

# Catchment Management Lead – Hauraki & Coromandel

## Role description

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| <b>Job title</b>                    | Catchment Management Lead – Hauraki & Coromandel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Directorate</b>                  | Integrated Catchment Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Reports to</b>                   | Team Leader – Hauraki & Coromandel Catchments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Responsible for [# of staff]</b> | 4 (up to 5 with fixed term staff)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Job purpose</b>                  | <p>To oversee the delivery of catchment management work programmes in the Hauraki and Coromandel Catchments.</p> <p>To build capacity and maturity within the Catchments Management unit, leading staff and undertaking catchment management functions focussing on integrated catchment management, soil and water conservation, catchment planning and biodiversity enhancement whilst developing and maintaining community/stakeholder partnerships. Work will be delivered in line with the Waihou-Piako and Coromandel Zone Plans.</p> <p>The Unit Lead component of the role is expected to equate to approximately 60% of time, with 40% prioritised for project delivery.</p> |
| <b>Direct reports</b>               | 4 (up to 5 with fixed term staff)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Date</b>                         | Ju 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## Organisation Context

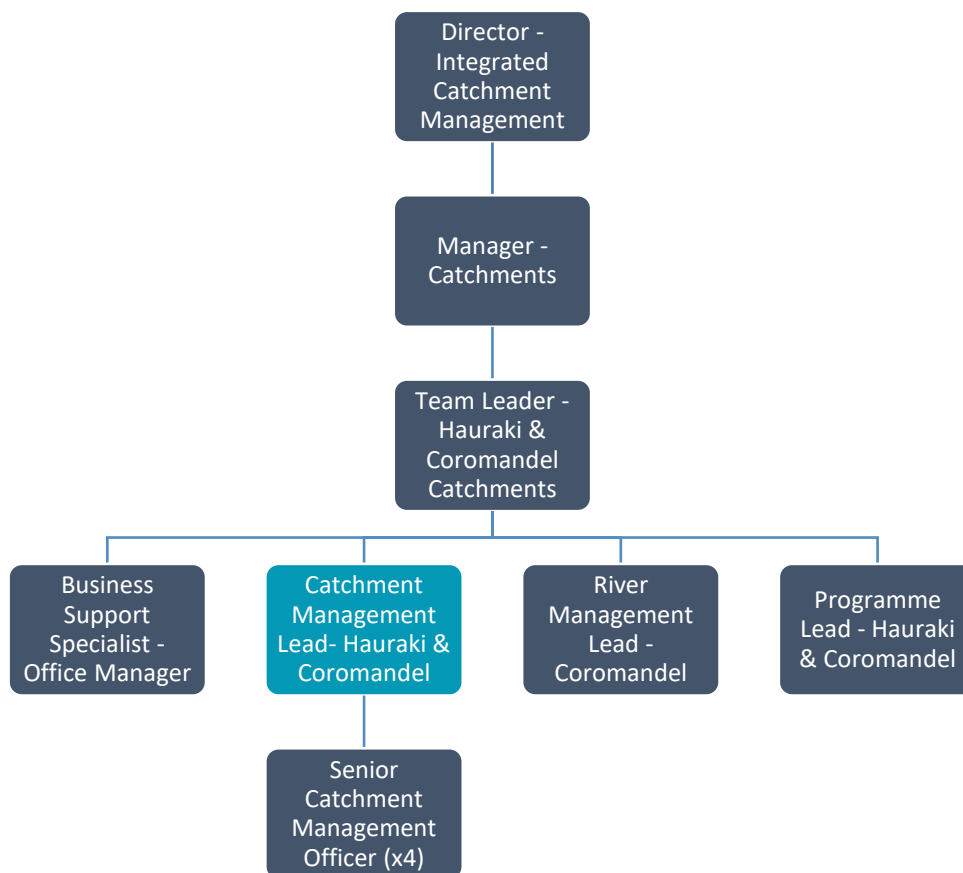
### Directorate - Integrated Catchment Management

We support Waikato Regional Council's mission by implementing policies and plans to achieve integrated catchment management, by statutory and non-statutory methods. The policies and plans can include biosecurity and natural heritage management, fostering sustainable use of land and catchments, and managing infrastructure assets of \$586 million (comprising flood protection, river management, drainage, and catchment systems).

### Te Tiriti

Our purpose is *Working together for a Waikato region that has a healthy environment, strong economy and vibrant communities*. We do this in partnership with tangata whenua in our region, and all roles at Waikato Regional Council have a contribution to make to how we uphold our Te Tiriti o Waitangi responsibilities.

## Organisational Chart



## Key Result Areas

| Job holder is responsible for                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Job holder is successful when                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b>Programme of work: Unit Lead</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"> <li>Oversee the day-to-day activities of the Hauraki &amp; Coromandel catchment management unit including performance management and recruitment of staff.</li> <li>Liaise with the Team Leader to prepare and implement unit work plans, set priorities and report on progress and allocation of budgets with the Hauraki and Coromandel Catchments Team Leader and Programme Lead.</li> <li>Report to, and liaise with, the Team Leader on matters relating to the development and implementation of the catchment management work programmes.</li> </ul> | <ul style="list-style-type: none"> <li>The unit operates efficiently and effectively (high performance); key deliverables are met.</li> <li>Timely, well-reasoned and accurate plans, forecasts, reports and budgets prepared.</li> <li>Spend monitored against budget; budget operates within the set levels.</li> <li>Comprehensive advice and quality of written reports are delivered in a timely manner.</li> <li>High priority on ground projects delivered on time and within budget.</li> <li>Key zone partnerships fostered, and high priority collaborative projects established and delivered.</li> </ul> |

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| <ul style="list-style-type: none"> <li>• Contribute to long term and annual planning processes, budget preparation, forecasting and reporting.</li> <li>• Work with the Team Leader and Programme Lead, to proactively support and encourage the team to maintain a positive 'blue' team culture.</li> <li>• Work with the Team Leader – Hauraki Coromandel Scheme Operations and Programme Lead –Hauraki Coromandel Capital to support the delivery of restoration projects on Flood Scheme lands.</li> <li>• Support and work with the river and catchment teams to develop and implement property/restoration plans and manage 'on the ground' projects relevant to the role.</li> <li>• Support the team to build and maintain strong working relationships with relevant stakeholders, tāngata whenua and community groups to support and/or enable restoration initiatives.</li> <li>• Maintain connection to the wider regional catchment management teams to ensure consistency of programme delivery and technical maturity.</li> <li>• Provide input and/or (where appropriate) lead the development of regional templates and resources.</li> <li>• Undertake tasks delivery of specific catchment related projects.</li> </ul> | <ul style="list-style-type: none"> <li>• Unit well aligned to the regional catchment management team.</li> <li>• Projects are completed on time and in budget with risks identified and mitigated</li> <li>• Project team achieve milestones, deadlines and deliverables within allocated budget.</li> <li>• Sound working relationships with internal and external stakeholders are established lead to successful outcomes.</li> <li>• The team is well connected, innovative and flexible to support and encourage a 'one team' approach through manaakitanga, (caring for) whanaungatanga (strong relationships) and kotahitanga (one team) in office and regionally.</li> <li>• Cross directorate communication and collaboration results in effective outcomes for the WRC.</li> </ul> |
| <b>Programme of work: Catchment Management</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"> <li>• Participate in the development, review and implementation of harbour and catchment plans.</li> <li>• Developing and implementing Environmental Programme Agreements (EPAs) and/or Environmental/Restoration Management Plans for soil conservation, water protection, biodiversity enhancement*.</li> <li>• Assist with the development and implementation of site-based, catchment scale restoration management plans for high value natural habitats*.</li> <li>• Develop and implement maintenance programmes/agreements with landowners to maintain catchment management works (fencing, planting and erosion control structures).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Key deliverables are met.</li> <li>• Specific work programmes and project outputs achieved within agreed budgets and timeframes.</li> <li>• Asset management information is accurate, up to date, readily available/accessible and to the required standard.</li> <li>• Reports provided are to Waikato Regional Council standards, are clear on time and contain suggestions/recommendations to address any issues that arise including new environmental initiatives.</li> <li>• Team Leader and Programme Lead have sufficient information to analyse contract performance and standards and to answer questions from stakeholders on progress of contracts.</li> </ul>                                                                          |

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| <ul style="list-style-type: none"> <li>• Engage and facilitate discussion with community groups, iwi and stakeholders.</li> <li>• Maintaining detailed records using WRC systems and programmes.</li> <li>• Contribute to achieving the zone work programme within agreed budgets and timeframes.</li> <li>• Prepare applications and source external funding for high priority projects and oversee the successful delivery of those projects.</li> <li>• Assist River Management Officers with riparian restoration works.</li> <li>• Support emergency responses to flood and natural disasters.</li> </ul> <p>*This includes planning, costing, budget management and delivery. May include contractors/volunteers.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>People leadership</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"> <li>• Build and maintain a commitment to WRC's vision and values in alignment with corporate culture.</li> <li>• Lead and foster a constructive culture of open communication.</li> <li>• Provide oversight and direction to staff/contractors.</li> <li>• Hold regular staff catch ups and six-monthly performance reviews.</li> <li>• Develop the staff capability within the team.</li> <li>• Proactively manage recruitment and onboarding of new staff/contractors.</li> <li>• Foster collaborative teamwork within own team, Hauraki and Coromandel Catchments team, the Catchments Section, Directorate and WRC.</li> </ul>                                                       | <ul style="list-style-type: none"> <li>• WRC values are modelled and promoted at all times.</li> <li>• Formal/informal face to face meetings held.</li> <li>• Staff know what is expected of them.</li> <li>• Performance regularly reviewed; poor performance is actively managed.</li> <li>• Staff training needs identified and followed up; coaching and mentoring staff as required.</li> <li>• New staff provided with clear direction/expectations, guidance and support.</li> <li>• Collaborative teamwork ingrained as a part of the way we work.</li> </ul> |
| <b>Corporate citizenship</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"> <li>• Ensure compliance with all legal and statutory requirements and WRC policies.</li> <li>• Actively demonstrating excellent customer service in support of Council's customer engagement strategy and customer promise.</li> <li>• Undertake civil defence training and assist the CDEM department fulfil their objectives.</li> <li>• Ensure appropriate risk management.</li> </ul>                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• No significant noncompliance events; audits indicate a high level of knowledge of Council policies.</li> <li>• Council's customer centric organisational culture is understood and supported.</li> <li>• Customer service (internal/external) is respectful, professional, helpful, accessible, transparent and consistent.</li> <li>• Timely and accurate communication is provided to all customers.</li> </ul>                                                                                                            |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Civil defence training is completed and assistance provided as necessary.</li> <li>• Risks are identified and mitigation plans are in place.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Health and safety</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>• Contributing to and participating in a positive health and safety culture.</li> <li>• Active participation in health and safety meetings and activities.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• Staff encouraged to identify and report hazards and incidents.</li> <li>• Understands and promotes a health and safety culture.</li> <li>• All work environments are safe; work is undertaken safely and effectively.</li> <li>• Health and safety policies/procedures followed.</li> <li>• Hazards identified, managed and reviewed; direct reports involved in the hazard management review process.</li> <li>• Work related incidents/near miss events reported and recorded promptly.</li> <li>• Health and safety investigations undertaken promptly as appropriate.</li> <li>• Employee rehabilitation plans are developed and supported.</li> <li>• Leads health and safety audits and reviews.</li> <li>• Actively supports employee participation in health and safety activities.</li> </ul> |
| <b>Te Tiriti o Waitangi and partnerships with tangata whenua</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>• Contribute to the council's Te Tiriti o Waitangi legislative responsibilities, including upholding Treaty settlements in the Waikato region.</li> <li>• Identify opportunities for partnership with tangata whenua in the work programme, and act to enable this partnership.</li> <li>• Understand and apply te ao Māori values and concepts, and tangata whenua priorities and aspirations, to the department's work programme.</li> <li>• Undertake regular learning and development for the role set out in the cultural competency framework.</li> <li>• Provide collective leadership on Te Tiriti o Waitangi within WRC.</li> </ul> | <ul style="list-style-type: none"> <li>• Work has a targeted consideration of Te Tiriti o Waitangi and settlement commitments in the Waikato as part of planning and delivery.</li> <li>• Staff apply tangata whenua aspirations and priorities to their own work programme.</li> <li>• Advice and operational delivery is informed by te ao Māori and includes a clear focus on Māori outcomes.</li> <li>• Staff can identify the relevant cultural competencies for their role and are proactive at seeking out learning development opportunities to attain this.</li> <li>• Team members have a clear understanding of Te Tiriti o Waitangi as relevant to their roles, are supported to improve their cultural competency, and are informed about relevant organisation policies.</li> </ul>                                               |

The job holder may also be required to perform any other reasonable tasks as required to support the team and achieve organisational goals.

## Accountabilities and Delegations

Financial and statutory delegations will be exercised appropriately and within the defined parameters in the [Delegations Manual](#).

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|-------------------------|----------|
| Operational delegation  | \$20,000 |
| Capital delegation:     | Nil      |
| Statutory delegations:  | Nil      |
| Management delegations: | Nil      |

## Work Complexity

**Most challenging duties typically undertaken or most complex problems solved:**

- Team leadership and culture development.
- Achieving the integration of river and catchment activities and programmes to ensure optimal land and water outcomes through the implementation of high-quality work programmes.
- Ensuring consistent practice with Catchment Section expectations
- Working with stakeholders, landowners, communities, tangata whenua to deliver programmes associated with contentious catchment management issues.
- Programme planning and budget management, solve technically challenging problems
- Solve technically challenging problems to deliver a range of outcomes.

## Person Specification

*This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies. Examples are given below.*

### Qualifications (or equivalent level of learning)

| Essential                                                                                                                                                                                                         | Desirable                                                                                                                                                                |
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| <ul style="list-style-type: none"><li>• A degree qualification in natural resource management, physical or environmental sciences.</li><li>• Full NZ Drivers Licence and the ability to drive a manual.</li></ul> | <ul style="list-style-type: none"><li>• Related post graduate qualification.</li><li>• Existing 4WD certification.</li><li>• Existing First Aid certification.</li></ul> |

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## Knowledge/Experience

| Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Desirable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <ul style="list-style-type: none"> <li>• A minimum of 6 years' experience in a catchment management related field, or similar role.</li> <li>• Experience in staff management or leadership.</li> <li>• Proven ability to build teams and connect across work functions.</li> <li>• Advanced knowledge of the principles of integrated catchment management.</li> <li>• Experience with working alongside Iwi in a co management environment.</li> <li>• Demonstrated ability to communicate effectively with a wide range of groups and individuals.</li> <li>• A high level of expertise and experience in project coordination, community engagement and facilitation.</li> <li>• Good programme and project management skills – time management, budgeting, self-discipline, priority setting and achievement of objectives.</li> <li>• Political awareness and skill in dealing with sensitive and confidential issues (including bi-cultural sensitivity).</li> <li>• Willingness to operate outside of 'normal' working hours i.e. 8am-5pm from time to time and a strong customer focus with a positive "can-do" attitude.</li> <li>• Excellent communication skills – written and verbal.</li> <li>• Strategic and tactical thinking skills.</li> <li>• Understanding of Te Tiriti o Waitangi, partnership with tangata whenua, and the application of te ao Māori in a local government context.</li> <li>• Willingness to operate outside of 'normal' working hours i.e. 8am-5pm from time to time and a strong customer focus with a positive "can-do" attitude.</li> </ul> | <ul style="list-style-type: none"> <li>• Previous experience in local government.</li> <li>• An understanding of erosion processes and soil conservation techniques.</li> <li>• Appreciation of sensitivity to Local Government/democratic/public processes.</li> <li>• Previous experience in local government and working with a range of stakeholders.</li> <li>• Success at a senior role in a multidisciplinary organisation with demonstrable achievements.</li> <li>• Recent experience working with iwi, hapū or marae.</li> <li>• Experience in leading culturally competent teams, able to work alongside tangata whenua and within te ao Māori.</li> </ul> |

## Work Function/Activity

| Work Function                                                                                                                                                                                                                                                                                     |
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| <b>Mainly Sedentary</b><br>Frequent sitting at desk or in meetings.                                                                                                                                                                                                                               |
| <b>Repetitive Use</b><br>Ongoing or frequent episodes of repetitive tasks, such as hand and finger movements when typing, using a computer mouse, or writing.                                                                                                                                     |
| <b>Driving (frequent)</b><br>Regular need to drive a vehicle for work purposes. Significant distances travelled.                                                                                                                                                                                  |
| <b>Outdoor work (moderate)</b><br>Occasionally works outdoors; mainly involves walking across rough terrain, climbing banks or fences. Light to moderate physical exertion.                                                                                                                       |
| <b>Mental activities</b><br>Include a high level of cognitive functioning with communication, interpersonal, administration, interviewing, assessment, information gathering, evaluation, negotiation, planning, report writing, organisational problem solving and decision-making capabilities. |

## Competencies

| Core Competencies                                                                                                                                                                                                     |
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| <b>Collaborates - Te mahi tahi</b><br>Building partnerships and working collaboratively with others to meet shared objectives.<br>Te mahi tahi kia tutuki ai ngā whāinga                                              |
| <b>Customer focus - Te tirohanga kiritaki</b><br>Building strong customer relationships and delivering customer-centric solutions.<br>Te whakakaha i ngā hononga ki ngā kiritaki me te whakaea i ngā hiahia kiritaki. |
| <b>Drives Results - Te ū tonu kia eke rā anō</b><br>Consistently achieving results, even under tough circumstances.<br><i>Te ū tonu, ahakoa te taumahatanga o ngā mahi.</i>                                           |

| Core Competencies                                                                                                                                                     |
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| <b>Builds effective teams</b><br>Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.                             |
| <b>Communicates effectively</b><br>Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.  |
| <b>Courage</b><br>Rising up to address difficult issues, saying what needs to be said.                                                                                |
| <b>Decision quality</b><br>Making good and timely decisions that keep the organisation moving forward.                                                                |
| <b>Demonstrates self-awareness</b><br>Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses.               |
| <b>Drives engagement</b><br>Creating a climate where people are motivated to do their best to help the organisation achieve its objectives.                           |
| <b>Instils trust</b><br>Gaining the confidence and trust of others through honesty, integrity and sincerity.                                                          |
| <b>Manages complexity</b><br>Making sense of complex, high quality, and sometimes contradictory information to effectively solve problems.                            |
| <b>Plans and aligns</b><br>Planning and prioritising work to meet commitments aligned with organisational goals.                                                      |
| <b>Values differences</b><br>Recognising the value that different perspectives and cultures bring to an organisation.                                                 |
| <b>Te Tiriti o Waitangi led</b><br>Increasing understanding of Te Tiriti o Waitangi and assessing opportunities to enable partnership with tangata whenua across WRC. |

# Key Relationships

## External

- Landowners
- Councillors
- Peers in other local authorities and organisations
- Ratepayers, community representatives and landowners
- Industry and interest groups
- Contractors and service providers
- Iwi and hapū

## Internal

- Hauraki and Coromandel Catchments leadership staff
- Manager - Catchments
- Regional Catchment Management Team Leaders
- Regional River and Catchment Management Leads

## Change to role description

*From time to time it may be necessary to consider changes in the role description in response to the changing nature of our work environment– including technological requirements or statutory changes. This role description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required. No significant changes to this role description will be made without consultation.*