

Job Description

Job title:	Senior / Environmental Scientist - Water Resources	Location:	Masterton
Status:	Permanent	Effective:	May 2021
Group:	Environment Management	Department	Environmental Science

Our Purpose: Working together for our greater good

Our Purpose, Vision and Behaviours form our GW Way and are the guiding principles for all we do here at GWRC.

The GW Way behaviours are:

On the same side: One team working for one common goal

Always looking for a better way: Encourages the open expression of diverse ideas and opinions

For people by people: Everyone here is for everyone out there

Own it: Take responsibility and own the outcome

1. Purpose of Greater Wellington Regional Council

Enriching life in the Wellington region by building resilient, connected and prosperous communities, protecting and enhancing our natural assets, and inspiring pride in what makes us unique.

2. Role of the Environmental Science Department

The Environmental Science Department provides scientific, monitoring and investigative services to the council spanning surface water hydrology, groundwater hydrology - quantity and quality, flood warning, air quality, climate, land quality and associated terrestrial ecosystems, freshwater quality and ecosystems, marine water quality and ecosystems, leadership of science strategy and information.

The information and skill base of Environmental Science is used to assist in providing scientific analysis, interpretation and expert witness capability; monitoring performance of plans and revision of plans including limit setting, assessing resource consent applications and activities; determining the state of the environment from a natural resource perspective, delivering robust science to inform council's collaborative planning process (whaitua) and regional plan; developing fit for purpose monitoring programmes utilising in-house and external scientific and technical providers and providing the monitoring expertise to collect and store that information; providing a hydrological network for flood management and water supply purposes; and the development of models and framework to be used in decision making and to implement the National Policy Statement for Freshwater.

Our vision is to empower decision making through science. We will achieve our vision through four goals:

- Being a leader in environmental science
- Providing trusted science
- Empowering others with our information
- Working in partnership with mana whenua.

3. Purpose of role

The Senior / Environmental Scientist, Water Resources is responsible for providing scientific expertise and advice on groundwater resource management for the Wellington region, and to ensure that the science and monitoring needs in relation to the groundwater resource are met.

The Senior / Environmental Scientist, Water Resources is responsible for the following functions:

- Providing high quality scientific expertise and advice on the region's surface water and groundwater resources, for use by Greater Wellington to fulfil s35 RMA requirements, internal service level agreements, and external client needs
- Undertaking or overseeing scientific investigations including surface water hydrology data analysis, groundwater modelling, surface water and groundwater allocation limits, assessment of resource consent applications, groundwater quantity and quality monitoring programmes and reporting
- Informing Greater Wellington's collaborative planning process (whaitua) and regional plan

- Supporting the formulation of Greater Wellington's policies, objectives and rules relevant to the groundwater resources of the region
- Working with Environmental Monitoring Officers, Senior / Environmental Scientists and the Team Leader to review or develop relevant environmental monitoring strategies or programmes
- Providing mentoring and support to team members
- Disseminating information to the council and the public to keep them informed on matters relating to groundwater
- Providing expert evidence and representing Greater Wellington as an expert witness
- Providing scientific advice on environmental management activities

4. Working relationships/reporting lines

The Senior / Environmental Scientist, Water Resources reports directly to the Team Leader, Hydrology.

The Senior / Environmental Scientist, Water Resources is required to work closely with members of the Environmental Science Department and the wider organisation including, but not limited to:

Staff in the Environmental Regulation, Environmental Policy, Biosecurity, Biodiversity, Land Management, and Flood Protection departments; Science Advisory and Science Steering Committees; Other regional councils and territorial authorities; Central government departments including the Ministry for the Environment, Ministry of Primary Industries, and Department of Conservation; Research providers and tertiary institutions; Regional public health authorities; External consultants; and members of the public, community groups and catchment based committees.

5. Key results and tasks

Key results	Key tasks
<p>Scientific Investigations and Monitoring Programmes</p> <ul style="list-style-type: none"> • Undertakes, develops or oversees scientific investigations • Maintains an up-to-date record of groundwater monitoring and investigations for both quantity and quality • Maintains an up-to-date record of surface water hydrology monitoring and investigations • Prepares technical reports and State of Environment reports • Water resources information is reported to relevant Council committees • Prepares annual reports and/or report cards when required. 	<ul style="list-style-type: none"> • Works with EMO's and Team Leader to review or develop relevant environmental monitoring strategies or programmes • Works with the other Hydrology team members to maintain records relating to the monitoring programmes including procedures, protocols, site characteristics and recorded data • Reviews relevant monitoring programmes at regular intervals to ensure they are supplying the information necessary for the Council to fulfil its functions in managing the region's resources • Prepares summaries of water resource related information for dissemination via the Greater Wellington web site as required • May carry out analyses of data as required. • Carries out/oversees site-specific studies where this is necessary to fulfil the Council's obligations
<p>Provision of Professional Advice</p> <ul style="list-style-type: none"> • Providing high quality scientific expertise and advice on groundwater quantity and quality • Supports the formulation of Greater Wellington policies, objectives and rules relevant to the regions groundwater resources • Represent Greater Wellington as an expert witness 	<ul style="list-style-type: none"> • Provides professional leadership on the hydrological aspects of groundwater including groundwater allocation • Ensures that the input of monitoring and investigation information into the policy development and consent management process is timely and relevant. • Provides expert evidence and represents Greater Wellington as an expert witness in the water resources area • Oversees the provision of information to internal and external clients when requested, including any limitations appropriate to the request.

Key results	Key tasks
	<ul style="list-style-type: none"> • Liaises with the ICT Department and the Science Integration team to ensure appropriate and accurate information is displayed on Greater Wellington’s website to meet the stakeholders needs
<p>Project Management</p> <ul style="list-style-type: none"> • Provides fully documented programmes including resource requirements and scheduling • Develops and reports against programme milestones 	<ul style="list-style-type: none"> • Ensures programmes are effectively resourced and meet predetermined timeframes • Uses appropriate project management software to minimise the administrative aspects of project management • Reports on a regular basis against milestones (including budgets and quality assurance) • Provides reviews on a regular basis in accordance to the teams and councils research strategy and work programmes
<p>Contributing to the Environmental Science Department</p> <ul style="list-style-type: none"> • The Environment Science Department operates in an effective manner and members of the Environment Science Department support each other • Stakeholders and clients experience a seamless service across the Environment Science Department 	<ul style="list-style-type: none"> • Demonstrates a commitment to, and enthusiasm for, an overall contribution to the Environmental Science Department, including providing back up support for other staff when required including filling in for the Team Leader as required • Provides appropriate, effective and timely interaction, contribution and support to team/departmental/group programmes, projects and initiatives • Contributes to reviews of the systems and processes used by Environmental Science Department to ensure that they are effective and efficient • Contributes to effective management of a wide variety of relationships with stakeholders and interested parties, Greater Wellington management and staff, support staff, contractors, consultants, suppliers and other agencies

Key results	Key tasks
	<ul style="list-style-type: none"> Leads or actively participates in relevant environmental science & interdepartmental project teams, or relevant science advisory groups or science steering committees
<p>Leadership, Mentoring and Coaching</p> <ul style="list-style-type: none"> Other Environmental Scientists and Environmental Monitoring Officers receive appropriate scientific guidance and support Leadership is demonstrated in relevant environmental science, inter-departmental and cross-agency projects 	<ul style="list-style-type: none"> Acts as a mentor to environmental science staff, providing constructive peer review of reports, hearing evidence and other outputs, as required Leads or actively participates in relevant environmental science projects and inter-departmental project teams where required and appropriate to the position, including presentations of scientific information to external agencies and the public
<p>Quality Assurance</p> <ul style="list-style-type: none"> Provides a quality assurance function including providing advice on work practises and techniques, measuring performance against statutory plans, and peer reviewing technical reports 	<ul style="list-style-type: none"> Effectively measures performance against the Council's statutory plans, including the Annual Plan and Long Term Plan (LTP) Effectively measures performance of programmes against relevant guidelines, standards and quality assurance procedures. Ensure appropriate level of peer review is undertaken on all aspects of work programmes
<p>Relationship Management</p> <ul style="list-style-type: none"> Effective relationships are developed and maintained with internal and external stakeholders Demonstrates an awareness of the context within which Greater Wellington operates Maintains active involvement in appropriate professional networks 	<ul style="list-style-type: none"> Recognises and values the importance of establishing and maintaining excellent working relationships with internal stakeholders Recognises and values the importance of establishing and maintaining excellent working relationships with staff in other regional councils, territorial authorities, iwi, government organisations and other external stakeholders

Key results	Key tasks
	<ul style="list-style-type: none"> • Demonstrates an awareness of the environment within which Greater Wellington operates by ensuring that information and presentations are delivered with the appropriate level of professionalism and are tailored to the level of understanding of the audience
<p>Self-Management</p> <ul style="list-style-type: none"> • Demonstrate continuous improvement in performance /personal development 	<ul style="list-style-type: none"> • Be open to consultation and seek regular feedback from your manager in line with Greater Wellington’s performance management system (P4P) • Identify opportunities for training and development • Comply with Health and Safety legislation and policies
<p>Sustainable Resource Management</p> <ul style="list-style-type: none"> • Demonstrates a commitment to sustainable resource management 	<ul style="list-style-type: none"> • Promotes sustainable resource management and Greater Wellington’s role and achievements in this area, including making effective and efficient use of resources available to the Department. • Carries out such other duties relating to resource management as may be assigned from time to time
<p>Health and Safety</p> <ul style="list-style-type: none"> • A safe and healthy working environment is maintained • GWRC’s health and safety policies are observed 	<ul style="list-style-type: none"> • Actively engages in health and safety matters • Practices safe work methods and follows health and safety procedures • Protects themselves, their fellow employees and any other party, from unsafe situations by working in a safe and responsible manner, in accordance with policy and procedural requirements • Participates in safe work planning, hazard identification, risk assessment and developing recommendations for corrective actions

Key results	Key tasks
	<ul style="list-style-type: none">• Reports all incidents, including near misses and hazards, whether or not these incidents involve injury

6. Dimensions (employees, budget, delegations)

The Senior / Environmental Scientist, Water Resources has no staff and no allocated budget responsibilities.

Part two: person specification

Essential knowledge, skills, and behaviours

1. Qualifications, skills and experience

- An applicable post graduate degree qualification (or equivalent experience) majoring in groundwater, water resource management, environmental science or related area coupled with appropriate work experience
- An excellent understanding of hydrological and/or hydrogeological processes and principles including methods used in monitoring and investigating surface water and groundwater resources, with particular skills in the investigation and analysis of hydrology and modelling
- Demonstrated experience in the planning, carrying out and reporting of groundwater investigations and monitoring programmes with respect to water resources, and groundwater quality and groundwater quantity
- Experience in undertaking or overseeing scientific investigations including hydrological modelling, groundwater allocation limits, assessment of resource consent applications, and groundwater quality monitoring programmes
- Knowledge of applying numerical modelling methods to water resources issues
- The ability to communicate effectively to your peers and in formal situations
- Ability to produce and present high quality written and oral reports at a professional level
- Experience with planning, implementing and managing programmes within budget and to predetermined timeframes
- A thorough understanding of relevant Resource Management legislation, particularly at a local and regional government level
- Sound computer skills with literacy in commonly used programmes including statistical analysis, data management software, GIS, and groundwater related software packages

2. Personal attributes and behavioural competencies

- A clear understanding of quality customer service and a commitment to achieving customer satisfaction
- Demonstrated experience mentoring staff
- Strong project management skills to manage competing priorities, with the ability to take the lead in work and wider departmental/organisational wide project work (or taking the lead in project work) and manage on time within budget
- Strong attention to detail and analytical skills
- Good communication skills and interpersonal skills (flexibility, listening skills, persuasive)
- Creative, innovative, practical and able to solve problems
- Ability to work as part of a team, as well as to work independently
- Ability to manage workload and meet deadlines
- Understands the importance of building and maintaining positive durable working relationships both internally and with external stakeholders
- Honesty, integrity, enthusiasm and energy
- Values and respects other people's contributions, work pressures and responsibilities
- Awareness and understanding of tikanga Māori

3. Physical requirements

- A full and current driver licence
- The ability to safely use a keyboard mouse without causing or aggravating an injury
- The jobholder must be able to physically carry out the functions of the position, including working safely and confidently, in and around water as required to deliver our work programmes

Date and signatures

Job holder: _____

Date: _____

Manager: _____

Date: _____