

Job Description

Position Title: **Senior Environmental Data Officer**
Reports to: Environmental Monitoring Team Leader
Hub: **Strategy and Science**
Section: Environmental Monitoring and Science

Community Outcomes

Council is committed to achieving the three key outcomes identified by our local community:

- Tairāwhiti Tangata - Our people
- Tairāwhiti Taonga - Our environment, culture and economy
- Tairāwhiti Wawata - Our aspirations realised through the democratic process.

Our Vision



Our Values

People are at the **Heart** of **Everything** we do
we are **Kind, Honest** and **Helpful**
we do **What we say** we're going **To do**
we **Work Together** to achieve **Better Outcomes**
we are **Guardians** of our community's **Future**

Strategic Objectives



Hub Chart



Purpose of the Position

Role of Strategy and Science Hub

The role of the Strategy and Science Hub is to support the Mayor, Councillors, Chief Executive and Central Organising Roopu in achieving Council's strategic objectives of promoting and advancing community wellbeing throughout the Tairāwhiti District at a social, environmental, economic and cultural level. This is achieved through the delivery of community planning functions which include the Long-Term-Plan (LTP), Annual Plan, Annual Report and Community Outcomes.

The hub is also responsible for environmental monitoring and science programmes, performance management, and policy and cross-portfolio strategy development across the organisation. The Strategy and Science Hub provides specialist skills in strategy and policy, science, monitoring and research, community relations, community programme funding and delivery, multifunction project management and/or economic development.

Role of Environmental Monitoring and Science

The role of the Environmental Monitoring and Science Section is to undertake the environmental monitoring and science based provisions with regard to the management of the Gisborne District's natural and physical resources.

Environmental and Science Services undertakes and commissions science and research, disseminates information, assists, advocates, educates, regulates, monitors and reports on sustainable land, air, water and coastal resource management. The activity enables the Council to give effect to Statutory Plans and responsibilities under the Local Government Act, Resource Management Act and Soil Conservation and Rivers Control Act.

Role of Senior Environmental Data Officer

This role is responsible for the operational management and development of council's environmental data systems. At its core, the environmental databases and other data products include water quality and water quantity datasets, but also air quality, biological, water use, and may include other monitoring datasets in the future. Strong scientific and technical knowledge of the principles underlying data collection and management are required; this may include hydrological, ecology, meteorological, air quality and engineering theories.

There is responsibility for designing and implementing quality assurance systems and processes to ensure Environmental Monitoring team data collection, processing and storage adheres to National Environmental Monitoring Standards (NEMS). Datasets must be fit for purpose and comply with regional and national reporting requirements. An understanding of Council's objectives in consent processing and compliance, policy development, risk assessment, water supply management, engineering design and other water related areas will be required. Analyses of stored data using specialist software tools will be required to provide specialist advice to stakeholders.

Primary Functions

1. Health, Safety and Wellbeing

- Take responsibility for your own health and safety
- Model a culture of safety and wellbeing for others
- Ensure own actions keep self and others safe

- Identify, report and assist to eliminate hazards in work place
- Participate in local work place safety management practices
- Participate in workplace wellbeing initiatives
- Ensure compliance under health and safety legislation.

2. Data Management, Quality Assurance, Analysis and Reporting

- Develop standard operating procedures to allow the Environmental Monitoring team to appropriately and consistently manage data workflow and quality control processes. This workflow must adhere to and align with National Environmental Monitoring Standards (NEMS).
- Monitor automated data systems success to prevent system downtime and ensure data systems are reliable and up to date. Monitor and put in place error detection, data integrity systems and checking processes.
- Process environmental data according to standard operating procedures and as an expert in the process you will also support other staff in doing so.
- As the environmental database superuser, you will manage and maintain these systems and their associated data access and display infrastructure.
- Develop, document and undertake regular data audits and report back on data completeness and quality. Use this to monitor the success of data management QA/QC systems and as a status check of data system health.
- Ensure the application of innovative technologies and methodologies in order to deliver improvements.

3. Advice, Information and research

- Receive and action specific requests for service as required by the Team Leader Environmental Monitoring / or Environmental Monitoring and Science Manager.
- Manage and analyse data to required standards using specialist software and tools, and provide advice based on this data.
- Undertake data analysis and contribute to State of the Environment reporting and provision of reports to inform policy development and resource consents.
- Participate in research projects and develop knowledge of water quantity and quality issues, and other environmental monitoring issues and best practice management approaches. Support other staff in achieving data and analytical outputs required for their projects.

4. Relationships/Leadership/Training/People Management

- Train and assist other staff to process, access and analyse data as an environmental data systems super user.
- Maintain relationships with peers around the country, database suppliers, key internal database administrators and IT.
- Undertake any other relevant duties as directed by the Environmental Monitoring team Leader.

5. After Hours Response/On-Call

- There may be infrequent occasions during extreme weather events that work may be required out of normal hours to support flood warning management, flood predictions and advice to Council, CDEM and other organisations.

6. Teamwork/Corporate Responsibility

- Actively participate in team-wide initiatives and student networking opportunities/support groups made available to you.
- Demonstrate a willingness to learn and further develop knowledge and practical workplace experience, identify any training needs you may have and communicate these with your Manager or Team Leader

- Communicate openly and clearly with your Manager or Team Leader, raising any concerns or issues so that they may be addressed and supported toward resolution

7. Promoting a culture of diversity and inclusion, respect and understanding

- Build awareness and understanding of Tangata Whenua/Māori in our region.
- Contribute positively to opportunities to interact and develop relationships with Māori.
- Undertake training to build an understanding of tikanga and Te Ao Māori, to ensure their respectful practice in a business context.
- Ensure that the principles of the Treaty of Waitangi are upheld and underpin all strategy, planning and decision making processes.
- Ensure the inclusion of te ao Māori and Maori responsiveness in your work
- Contribute to providing an environment where people of all ethnicity, religion, gender, gender identity, sexual orientation, genetics, disability, age etc. are able to be themselves at work, by taking steps to understand, include and accommodate the diverse needs and beliefs of our people.
- Develop an understanding of own unconscious bias, and potential mitigation steps, to reduce influence in your work and ensure fair treatment of others.
- Hold yourself and others accountable for actions or words that demean or discriminate against the rights, beliefs and backgrounds of others.

Competencies

Academic / Professional

Essential:

- Relevant tertiary degree with predominant content of environmental sciences, hydrology, geography, natural resources or equivalent.

Desirable:

- New Zealand Diploma in Field Hydrology or similar qualification.

Skills / Knowledge

Essential:

- Effective communication skills
- Skilled and confident with computers, database programs and dataset management
- A practical understanding of the principles of data collection methodology, quality control and assurance systems
- Experience working as a team member as well as self-directed

Desirable:

- A sound knowledge of the district
- Demonstrated Water quality and Hydrological knowledge and/or experience
- Staff training experience

Work Experience

- A minimum of five years' work experience in a related sector

Expected Behaviours

- Uphold Council's vision, values and strategic objectives
- Act in accordance with Council's Tikanga, commitments, policies, procedures and guidelines
- Act with integrity and respect and treat others the same
- Be open minded, listen, seek to understand and take ownership of our work
- Represent Council and its activities in a positive manner



Additional Responsibilities

The job holder must participate in emergency management training initiatives upon request and assist with any civil defence emergencies as required.

Work will be on sites where exposure to hazards will be unavoidable. Safety procedures must be adhered to, protection being on the hierarchy safety principle of eliminate and minimise.

Relationships

External:

- Community
- Peers from other regional councils
- Tāngata whenua
- Consultants, contractors, businesses
- NIWA, Metservice and FENZ amongst others
- Government and Non-governmental organisations

Internal:

- Team members
- Other sections of Council - particularly those with service level agreements. Civil Defence and utilities.
- Team Leader Environmental Monitoring and Hydrology
- Environmental Monitoring and Science Manager

Approval / Sign-off

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Dated

Position Holder:

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Name

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Signature

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Dated