

## **Position Description – Hawkes Bay Regional Coordinator**

POSITION: Regional Coordinator

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REPORTS TO: North Island Team Leader, Chief Executive Officer

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LOCATION: Hawke's Bay

### **PURPOSE OF POSITION**

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Regional coordinators play an important role in delivering the NZ Landcare Trust's Strategic Plan and work programmes. The purpose of this position is to develop and implement a range of sustainable land and water management initiatives across the Hawke's Bay Region. The Hawke's Bay Regional Coordinator position presents a unique opportunity for a suitably qualified and experienced person to facilitate, encourage and support the landcare concept. The successful applicant will need strong facilitation, networking and communication skills. The position requires a technical understanding of land use and water management issues. Experience with catchment management initiatives would be particularly advantageous. The ability to work with farmers, landowners and communities is essential to the role.

The Hawke's Bay Regional Coordinator will work with the community to integrate best methods for sustainable land use and land management. The coordinator will work with land users, local and regional authorities, research providers, non-government agencies, iwi, schools and local communities. The role will advance skills, knowledge and resources, and support sustainable land use and land management initiatives across the region.

The Trust receives funding from the government's budget appropriation for the promotion of sustainable land management in New Zealand. This involves working directly with the Ministry for the Environment to deliver a national work programme in support of sustainable land and water management. A key focus of this position is to support the delivery of the NZ Landcare Trust's work programme of work in the Hawke's Bay region.

The work programme consists of four broad components. These are:

- Working with regional councils and industry bodies to support adoption of good management practices (GMPs) on farms and across catchments.
- Promoting and supporting catchment management.
- Facilitating knowledge-sharing and promoting innovative practice.
- Supporting landcare based community environmental groups.

Applicants for this position should have experience delivering initiatives to farmers and communities across these work programme areas. The Regional Coordinator position is a part-time position, working three days per week. The person will require flexibility in the hours they can work and have the ability to travel regularly, including staying away from the home base.

## KEY TASKS

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(Note: These may change each year to align with the requirements of the Trust's Strategic Plan)

- Undertake the work programme the Trust is funded by the Ministry for the Environment to deliver in the Hawke's Bay Region and nationally (where appropriate).
- Play a sustainable land management coordination role at the regional level including overseeing and monitoring the implementation of various initiatives.
- Promote sustainable land management, biodiversity management and the landcare concept by:
  - maintaining regular contact with land users and land user groups and organisations.
  - profiling the efforts of the key land management agencies and research groups, and becoming familiar with regional and district council activities.
  - showcasing and celebrating farming leaders and community-driven leadership initiatives.
  - creating forums/workshops to promote the integration of sustainable land management into everyday land use/farming practice.
  - maintaining a strong presence in print and social media, in coordination with the communications team at head office.
- Play a brokering role in providing land users access to sources of information about sustainable land management.
- Prepare funding applications for new projects and initiatives related to sustainable land and water management, and biodiversity management.
- Maintain a regional network of key organisations and individuals involved in sustainable land management and biodiversity management, including government departments, regional councils, trustee groups, NGO's and research organisations.
- Monitor all forms of media and information transfer activities related to sustainable land use and biodiversity management in the region, particularly to identify opportunities to promote key initiatives of the NZ Landcare Trust.
- Develop a database of contacts, information sources, funding opportunities and other relevant information. Investigate opportunities for sharing of resources between groups, and coordinate this where appropriate.
- Provide required reports in a timely manner.

The successful applicant will require facilitation, networking and communication skills, an understanding of agriculture and the environment, analytical skills, and an outgoing personality. An affinity with the Hawke's Bay region and established networks within the community and resource management organisations will be particularly valuable. Further competencies sought include:

**Analytical and Problem Solving:** Demonstrates highly effective analytical ability and a proactive approach. Able to seek and obtain information, and to draw sound conclusions and recommendations from information.

**Communication and Negotiation:** An outgoing personality who achieves high quality communication in individual and group situations. Fluent written communication and

computer skills essential.

**Motivated:** Self-motivated and able to carry out highly productive work without supervision or company, while also willing and able to work as a team member and to adhere to work plans, philosophy and purposes of the NZ Landcare Trust.

**Community minded:** Committed to the concept of landcare i.e. encouraging and supporting communities to take ownership of their issues and developing and implementing the solutions in partnership with others.

**Presentation:** Demonstrates good presentation to ensure the NZ Landcare Trust is represented appropriately at a variety of events and other occasions.

**Planning and Decision Making:** Able to plan and manage the workload and make decisions necessary to be effective in the role. Respond proactively to community groups and wider decisions relating to the role.

**Networking:** Comfortable meeting and building relationships with people from a wide range of organisations and backgrounds. Able to see opportunities to link people and projects to gain mutual benefit.