

Job Description

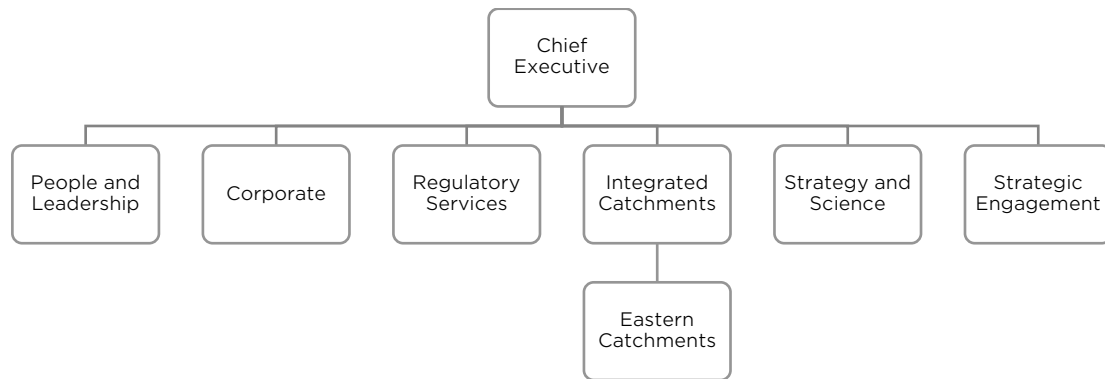


Job title	Land Management Officer
Group	Integrated Catchments
Section	Eastern Catchments
Responsible to	Team Leader, Eastern Catchments
Responsibility for employees	None
Date	August 2026

Our organisation

About us	Toi Moana Bay of Plenty Regional Council's work guides and supports the sustainable development of the Bay of Plenty. We are responsible for land, air and water, as well as public transport and economic development. We want to make sure our region grows and develops in a way that keeps its values safe for future generations.
Our vision	Our vision of "Thriving together – mō te taiao, mō ngā tangata" means we want to ensure that both the environment and the people in the region thrive. Looking after the environment is at the heart of what we do.
Our values	Our values reflect who we are and what is important to us: Trust, Integrity, Courage, Manaakitanga, Kotahitanga, Whanaungatanga.
Our leadership model	Te Pae Rangatira, means 'The Model of Leadership'. In Māori, it is said a Rangatira (Leader) is one who is able to raranga (weave) their tira (group of people) together. Leadership at Toi Moana is guided by four pou whirinaki (pillars of guidance), these are: Care, Collaborate, Navigate and Balance.
Partnerships with Māori and Te Tiriti o Waitangi	Māori hold a unique role in shaping and contributing to regional leadership and direction.
Our community outcomes	Our community outcomes describe what we're working towards achieving for the Bay of Plenty: ○ He taiao ora - a healthy environment, ○ He hāpori mata-hī awatea - future ready communities, ○ Ngā hāpori e honoa ana, e whakamanatia ana hoki – Connected and enabled communities, ○ He whanaketanga mauri tū roa – Sustainable development, ○ Te Ara Poutama – The Pursuit of Excellence. Directly or indirectly, your work will feed into helping us achieve one or more of these outcomes.

Our team



Job purpose

Toi Moana Bay of Plenty Regional Council (BOPRC) is committed to its' vision of thriving together through the delivery of strong community outcomes. It is our people and their commitment to first class leadership and high performing teams which will ensure this delivery.

This job exists to plan and implement projects that give effect to Bay of Plenty Regional Council's policies, plans and strategies for the sustainable management of land. This encompasses the protection of soil and water values, the protection of indigenous biodiversity and managing biosecurity threats. This job also facilitates and supports community, Council and national agency initiatives aimed at implementing sustainable land management practices and to implement Council policy on recreation, open space and regional parks.

Functional relationships

External	Purpose and frequency of contact	
• Landowners/occupiers	• Service delivery	Daily
• Community care groups	• Consultation	Weekly
• Iwi and Māori Trusts	• Collaboration	Daily
• Contractors, consultants and suppliers	• Provision of information and responding to queries	Daily
• Government organisations	• Seeking information, products and services	Daily
• Other local authorities	• Coordinating works	Occasionally
• Non-government organisations	• Collaborate on projects	Occasionally
• Industry groups	• Various	Occasionally
• Technical or legal professionals	• Various	Occasionally
• Research institutions	• Collaborate on projects	Occasionally
• Media	• Implementation of communications plans	Occasionally

Internal	Purpose and frequency of contact	
Staff at all levels within the organisation	Provide support, receive assistance	Daily

Key result areas

The job encompasses the following major functions or key result areas:

- Operations
- Relationship management
- Corporate contribution.

Key accountabilities

The requirements in the above key result areas are broadly identified below:

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
1. Operations - Plan, develop and implement projects to support the sustainable management of land, as identified in regional strategies and plans. - Negotiate agreements with landowners/occupiers and Māori to protect biodiversity values, water quality, soils, and other natural values of importance to the community. - Enforce regional pest management plan rules and direct landowners / occupiers to carry out work as required by the Biosecurity Act. - Facilitate the transfer of knowledge to enhance community awareness of sustainable land management issues and solutions to these issues. - Support the establishment and maintenance of community initiatives for the protection of biodiversity, water quality, soils and other natural values, and for control of pests. - Plan, develop and implement projects to support the Council policy on recreation and open space. - Provide accurate and relevant advice, information and reports to internal and external clients. - Prepare specifications, oversee, monitor and report on contracts for implementation of sustainable land management projects.	- Agreed project objectives are met. - Work is conducted to standards specified in project plans and in a way which complies with legislation and Council's policies and strategies. - Landowners / occupiers understand their obligations under the Council strategies and plans and to sustainably manage their lands. - Reports are timely accurate and demonstrate progress in achieving project objectives. - Enforcement actions are legally sound and defensible. - Advice provided is based on sound research and analysis and provided in a timely and professional manner. - Response to enquiries is provided in a timely, professional and courteous manner. - Contract work is implemented in accordance with contract specifications and conditions and achieves desired outputs. - Work undertaken by students meets project objectives, is completed to the standard specified in project plans. - Any additional duties are completed to a standard as specified in the project plan.

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
- Supervise students undertaking field work and administrative duties. - Manage expenditure for project budgets. - Maintenance of Council databases and records. - Undertake other relevant duties as directed by the Team Leader and/or Manager.	
2. Relationship Management	
- Establish and maintain close working relationships with internal and external contacts including local authorities, ratepayers, landowners, suppliers, consultants, and contractors. - Ensure that the relationship between the Council and its key external stakeholders including care groups is positive and constructive. - Represent Council at appropriate conferences, seminars and other events.	- Effective, professional relationships and partnerships are developed and maintained with internal and external contacts. - Professional image is conveyed in public forums.
3. Corporate Contribution	
- Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems. - Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015. - Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard. - Meet Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management.	- Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. - Hazards are identified and all incidents and accidents are reported. - Participate in any wellness programmes, such as stress management training and health monitoring. - Council records are created and maintained in corporate information systems, meeting specified information management standards. - Participate in any civil defence and emergency management training initiatives and assist with any civil defence emergencies, as part of Bay of Plenty Regional Council's responsibilities for civil defence and emergency management.

Delegations

Delegations as set out in the Chief Executives Delegations Manual.

Freedom to act

Guidelines and support available to assist the jobholder to make decisions e.g. policy documents, standard procedures, reference to team leader or senior employees. If jobholder can make decisions without approval from anyone else, please note that authority.

- Colleagues, internal specialists, network groups, others with relevant skills, legal guidelines and legislation, external organisations.

- Corporate Policy, Standard Operating Procedures (Riparian Management Programme, Biodiversity Management Programme), Biosecurity Act, RMA, Coastal Plan, TYP, Regional Natural Resources Plan, Regional Pest Management Plan, Contracts Manual and Health and Safety Manual.

Work complexity

Most challenging duties typically undertaken:

- Maintaining a high level of technical and legal knowledge within all areas of sustainable land management including soil and water quality, biodiversity protection, and biosecurity management, to apply best practice to this work and communicate this to a range of audiences.
- Regularly handling complex face-to-face negotiations with landowners/occupiers, iwi, community groups and other stakeholders some of whom may be strongly opposed to Council's position.
- Facilitating behavioural or practical change in areas of sustainable land management.
- Incorporating the wider social, cultural, economic and environmental context into plans, projects and advice.
- Managing and reporting on multiple projects and budgets.

Person specification

Minimum academic qualifications required:	
Essential	Desirable (for recruitment purposes only)
• Bachelor degree in a natural resource management field. • A valid driver's licence required*¹	• Masters degree in a natural land or resource management field. • Specialist qualification(s) and experience in a specific field of sustainable land management.

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
• Minimum three years relevant work experience.	• Specialist knowledge and experience in a specific natural resource management field. • Experience in local government environment. • Contract management experience including contract specification, oversight and monitoring. • Project management experience.

¹ Driving record free of driving suspensions or convictions (excluding demerit points and infringement fees). Requirement for valid Driver's Licence may be waived if applicant has a driving-related disability.

Key skills / job specific competencies

The following indicates what would typically be expected for this role at a competent level:

Advanced knowledge	• Sound technical knowledge of sustainable land management practices including soil and water, indigenous biodiversity, biosecurity and associated management practices. • Ability to negotiate good land management outcomes with a wide range of people and institutions. • Ability to interpret and apply evidence based science to practical situations on the ground. • Ability to persuade landowners to adopt sustainable land management practices. • Ability to communicate and apply specialist knowledge in an area specified in the job advertisement to achieve agreed outcomes.
Working knowledge	• Computers, GIS, databases. • Data collection using GPS. • Project management. • Presentation and public speaking skills. • Resource management and biosecurity legislation. • Consent requirements and conditions. • Health and safety legislation and personal HSE obligations.
Awareness	• Community, cultural and political awareness. • Social awareness.

Personal attributes / key behaviours

- Strong communication skills including written and oral presentation skills.
- Sound judgement and initiative.
- Sound decision-making skills.
- Effective time management.
- Problem solving skills.
- Self-motivated and able to work unsupervised.
- Negotiation skills with ability to resolve conflict situations.
- Desire to enhance knowledge and skills.
- Empathy for environmental issues and a genuine desire to enhance the natural environment.
- A reasonable level of fitness.

Other requirements

- May require frequent travel within or outside Bay of Plenty region.
- Occasionally required to work outside of normal hours.
- Regularly required to carry out field site inspections and surveys, which are often undertaken in unfavourable conditions and remote areas.
- First aid and four wheel drive certificates.

Change to job description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning.

Approved:

Manager

Date

Discussed with job holder:

Employee

Date