

Senior Catchment Management Officer - Waipā Central

Role description

Job title	Senior Catchment Management Officer – Waipā Central
Directorate	Integrated Catchment Management
Reports to	Catchment Management Lead – Waipā & Central Waikato
Responsible for [# of staff]	Nil
Job purpose	<p>To perform senior land and catchment management functions with particular focus on integrated catchment management, soil conservation, biodiversity enhancement, water quality protection and sub catchment/property planning with an emphasis on developing and maintaining community partnerships.</p> <p>To actively promote and collaborate on sustainable land management practices and biodiversity protection with property owners, other agencies, community groups and within Waikato Regional Council programmes. To support Council to meet its legislative co-governance and co-management responsibilities</p>
Direct reports	Nil
Date	June 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).

He taiao mauriora ▲ **Healthy environment**

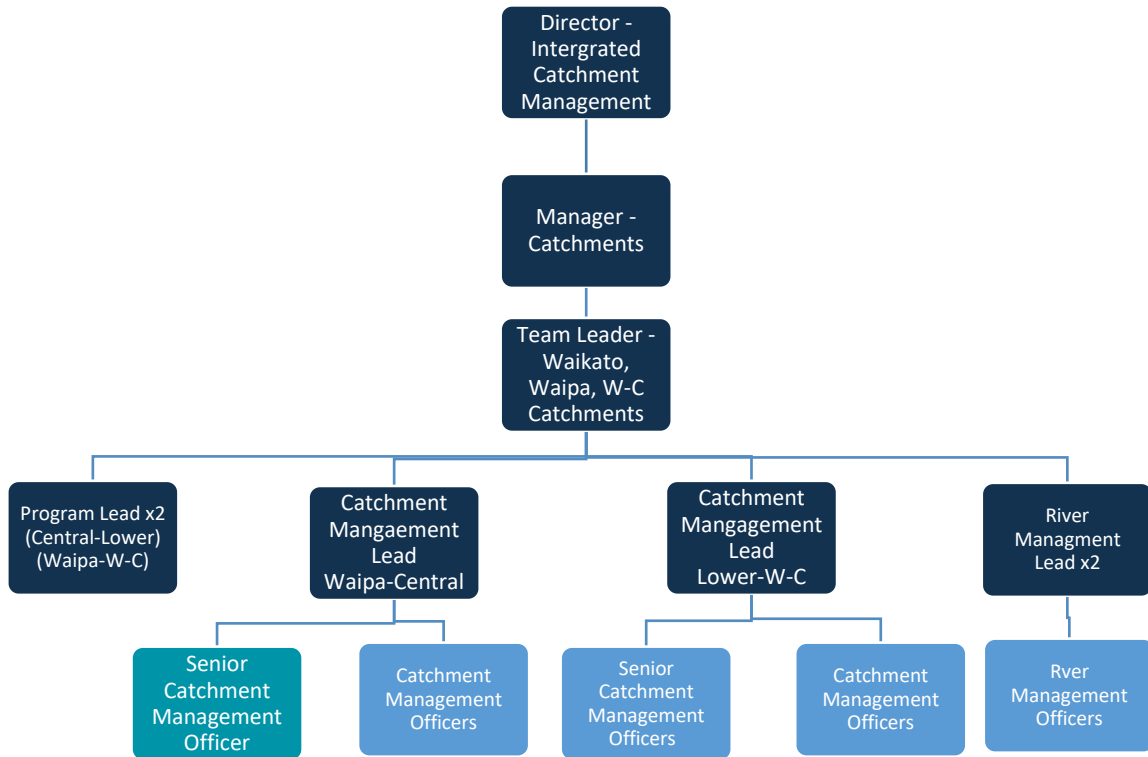
He hapori hihiri ▲ **Vibrant communities**

He ōhanga pakari ▲ **Strong economy**

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.

Org Chart



Key Result Areas

Job holder is responsible for	Job holder is successful when
Own area of work	
<ul style="list-style-type: none"> Engaging with and facilitating discussions with landowners, community groups, iwi, and stakeholders to build awareness and promote sustainable land management and use actions and initiatives such as soil conservation, water quality 	<ul style="list-style-type: none"> Key deliverables are met Specific work programmes and project outputs achieved within agreed budgets and timeframes.

<p>protection and habitat restoration, that support long-term environmental health</p> <ul style="list-style-type: none"> • Developing and implementing Environmental Management Plans for soil conservation and water protection* • Developing and implementing site based restoration management plans for high value natural habitats* • Developing and implementing maintenance programmes/agreements with landowners to maintain catchment management works (fencing, planting and erosion control structures) • Participating in the development and implementation of catchment plans • Contributing to achieving the zone work programme within agreed budgets and timeframes • Preparing applications and source external funding for high priority projects and oversee the successful delivery of those projects • Assisting River Management Officers with riparian restoration works • Managing and monitoring programme/project budgets where necessary • Supporting emergency responses to flood and natural disasters <p>* This includes works planning, costing, budget management and overseeing implementation – which may include contractors or volunteer groups.</p>	<ul style="list-style-type: none"> • Asset management information is accurate, up to date, readily available/accessible and to the required standard. • 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. • Team Leader and Zone Manager have sufficient information to analyse contract performance and standards, and to answer questions from stakeholders on progress of contracts.
<p>Corporate citizenship</p>	
<ul style="list-style-type: none"> • Ensure compliance with all legal and statutory requirements and WRC policies. • Actively demonstrating excellent customer service in support of Council’s customer engagement strategy and customer promise. • Undertake civil defence training and assist the CDEM department fulfil their objectives. • Ensure appropriate risk management. 	<ul style="list-style-type: none"> • No significant noncompliance events; audits indicate a high level of knowledge of Council policies. • Council’s customer centric organisational culture is understood and supported. • Customer service (internal / external) is respectful, professional, helpful, accessible, transparent and consistent. • Timely and accurate communication is provided to all customers. • Civil defence training is completed and assistance provided as necessary. • Risks are identified and mitigation plans are in place.

Health and safety	
<ul style="list-style-type: none"> Contributing to and participating in a positive health and safety culture. 	<ul style="list-style-type: none"> All work environments are safe; work is undertaken safely and effectively. H & S policies / procedures followed. Personal protective equipment worn as necessary. Hazards are reported and recorded; active participation in the hazard management review process. Work related incidents / near miss events reported and recorded promptly. Actively participate in and co-operate with H&S activities and investigations.
Te Tiriti o Waitangi and partnerships with tangata whenua	
<ul style="list-style-type: none"> Contribute to the council's Te Tiriti o Waitangi legislative responsibilities, including upholding Treaty settlements in the Waikato region. Appropriate to the role, identify opportunities for partnership with tangata whenua, and act to enable this partnership. Understand and apply te ao Māori values and concepts, and tangata whenua priorities and aspirations to work. Undertake regular learning and development for the role set out in the cultural competency framework. 	<ul style="list-style-type: none"> Work has a targeted consideration of Te Tiriti o Waitangi and settlement commitments in the Waikato as part of planning and delivery. Tangata whenua aspirations and priorities are applied to work. Advice and operational delivery is informed by te ao Māori and includes a clear focus on Māori outcomes. Role specific relevant cultural competencies are identified and learning development opportunities are proactively sort to attain these.
<ul style="list-style-type: none"> 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

Operational delegation	\$10,000
Capital delegation:	Nil
Statutory delegations:	Nil
Management delegations:	Nil

Work Complexity

Most challenging duties typically undertaken or most complex problems solved:

- Achieving the integration of catchment management activities, to ensure optimal land protection, water quality and biodiversity gains.
- Working with stakeholders and landowners/communities to deliver works programme.
- Solving technically challenging problems to deliver a range of outcomes.
- Problem solving while in the field to enable data collection
- Interactions with public
- Physical fitness to access sites
- Maintaining documentation and procedures
- Teamwork

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
<ul style="list-style-type: none"> • Relevant tertiary qualification preferably in natural sciences or agricultural. • Full NZ Drivers Licence 	<ul style="list-style-type: none"> • Land Use Capability planning • Ag/farm system knowledge • Ecology (terrestrial or fresh water) • Community engagement • Existing 4WD certification. • Existing First Aid certification.

Knowledge / Experience

Essential	Desirable
<ul style="list-style-type: none"> • A minimum of 6 years of experience (preferably longer) in a land and/or catchment management or similar role 	<ul style="list-style-type: none"> • Previous experience in local government • Environmental education • Project or contract management

- A strong understanding and interest in soil conservation, erosion control, sustainable land management practices and agricultural farming systems.
- Experience in restoration of natural habitats for biodiversity and water quality gains
- Experience in engaging communities and stakeholder groups to form partnerships
- Strong customer focus with a positive “can-do” attitude.
- Experience, or a willingness to undertake training, in Land Use Capability
- Strong interpersonal, relationship management and networking skills
- Strong written and verbal communication skills including experience in preparing and presenting technical reports and plans
- Strategic and tactical thinking skills
- Political awareness and skill in dealing with sensitive and confidential issues (including cultural sensitivity)
- Proven success at building relationships and resolving issues with internal and external stakeholders
- Ability to deliver in a political environment that could be high pressure and rapidly changing
- Ability to deliver in a difficult physical working environment with a high level of time pressure.
- Strong skills in data processing.
- Competent around water, e.g. rivers, lakes and beaches.
- Physically fit: able to work full days in challenging field work.
- Eye for detail – high degree of accuracy when undertaking tasks.
- Understanding of Te Tiriti o Waitangi, partnership with tangata whenua, and the application of te ao Māori in a local government context.
- High level of computer skills including the Microsoft suite.

- Ability to seek and secure external funding
- Plant and animal pest control
- Willingness to operate outside of ‘normal’ working hours i.e. 8am – 5pm on occasion.
- Recent experience working with iwi, hapū or marae.

Work Function/Activity

Work Function
Mainly Sedentary Frequent sitting at desk or in meetings.
Repetitive Use Ongoing or frequent episodes of repetitive tasks, such as hand and finger movements when typing, using a computer mouse, or writing.
Driving (frequent) Regular need to drive a vehicle for work purposes. Significant distances travelled.
Outdoor work (moderate) Occasionally works outdoors; mainly involves walking across rough terrain, climbing banks or fences. Light to moderate physical exertion.
Mental activities 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
Collaborates - Te mahi tahi Building partnerships and working collaboratively with others to meet shared objectives. Te mahi tahi kia tutuki ai ngā whāinga
Customer focus - Te tirohanga kiritaki Building strong customer relationships and delivering customer-centric solutions. Te whakakaha i ngā hononga ki ngā kiritaki me te whakaea i ngā hiahia kiritaki.
Drives Results - Te ū tonu kia eke rā anō Consistently achieving results, even under tough circumstances. <i>Te ū tonu, ahakoa te taumahatanga o ngā mahi.</i>

<p>Communicates effectively</p> <p>Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.</p>
<p>Decision quality</p> <p>Making good and timely decisions that keep the organisation moving forward.</p>
<p>Demonstrates self-awareness</p> <p>Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses.</p>

Key Relationships

External

- Landowners/managers (in particular, farmers)
- Iwi
- Community groups and stakeholders
- Industry and interest groups
- Central Government agencies
- Local Government agencies
- Contractors and service providers
- Peers in other local authorities and organisations

Internal

- Managers and staff

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.