, implemented and maintained.
- Ensure the role is an active and positive champion for the sections Telarc accreditation.
- Monitoring reports are relevant, well written, clearly presented and prepared on time.
- Competing demands on staff and section time are managed appropriately.
- Input into plan changes, consent applications etc is provided in a timely manner and is accurate and appropriate for purpose.
- Presentations are appropriate in terms of relevant content, advice and conclusions and are audience specific.
- Contributes openly and positively to the groups 'Leadership Forum'.

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- Provide strong leadership in terms of an appropriate focus on health and safety and ensure health and safety is dealt with according to HBRC policies with staff safety of paramount importance.
- Positive team morale is maintained at a high level across the team.

Commitment and Expectations

Hawke's Bay Regional Council (HBRC) Managers and Team Leaders are a valuable part of Council's leadership team. Managers and Team Leaders are expected to model quality leadership and promote HBRC's Vision, Purpose, Values and Expectations. As a member of the HBRC leadership team you will:

- Set clear expectations of performance requirements and take responsibility for staff performance.
- Recognise and reward good performance and deal with poor performance issues promptly.
- Show honesty, fairness, respect and consistency in dealings with staff.
- Undertake regular performance conversations, management and coaching of staff.
- Accept collective responsibility for management decisions.
- Respect professionalism in peers.
- Display consistent behaviour when interacting with peers.
- Provide vision, leadership and direction for your work section.
- Display excellent communication skills.
- Be approachable and show a willingness to listen actively.
- Demonstrate personal integrity.
- Admit when wrong or when a mistake is made.
- Adopt a 'no surprises' approach with your manager and staff.

Continuous Improvement

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, including promoting HBRC in a positive manner, 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.

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- 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.
- Working in a collegial manner.
- Ensure you play your respective part in good information flows between different work sections.
- Deliver on project outcomes: on time and on budget.
- Being realistic about estimating resource requirements for projects.
- Displaying sound judgment and making responsible decisions.
- Managing public expectations and being customer focused.
- Maintaining high levels of technical skills relevant for the role.

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.
- 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

Knowledge

- Relevant post-graduate tertiary qualification
- A minimum of 5 years post qualification experience in a relevant discipline.
- Sound understanding of RMA (1991)
- Sound understanding of environmental research, investigation and monitoring processes.
- Knowledge and experience of conflict resolution.

Skills

- Is a high performing leader, has highly effective leadership and interpersonal skills.
- Is a strong science communicator, has a high standard of written and verbal communication skills.
- Strong ability to use computer based technology.

Personal Attributes

- Ability to think strategically, be comfortable 'not in the detail' and have an 'eye for the future'.
- Ability to at times to work at pace and under pressure.
- Can work with ambiguity and facilitate groups of people
- Ability to prioritise and plan effectively.
- Ability to be decisive and assertive as is appropriate.

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- Professional and personal integrity.
- Willing to hold self and others accountable.

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