

Scheme Officer



Role description

Job title	Scheme Officer
Directorate	Integrated Catchment Management
Reports to	Scheme Unit Lead
Responsible for [# of staff]	Nil
Job purpose	To assist the construction, inspection and maintenance of Integrated Catchment Management physical work programmes. To assist the safe implementation of the Integrated Catchment Management work programmes by undertaking various activities directed by Scheme Lead Officers or Scheme Unit Leads.
Direct reports	Nil
Date	June 2026

Organisation Context

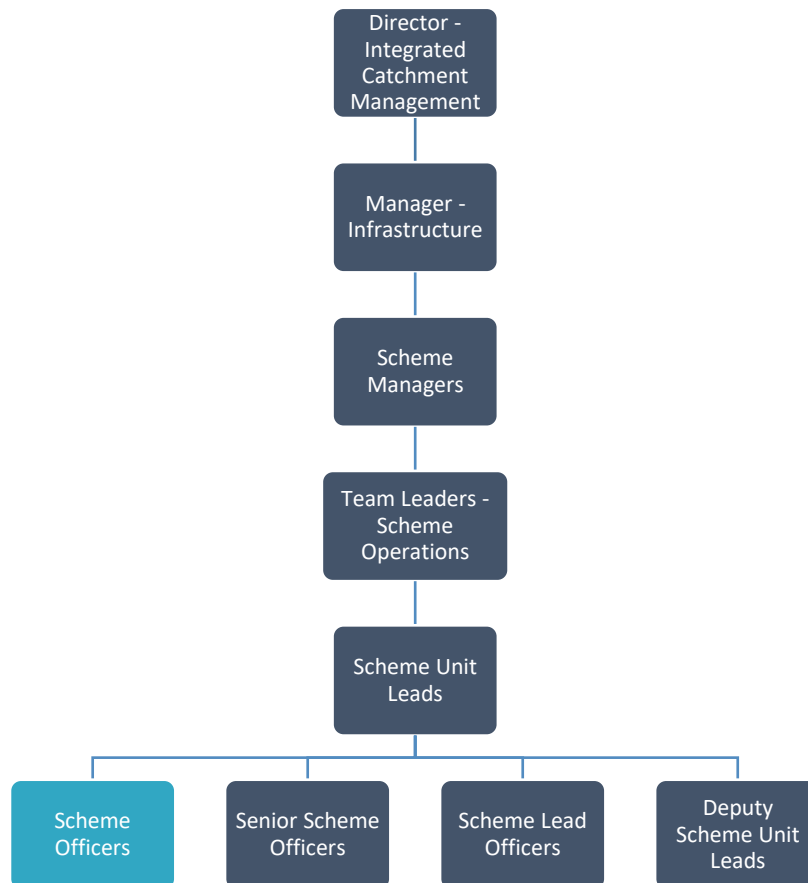
Integrated Catchment Management

We support Waikato Regional Council’s mission by implementing policies for non-statutory methods of integrated catchment management. The policies 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).

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	
- Carry out physical tasks as allocated by the Scheme Unit Lead, or Scheme Lead Officer. These will include but not be limited to: - Construction work associated with existing and new assets. - Flood protection works inspections and maintenance & response. - Pumpstation inspections and maintenance. - Floodgate inspections and maintenance. - River inspections and maintenance. - Drain and culvert inspections and maintenance. - Drain and culvert clearing.	- Work is completed safely with safe operating practices followed and the correct equipment used. - Unsafe tasks or activities, or those for which the individual is not trained to complete, are not undertaken. - Activities and projects are completed to a high standard. - Waikato Regional Council's river, flood protection and drainage assets are maintained to required standards. - Professional customer service is delivered both internally and externally.

○ Fencing construction and maintenance. ○ Tree felling, vegetation planting and management. ○ Weed spraying. ○ Tree clearing. • Working with contractors and machinery to complete tasks. • Ensure all equipment, plant and vehicles are in safe working order. • Report issues found, create and save work-related information and data into the appropriate corporate systems. • Providing good customer service to our stakeholders in line with our values.	• Accurate reports and documentation is provided in a timely manner. • Health and Safety and Environmental targets are met. •
Corporate citizenship	
• 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.	• 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	
• Contributing to and participating in a positive health and safety culture.	• 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	
- 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.	- 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.
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

Financial and statutory delegations will be exercised appropriately and within the defined parameters in the [Delegations Manual](#).

Operational delegation	Nil
Capital delegation:	Nil
Statutory delegations:	Nil
Management delegations:	Nil

Work Complexity

Most challenging duties typically undertaken or most complex problems solved:

- Repetitive nature and a large range of tasks
- Working outdoors in all weather conditions
- Health and safety management
- Interactions with public
- Physical fitness
- Maintaining documentation and procedures
- Teamwork

Person Specification

Qualifications (or equivalent level of learning)

Essential	Desirable
• Full driving licence for manual transmission. • Completion of 3-4 years secondary school level education or on-the-job training including certification in technical skill areas.	• First Aid Certification. • Registered chemical applicator. • Day Skippers or Boat Masters certificate. • Basic and Advanced Chainsaw Cert. • Tree Felling. • Driver licence endorsements in Heavy Traffic, Forklift, Wheels, Tracks and Rollers. • Construction skills.

Knowledge / Experience

Essential	Desirable
• Confident around water and swimming ability. • Good communication skills – written and verbal. • Ability to deliver in a difficult physical working environment with a high level of time pressure. • Competent in a rural environment, on earthworks and construction sites. • Physically fit: able to work full days in challenging field work. • Ability to read and understand simple construction drawings. • Eye for detail – high degree of accuracy when undertaking tasks. • Willingness to learn and use initiative. • Good attitude, and willingness to discuss and resolve issues. • Adequate levels of computer skills for the role.	• Existing 4WD certification • Previous experience in local government. • Previous experience in river works and land drainage. • Experience in infrastructure maintenance.

Work Function/Activity

Work Function
Repetitive Use Ongoing or frequent episodes of repetitive tasks.
Driving (frequent) Regular need to drive a vehicle for work purposes. Significant distances travelled.
Outdoor work (heavy) Regularly works outdoors in all weathers. Protective clothing required. Moderate to heavy physical exertion, including lifting and carrying. NB: A pre-employment medical check is required.
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>

Communicates effectively Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
Decision quality Making good and timely decisions that keep the organisation moving forward.
Demonstrates self-awareness Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses.
Values differences Recognising the value that different perspectives and cultures bring to an organisation.

Key Relationships

External

- Landowners
- Contractors
- Local Government agencies
- Peers in other local authorities and organisations
- Members of the public

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.