

# Job Description

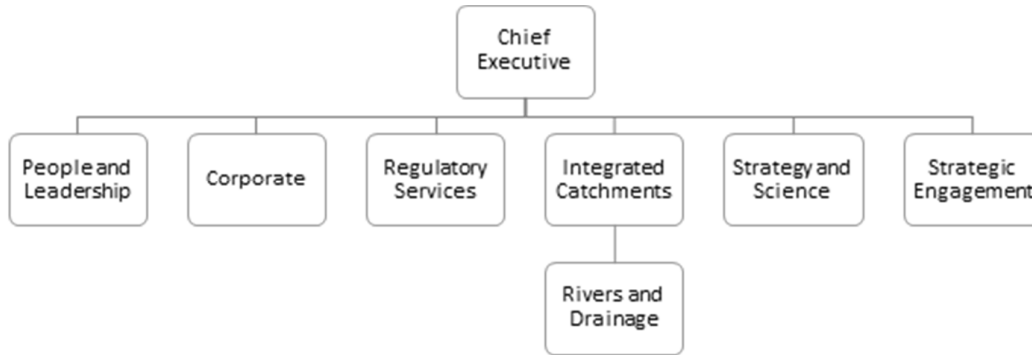


Job title	Works Coordinator
Group	Integrated Catchments
Section	Rivers & Drainage Operations
Responsible to	Area Engineer
Responsibility for employees	None
Date	February 2026

## 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	The Treaty principles and the partnership upon which it is founded are an established part of our local government framework. As Treaty partners, Māori hold a unique role in shaping and contributing to regional leadership and direction.
Our community outcomes	<p>Our community outcomes describe what we're working towards achieving for the Bay of Plenty:</p> <ul style="list-style-type: none"> <li>o He taiao ora - a healthy environment,</li> <li>o He hapori mata-hī awatea - future ready communities,</li> <li>o Ngā hapori e honoa ana, e whakamanatia ana hoki - Connected and enabled communities,</li> <li>o He whanaketanga mauri tū roa - Sustainable development,</li> <li>o Te Ara Poutama - The Pursuit of Excellence.</li> </ul> <p>Directly or indirectly, your work will feed into helping us achieve one or more of these outcomes.</p>

## 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, supervise and implement day-to-day river and drainage maintenance operations.

## Functional relationships

External	Purpose and frequency of contact	
• Contractors	• Service delivery	Daily
• Field operators	• Consultation	Daily
• Technical or legal professionals	• Providing information and responding to queries	Monthly
• Landowners	• Collaboration	Daily
• General Public	• Service Delivery	Weekly
• Department of Conservation	• Consultation/Collaboration	Monthly
• Eastern Regional Fish and Game Council	• Consultation/Collaboration	Monthly
• Industry groups	• Consultation/Collaboration	Monthly
• Iwi groups	• Seeking information, products and services	Fortnightly

Internal	Purpose and frequency of contact	
• Staff from all levels within the organisation	• Providing information and responding to queries	Daily

## Key result areas

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

- Operational management
- People management

- Relationship management
- Corporate contribution

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

## Key accountabilities

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

<b>Key accountabilities</b> (You are responsible for)	<b>Key accountability measures</b> (You will be successful when)
<b>1. Operational management</b>	
<ul style="list-style-type: none"><li>• Assisting with the supervision and planning of maintenance and capital works on river and drainage schemes.</li><li>• Coordinating contractors and construction machinery for capital, maintenance works and restoration projects.</li><li>• Liaising with other professional council staff involved in the development of works and making recommendations regarding appropriate remedial action.</li><li>• Coordinating and supervising contract works associated with: stream clearing, erosion protection, bank restoration, riparian vegetation planting, retirement fencing and weed/animal pest management.</li><li>• Undertaking any other relevant duties as directed by the relevant Manager.</li></ul>	<ul style="list-style-type: none"><li>• Work is conducted efficiently and effectively and complies with internal policy and fulfils legislative requirements.</li><li>• Advice, developments and implementations are based on sound research and analysis and are provided in a timely and professional manner.</li><li>• Any additional duties are completed in compliance with the Rivers and Streams Operations (OSH) Code of Practice and the Environmental Code of Practice for Rivers and Drainage Maintenance Activities.</li></ul>
<b>2. People management</b>	
<ul style="list-style-type: none"><li>• Provide supportive leadership, motivating and directing Employees as they work.</li><li>• Effectively communicating current activities and policies.</li><li>• Conducting the performance management process working with Employees to develop, monitor, and review Employees work performance.</li><li>• Managing external contractors, consultants, projects, project teams, and managing the quality and timeliness of outputs.</li></ul>	<ul style="list-style-type: none"><li>• Employee turnover is within acceptable level.</li><li>• Appropriately skilled employees are on the job.</li><li>• Employees are professional in approach and can contribute individually and collectively to the organisation's success.</li><li>• Conduct actively contributes to the building of a motivated and successful employees team.</li><li>• The performance review process is carried out on time with all employees.</li><li>• Employees have a learning and development programme.</li></ul>
<b>3. Relationship management</b>	
<ul style="list-style-type: none"><li>• Establish and maintain close working relationships with internal and external contacts including Local Authorities, ratepayers, landowners, DOC, Fish &amp; Game, suppliers, consultants, and contractors.</li></ul>	<ul style="list-style-type: none"><li>• Effective, professional relationships and partnerships are developed and maintained with internal and external contacts.</li><li>• Professional image is conveyed in public forums.</li></ul>

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
<ul style="list-style-type: none"> <li>Provide a high standard of customer service to the public, enhancing Council's public image.</li> </ul>	
<b>4. Corporate contribution</b>	<ul style="list-style-type: none"> <li>Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.</li> <li>Hazards are identified and all incidents and accidents are reported.</li> <li>Participate in any wellness programmes, such as stress management training and health monitoring.</li> <li>Council records are created and maintained in corporate information systems, meeting specified information management standards.</li> <li>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.</li> </ul>
<ul style="list-style-type: none"> <li>Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems.</li> <li>Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015.</li> <li>Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard.</li> <li>Meet Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management.</li> </ul>	

## Delegations

Delegations as set out in the Chief Executives Delegations Manual.

## Freedom to act

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

- Area Engineer
- Rivers and Drainage Manager
- Health and Safety Policy
- Works Plan – i.e. jobs under river schemes
- Work under Rivers and Stream Operations
- Regional Natural Resources Plan; Environmental Code of Practice for Rivers and Drainage maintenance activities
- All Drainage Scheme Asset Management Plan
- Air Plan (Spray Rules)
- Non-scheme works consent

## Work complexity

Most challenging duties typically undertaken:

- Maintaining a high level of professional awareness with regard to river and stream engineering, riparian and indigenous vegetation and environmental issues associated with river control works.
- Maintaining land management and engineering knowledge, particularly relating to stream restoration.
- Occasionally required to handle difficult conflict situations with landowners and affected parties.

## Person specification

Minimum academic qualifications required:	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"><li>• Successful completion of NCEA, level 2</li><li>• GrowSafe Applied certificate</li><li>• Traffic Controller (TC) status with NZ Transport agency</li><li>• A valid driver's licence required *1</li></ul>	<ul style="list-style-type: none"><li>• Applicable trade qualification (e.g. mechanical engineering)</li><li>• GrowSafe Registered Chemical Applicator certificate</li><li>• Site Traffic Management Supervisor (STMS) status with NZ Transport Agency</li></ul>

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"><li>• Minimum of 7 years work experience involving a range of civil engineering and environmental projects, including consultation with the public.</li><li>• Staff, contractor and plant supervision experience.</li><li>• Sound practical knowledge of working with mechanical machinery and drainage/flood pumping equipment.</li><li>• Well-developed communication skills</li><li>• A reasonable level of computer literacy and basic knowledge of BOPRC's finance system.</li></ul>	<ul style="list-style-type: none"><li>• Heavy traffic licence and Hiab operating experience</li><li>• Knowledge of ecology and indigenous biodiversity would be an advantage</li></ul>

## Key skills / job specific competencies

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

Advanced knowledge	<ul style="list-style-type: none"><li>• Nil</li></ul>
Working knowledge	<ul style="list-style-type: none"><li>• Practical and technical knowledge in river and drainage engineering, soil conservation, riparian and indigenous vegetation and or stream engineering fields</li><li>• Well-developed knowledge of catchment management, land resources, farming practises and environmental management</li><li>• Advanced knowledge of routine and flood pumping operations and equipment</li><li>• Experience with plant pest management and chemical control of pest plants</li><li>• Project and time management</li></ul>

Awareness

- Community, cultural and political awareness

## Personal attributes / key behaviours

- Empathy for environmental issues, and a genuine desire to create an enhanced and sustainable river and stream habitat
- Sound judgement and initiative
- Decision making skills
- Negotiation skills and the ability to resolve conflict situations
- A high level of courtesy, and listening and communication skills
- Ability to work in remote field site without supervision
- The ability to work independently and as part of a team
- Problem solving skills
- Excellent communication skills.

## Other requirements

- May require frequent travel within or outside Bay of Plenty region.
- Undertake field work/site inspections as required
- Required to lift and carry heavy equipment
- Occasionally required to attend public meetings, which may occur outside normal working hours
- Required to handle sprays, chemicals and other dangerous materials
- Often required to assist during flood response work outside normal hours
- A reasonable level of fitness for site inspections
- Skills including four wheel drive, first aid, chainsaw, wader and water safety, tree felling.

## 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