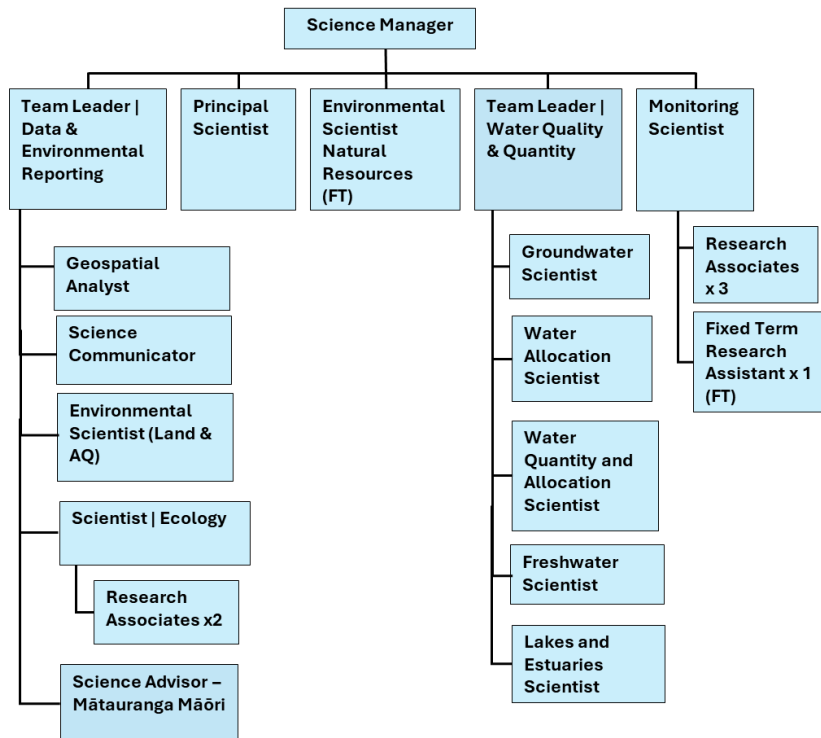


JOB DESCRIPTION

- Job Title:** Science Manager
- Work Unit:** Strategy Regulation and Science
- Responsible to:** Group Manager Strategy Regulation and Science
- Responsible for:** Manage Science research portfolio functions.
Work programming for other teams, eg. Hydrology and survey
- Position purpose:** Support policy development and implementation methods through the delivery of information and research results.
Responsible for developing, monitoring and reporting on Councils Science and Monitoring Programme.
Completing information provision including state of environment type reporting.
Provide sound scientific advice to Council, Executive and Horizons.
- Salary:** \$129,679 to \$152,564
- Date:** MARCH 2025

ORGANISATIONAL CONTEXT



Indicative only and subject to change

FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Government departments (MfE) ▪ Iwi an hapū ▪ Research agencies and institutions ▪ Territorial authorities ▪ Land occupiers and managers ▪ Community action/interest groups ▪ General public ▪ Contractors 	<ul style="list-style-type: none"> ▪ Chief Executive ▪ Councillors ▪ Executive ▪ Strategy Regulation and Science Group ▪ Communications team ▪ Other staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Research & Monitoring Programming	
<ul style="list-style-type: none"> ▪ Developing, implementing and monitoring an approved science and monitoring programme for Horizons. ▪ Regular reporting on the delivery of the programme including the financial reporting. ▪ Ensuring the science and monitoring programme is aligned to organisational priorities. ▪ Contribute to the Group and organisation strategic planning process as necessary. 	<ul style="list-style-type: none"> ▪ Council’s research programme is implemented and delivers on objectives within budget. ▪ Team science and monitoring activities are aligned with organisational priorities. ▪ Results and findings of the councils research programme are well communicated. ▪ The science team are actively represented and involved project teams, supporting policy, consents and compliance functions and the wider implementation functions of the organisation, eg. operational programmes and rural advice.
Leadership	
<ul style="list-style-type: none"> ▪ Manage the organisations science and monitoring functions. ▪ Lead the team by example, providing a clear direction, inspiring shared commitment and fostering effective working relationships. ▪ Coordinate and prepare portfolio budgets and then monitor expenditure so that it is within the approved allocation. ▪ Systematically monitor and improve systems methods, efficiency and quality of services provided. ▪ Ensuring team members are managed effectively in accordance with Horizon’s corporate systems, policies and procedures, including recruitment, training and development. ▪ Fulfil leadership roles for specialist function as agreed, ie. portfolio management. ▪ Support the Group Manager (Strategy Regulation and Science) and Executive in delivering on strategic intent and governance imperatives. 	<ul style="list-style-type: none"> ▪ The work unit budget and business plan is prepared accurately within the agreed timeframes and is in line with council objectives. ▪ Service improvements are identified and implemented. ▪ Financial targets are met in alignment with executive management expectations. Develop robust systems to optimise the utilisation of available resources. ▪ Providing leadership, motivation, facilitation and communication for the specialist group.

Operational Planning & Implementation	
<ul style="list-style-type: none"> ▪ Prepare portfolio business plans. ▪ Prepare and action Operational Plans to meet business and strategy objectives. ▪ Assist with development and review of Council Strategies and Plans. ▪ Provide strategy direction and strategic networking. ▪ Oversee work programs to meet Plan and Strategy outcomes. ▪ Report progress on Plan and Strategies. ▪ Monitor work programmes to ensure compliance with Council's policies and procedures. 	<ul style="list-style-type: none"> ▪ The Annual and Business Plan objectives have been set accurately within the agreed timeframes. ▪ The work unit action plan is prepared accurately within the agreed timeframes. ▪ Work is completed within the agreed timeframes and expenditure of staff is within the agreed budgetary guidelines ▪ Service performance information is coordinated and prepared accurately and within the agreed timeframes for the Annual Report and other reports as required.
Partnership Opportunities	
<ul style="list-style-type: none"> ▪ Investigating and pursuing appropriate partnership opportunities with other research providers. ▪ Regular liaison with Ministry for the Environment (MfE) and other Regional Councils on current research initiatives. ▪ Pursuing external funding opportunities for research initiatives, eg. Envirolink funding. 	<ul style="list-style-type: none"> ▪ Effective partnerships are established and maintained. ▪ Commitments with research partners are honoured. ▪ Partnership commitments are aligned with Councils research priorities.
Communication & Advocacy	
<ul style="list-style-type: none"> ▪ Good communications and public relations for the Regional Council are developed and monitored to the agreed standards. ▪ Maintain effective communication with the community. ▪ Advocate the Council's position to the community. 	<ul style="list-style-type: none"> ▪ Respond to ratepayer and local authority enquires regarding Research portfolio matters and Council activities. Response is accurate and in a timely manner. ▪ Advice given is clear and concise with sound reasoning behind it and well thought out conclusions.
Health & Safety Management	
<ul style="list-style-type: none"> ▪ Assume the responsibilities assigned to a "Manager/Team Leader" as defined in the Horizons Regional Council Health and Safety Policy and Management Manual. ▪ Ensure compliance with Standard operating procedures (SOPs) and safe work methods/practices relating to my functional work area at all times. ▪ Promote and support the safe and early return to work of injured employees. ▪ Ensure hazard management plan review is undertaken annually for your team. ▪ Ensure all hazards are identified and steps are taken to mitigate them. ▪ Ensure those staff issued with Personal Protective Equipment (PPE) receive correct and adequate training and are competent in the use of the PPE. 	<ul style="list-style-type: none"> ▪ All staff are trained in appropriate safe practices, procedures and emergency preparedness. ▪ All accidents involving staff or contractors are reported and investigated in a timely manner. ▪ Hazard identification, hazard assessment and risk management is coordinated and achieved effectively within your team and area. ▪ Hazard management processes are reviewed annually and implemented and monitored for your team. ▪ All staff and contractors are aware of all hazards relating to their relevant work practices and areas. ▪ All staff are provided with, and trained in, the use of appropriate PPE.
Corporate Contribution	
<ul style="list-style-type: none"> ▪ Maintain own professional development. ▪ Undertake Performance Development tasks/responsibilities. ▪ Undertake Health and Safety tasks/responsibilities. ▪ Participate in emergency management activities as required. 	<ul style="list-style-type: none"> ▪ Appropriate training and development undertaken as agreed. ▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. ▪ Contribution to projects and corporate initiatives is effective and valued.

<ul style="list-style-type: none"> ▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed. ▪ Maintain Council plant and equipment. ▪ Fulfil administration-reporting requirements, eg. timesheets, vouchers, reporting. ▪ Ensure the Business Continuity Plan (BCP) for the team/work group is maintained, and regularly reviewed and updated to ensure its currency. 	<ul style="list-style-type: none"> ▪ Administration requirements are completed timely and accurately. ▪ BCP is maintained and updated as required, to reflect changes and ensure its currency within current and future team / group activities.
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PERSON SPECIFICATION

Qualifications

- **Essential:** Masters degree (preferably with honours) or equivalent in a relevant natural science. Project Management experience. Relevant industry experience.
- **Highly Desirable:** Doctorate in an appropriate natural science discipline.

Knowledge/Experience

- Extensive experience in designing, undertaking and reporting scientific research programmes.
- Ability to think conceptually and analytically.
- Knowledge of local government and in particular Regional Councils.
- Sound understanding of relevant legislation and procedures.
- Politically astute.
- Demonstrated ability to prepare and work within budgets.
- Experience in the recruitment, coaching and development of staff.
- A sound leader.
- Knowledge of the Resource Management Act.

KEY JOB COMPETENCIES

Expert Knowledge

- Leadership Skills
- A relevant environmental discipline
- Negotiation and Contracting
- Reasoning/Problem solving
- Project/Control operations skills
- Good analytical skills
- Deliver compelling, complex instruction or presentations to wide range of audience

Advanced Knowledge

- Safe work practices
- Staff recruitment, training and developing processes
- Time management skills
- Local government 'politics' and governance

Working Knowledge

- Competent in relevant computer programmes

Awareness

- Sensitivity to differing cultural perspectives

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.

Health and Safety

- Provides a healthy and safe work environment for their staff, and ensures they and their staff undertake their duties in a manner consistent with the safe work practices outlined in the Health and Safety Manual, and the responsibilities contained in the Health and Safety Policy.

PERSONAL ATTRIBUTES

- Excellent Communication skills (verbal, written and presentation).
- Ability to think laterally and develop innovative solutions-(cut through red tape to get things done).
- Have a positive approach to change by responding to changes in job demands, adapt new strategies and create a commitment to change in others.
- Ability to handling conflict at individual and group levels, providing an appropriate role model to others.

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Work in the field under a range of weather conditions.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizon'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: ___/___/___