Job Description

Position Title: **Senior Water Quality Science Offier**
Reports to: Environmental Monitoring Team Leader
Hub: **Science and Strategy**
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

Manaaki Tangata
People first

simple end to end user-friendly processes
–
being a kind, helpful, creative, people centered organisation
–
doing the right things in the right way

Financially smart and strong
Kia auaha te ahumoni

make sensible long term decisions on investments and borrowing
–
always seek the best value for community money

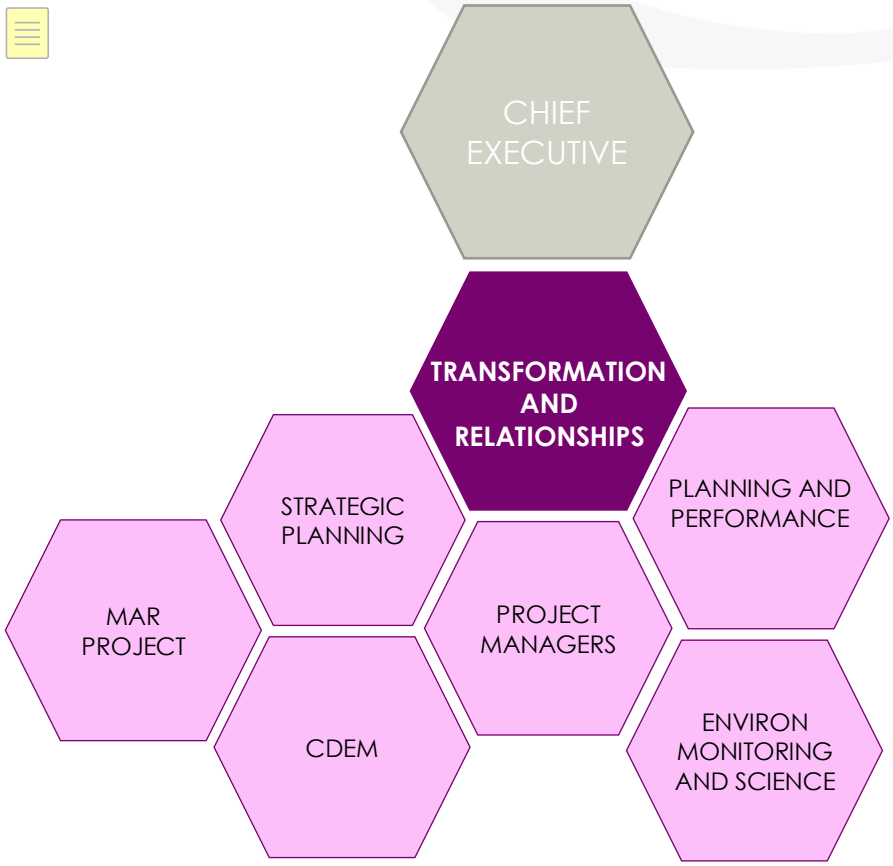
Kaitiakitanga of Tairāwhiti
Guardianship of Tairāwhiti

clear about environmental expectations
–
education and dialogue to achieve compliance, and be fair and transparent about enforcement
–
working in partnership with our community

A high performing culture
Kia ahurea te kōkiri

putting safety and wellbeing at the forefront of all decision making
–
be innovative and creative in the use of Council resources
–
actively look for and find better ways of working and thinking

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 Tairawhiti 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. Transformation and Relationships provide 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 Section

The role of the Environmental Monitoring and Science Section is to undertake the science based provisions with regard to the management of the Gisborne District's natural and physical resources and in particular the exercise of its functions as a regional council. It includes the following activities: Environmental Monitoring; Land, Soil, Water and Coastal Resource Management; and Science and Research.

Environmental Monitoring and Science collects and manages data, then undertakes and commissions science and research, disseminates information, assists, advocates, educates, and reports on land, soil, water and coastal resource management. The activity enables the Council to give effect to Statutory Plans and responsibilities under the Local Government Act Biosecurity Act, Resource Management Act and Soil Conservation and Rivers Control Act. The section also provides technical advice to assist the planning team in the processing of regional consents.

Role of Senior Water Quality Science Officer

Be a technical specialist within the Environmental Monitoring team, providing expert advice and guidance on environmental monitoring activities and environmental data, particularly on topics of water quality. Provide data, analyses and advice to meet Council's objectives in consent processing and compliance, policy development, risk assessment, water allocation, engineering design and other water related areas. Design and develop quality assurance systems aligned to national monitoring industry standards to ensure water quality and other environmental data is collected, managed and analysed consistently and correctly.

Oversee the quality of data in Council's water quality and environmental database systems to ensure data is of a high standard and be involved with implementation and lead testing of upgrades to relevant systems. Undertake detailed analysis of environmental data and provide specialised reports and analysis.

Be the "Superuser" for the Council's Environmental Data System, providing training and ongoing support to other users and ensuring the system meets the functional requirements of Council and various national level data consistency and quality needs. Lead and oversee specialist projects of strategic value within the team, some of which will involve field work.

- Provide a key leadership and mentoring role within the team.
- Lead, facilitate and oversee specialist environmental monitoring projects.
- Lead and oversee audit and review of ongoing monitoring programs.
- Be an environmental data system superuser
- Oversee data quality and develop and maintain systems.
- Be able to analyse and report on environmental data for data quality reporting, advice provision and data requests.
- Provide a key role in developing data reporting tools.

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. **Environmental Monitoring Programmes**
    - Plan, manage and oversee the implementation of water quality monitoring programmes across the team.
    - Develop, maintain and audit processes and procedures to manage water quality data collection and analysis functions of the team as required, ensuring adherence to National Environmental Monitoring Standards (NEMS) and any other National quality standards
    - Review and audit programmes, ensuring adherence to industry best practice and keeping pace with evolving data needs, technology advancements and standards.

3. **Analysis and Reporting**
    - Provide water quality statistics, trend and pattern analysis and other water quality related information to inform Council policy and plans, resource management and operational needs, State of the Environment and compliance monitoring.
    - Review existing, and develop new environmental data management systems and processes to ensure data collection and analysis techniques are efficient, powerful and accurate, but where possible remain simple and usable.
    - Ensure environmental data is published on Council's website and sent through to the national LAWA web portal in a timely, accurate and user friendly manner.

4. **Quality Assurance of Water Quality Information**
    - Design and document quality assurance programmes, including process mapping, to ensure data is collected and processed in a timely and accurate matter in accordance with industry best practice.
    - Regularly report indicators that assess the timeliness and quality of data produced by the Environmental Monitoring and Hydrology Team.

5. **Advice and Information**
    - Lead and mentor, guide and assist other team members.
    - Provide advice and information to internal Council staff around interpretation of water quality data and water quality investigations.
    - Provide advice and information to community members and mana whenua around state of waterbodies in relation to national and regional water quality standards.
    - Observe, analyse and report to relevant staff any matters requiring action including unusual monitoring results and regulatory compliance issues,
    - Receive and action specific requests for service as required by the Team Leader or Section Manager.

6. **Project Management, Surveys, Reports and Plans**
    - Oversee and project manage water quality investigation projects in groundwater, coastal and surface freshwaters, in priority areas as identified by the Team Leader or Manager.
    - Develop and monitor Key Performance Indicators (KPI's) reports to oversee and communicate program delivery success and data quality collected by the team. Feedback results into improvements.
    - Undertaking surveys, developing reports, plans and project work related to water quality.

7. **Science and Research**
    - Lead and participate in science and research projects within Council and between Council and mana whenua, universities, consultancies and government agencies and develop knowledge of water quality related issues and best practice management approaches.

8. **After Hours Response/On-Call**
    - Participate in after-hours response teams as required by the Team Leader.

9. Teamwork and Collaboration

- Be an active team member and contribute positively to the Environmental Monitoring and Hydrology and wider Environmental and Science Services teams. Actively engage across Council with different teams to achieve outcomes and implement projects in the Long Term Plan.

10. Corporate Requirements

- Participate in and contribute to corporate projects and inter-departmental initiatives, as agreed.
- Take responsibility for self-development and continued learning by maintaining evidence of performance and completing regular "performance conversations" with the Team Leader Environmental Monitoring and Hydrology with regard to work milestones.
- Fulfil emergency response contributions.

Competencies

Academic / Professional

Essential:

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

Preferred

- Relevant post graduate degree in environmental science, hydrology, geography or natural resources.

Skills / Knowledge

Essential:

- Experience with environmental data and database systems
- Full 'clean' NZ Driver's Licence
- Comfortable with field and office work environments
- Mature decision making skills, with the ability to work independently and autonomously
- Excellent written and verbal communication skills
- Strong scientific skills and technical knowledge of the principles underlying scientific data collection and management
- Experience with statistical analysis and ability to produce a high standard of analysis and reporting using statistical packages

Desirable:

- A sound knowledge of the district
- Current First Aid Certificate
- Four wheel drive and/or advanced driving competency or course attendance
- Two way radio literate

Work Experience

Minimum three years technical work experience in water quality or environmental data collection and analysis.

Experience analysing and reporting water quality data.

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 groups
- Iwi
- Consultants, contractors, businesses
- Other local government organisations
- Non-government organisations
- Central government agencies

Internal:

- Team members

- Science, Compliance and Policy teams
- Other sections of Council – particularly those with service level agreements

Approval / Sign-off

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Dated

Position Holder: .....
Name

....
Signature Dated