

JOB DESCRIPTION

Job Title:	Environmental Data Analyst
Work Unit:	Environmental Data Department
Responsible to:	Environmental Data Delivery Team Leader
Responsible for:	Nil
Salary:	\$79,097 (85%) – \$93,055 (100%)
Hours:	Full time (40 hours per week)
Location:	Palmerston North
Date:	March 2025

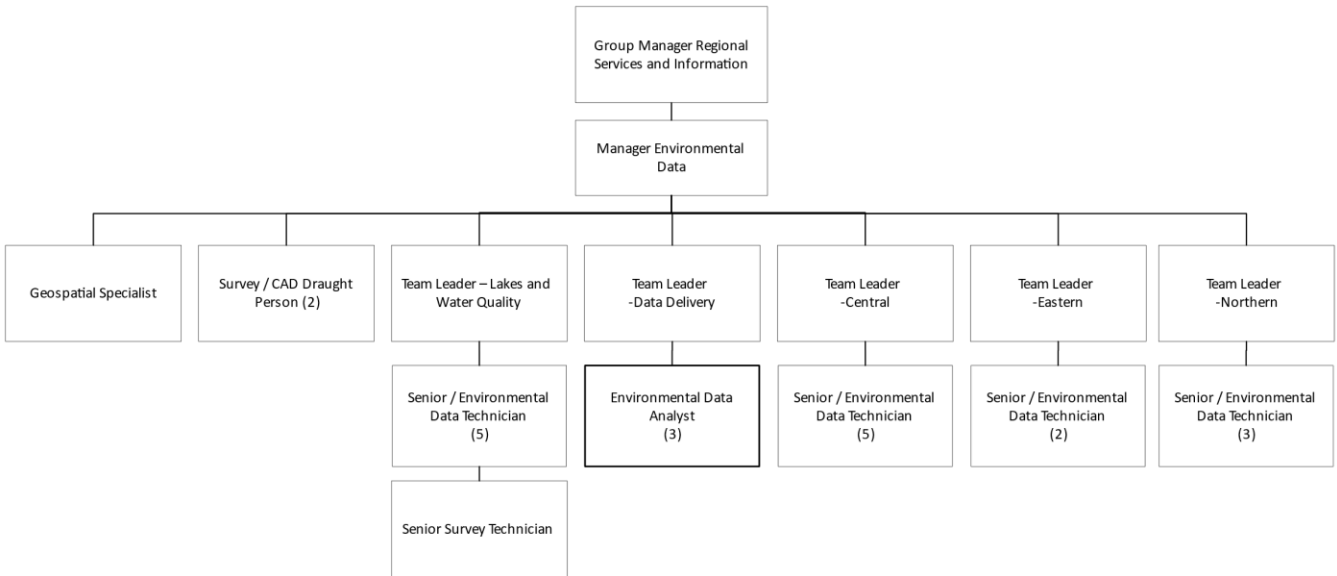
Position purpose:

The Environmental Data Analyst will:

- have developed a high level of technical and interactive skills
- be a strong leader
- be a team player and able to coordinate and project manage a number of simultaneous tasks
- have specialist data science skills required for liaising with and determining the needs of the customer and provisioning those requirements in a form that best meets the customers analyses needs, accuracy, and delivery format. This will regularly require the application of complex statistical analyses skills as well as the development of delivery formats to support a modern digital workplace.
- have responsibility for managing their own projects to ensure that customer and Team requirements are met and that the Environmental Data Department's collective outputs meet all planned objectives.
- bridge many complex areas and disciplines relating to hydrological and environmental data; requires a high level of relationship management skills and ongoing professional development.
- provide leadership, advice and guidance with regard to data analyses and presentation to scientists, engineers and other professionals within the organisation. This role includes the provision of specialist technical information and advice to emergency management staff during flood events.
- within the Environmental Data Department, the Environmental Data Analyst will fulfil a role that requires the validation, quality assurance and archiving of environmental data, the development of data analyses and informatics, the development and maintenance of hydrological and hydraulic models and the provision of training and mentoring of staff within and external to the Team.

The key focus of the position is shared between delivering complex solutions to data problems for customers external to the Environmental Data Department and also undertaking work to maximize the efficiency of data archiving and analyses within that Team.

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Iwi ▪ Regional and Territorial Authorities ▪ Resource Users ▪ Various Government Departments ▪ Research Institutions and Universities ▪ Consultants ▪ Software developers and suppliers ▪ Contractors ▪ Students ▪ State Owned Enterprises ▪ Crown Research Institutes ▪ Members of the public ▪ Environmental Interest Groups ▪ Regional Sector Special Interest Groups 	<ul style="list-style-type: none"> ▪ Manager Environmental Data ▪ Group Managers ▪ Senior Environmental Data Coordinators ▪ Environmental Scientists ▪ Design Engineers ▪ Environmental Data Team Members ▪ Horizons Managers and Team Leaders ▪ Information Management staff ▪ Information Technology staff ▪ Consents Planning staff ▪ River Management staff ▪ Emergency Response staff ▪ District Advice staff ▪ Policy staff ▪ Compliance staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Staff, Team and other Personnel Responsibilities	
<ul style="list-style-type: none"> ▪ The position has no staff reporting direct to it, however it does have a training and mentoring role for staff within and external to the team. ▪ Developing and implementing work programmes and priorities to ensure that external customer needs and Team goals are achieved. ▪ Developing the skills, capability and knowledge of other staff within and external to the Team. ▪ Promoting a culture that reflects the organisation's values, customer focus and excellence objectives. ▪ Tracking and reporting on assigned projects. ▪ Provide technical support and technical solutions for data related projects across the organisation. ▪ Technical leadership and mentoring of other team members. 	<ul style="list-style-type: none"> ▪ Upskilling of other staff within the Department is apparent ▪ Projects meet agreed output targets and contribute to desired technical outcomes. ▪ Work programmes are achieved to the required standard Work programmes are achieved to the required standard and timeframes. ▪ I encourage, participate and/or lead across team collaborative activities. ▪ I assist team members to understand how their work contributes to the wider organisations' strategies and goals. ▪ I lead by example. ▪ I always behave in a professional manner. ▪ Performance measures and obligations in individual or collective workloads/programmes are met.
Data Validation, Quality Assurance and Archiving (Data Production)	
<ul style="list-style-type: none"> ▪ Undertake the Validation, Quality Assurance and Archiving component of the team's data acquisition and data/information delivery function. ▪ Develop project plans or briefs as necessary. ▪ Maintaining an up-to-date knowledge of new IT systems and processes involved in hydrological data validation, quality assurance and data management. ▪ Undertake hydrological and hydraulic model development and maintenance. ▪ Ensuring the integrity and security of files and records. 	<ul style="list-style-type: none"> ▪ All systems are maintained to our quality management system. ▪ The standards, procedures and methodologies associated with the Team's quality management system are adhered to. ▪ Continued improvement options are identified and actioned where appropriate. ▪ Documentation of all processes occurs. ▪ I respond flexibly to changing demands and priorities. ▪ I focus on technical excellence.
Advisory	
<ul style="list-style-type: none"> ▪ Advising users of environmental data and information (internal and external) as to its limitations as applicable. ▪ Advising customers of the information that they require in order to best answer the question(s) that they have. ▪ Providing technical advice to Emergency Management Staff during flood events. ▪ Communicating effectively with interest groups. ▪ Promoting and encouraging all aspects of HRC business with a focus on environmental data activities and a detailed focus on the job holder's technical area/s of expertise. 	<ul style="list-style-type: none"> ▪ Customers are satisfied with the quality and timeliness of the advisory service provided. ▪ Special interest groups are keen to obtain further information. ▪ Reporting on projects is timely and accurate.

<ul style="list-style-type: none"> ▪ Contributing to the development of Horizons plans and strategies where required. ▪ Provide presentations to the public and special interest groups. 	
Corporate Contribution	
<ul style="list-style-type: none"> ▪ Maintain own professional development. ▪ Undertake performance development tasks/responsibilities. ▪ Undertake health and safety tasks/responsibilities. ▪ Participate in emergency management activities as required. ▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed. ▪ Maintain Council plant and equipment. ▪ Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting). 	<ul style="list-style-type: none"> ▪ Appropriate training and development undertaken as agreed. ▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. ▪ Contribution to projects and corporate initiatives is effective and valued. ▪ Administration requirements are completed timely and accurately.
Information Delivery	
<ul style="list-style-type: none"> ▪ Develop and implement innovative solutions for information delivery. ▪ Identify customer needs and provide information solutions ranging from basic to very complex requiring a high level of professional expertise. ▪ Provide complex technical reports for internal and external customers as and when required. ▪ Undertake analysis and contribute to reports for consent investigations, hearings, Official Information Requests, compliance assessment, engineering investigations, state of the environment and annual monitoring purposes; in a comprehensive and timely manner. 	<ul style="list-style-type: none"> ▪ Information products are developed and deployed to end users. ▪ Accurate and effective information is provided to customers that is fit for purpose, concise and value is added for those customers. ▪ Improvements to information delivery methods are proposed and active participation in the development of delivery mechanisms take place. ▪ Horizons Regional Council is recognised for its excellence in data quality, its data analyses capability and its innovation in the provision of environmental information. ▪ Data availability meets Customer Service Level Agreement requirements. ▪ Excellent working relationships are maintained with all customers. ▪ New information products are developed ▪ The council position is presented within a range of forums. ▪ I focus on excellence in customer service.
Health and Safety Management	
<ul style="list-style-type: none"> ▪ Ensure compliance with Standard operating procedures (SOPs) and safe work methods/practices relating to my functional work area at all times. ▪ Actively participate in the annual hazard management plan review. ▪ Ensure all hazards are identified and reported. ▪ Where appropriate take steps to remove or mitigate hazards. 	<ul style="list-style-type: none"> ▪ I actively participate in all training associated with safe work practices, procedures and emergency preparedness. ▪ I actively participate in hazard identification, hazard assessment and risk management activities within the Team and the wider council. ▪ I ensure that I am are provided with, and trained in the use of appropriate PPE.

PERSON SPECIFICATION

Qualifications

Essential

- A Bachelors degree or higher (preferably a masters or other postgrad) in hydrology, statistics, engineering, environmental science, applied information science or a related field, OR equivalent experience (5-10 years).
- A sound set of mathematical and statistical skills.
- A demonstrable ability to create tools that utilise advanced statistical software (eg. Python and "R") is essential.
- Advanced software and IT skills including the development of data science tools.
- A sound knowledge of Hydrological and Hydraulic modelling.

Desirable

- A robust knowledge of environmental monitoring within New Zealand or other internationally recognised environmental monitoring agency.
- A high degree of competence in the use of a range of technical software.
- Comprehensive understanding of water related environmental issues.
- A working knowledge of water quality and groundwater science.
- GIS Skills.
- Sound knowledge of analysis techniques as applied to environmental and time-dependant data
- Demonstrated ability to produce readily understood technical/scientific reports, documentation and information.
- A good understanding of database and metadata management and quality management systems.
- A current "Class 1 - with no restrictions" motor vehicle licence.

Knowledge/Experience

- Have well developed communication skills, both verbal and written.
- Have an organised and meticulous approach to tasks.
- Be self-motivated and be able to work unsupervised, and have a high level of integrity.
- Have the ability to encourage staff to adopt accurate and robust processing techniques to meet objectives and performance criteria.
- The ability to participate as part of a team.
- An ability to provide backup to more senior positions within the team when necessary.

KEY JOB COMPETENCIES

Expert Knowledge

- Hydrological science.
- Advanced statistical skills.
- Time series management software.
- IT systems.
- Hydrological and hydraulic modelling.
- Problem solving/solution focus.
- Managing expectations.

Advanced Knowledge

- Time/project management.
- Data analysis, presentation and delivery.
- Mathematics and statistics.
- Maintaining/upgrading databases.

- Safe work practices.
- Software and IT systems.

- Water Quality Science.
- Ecological science.
- Groundwater science.

Working Knowledge

- Quality Management Systems.
- Legislation that affects local government.

Awareness

- Use of appropriate communication for audience and context.

COMPETENCIES FOR PERFORMANCE DEVELOPMENT

▪ Customer Focus:	Commitment to meeting the needs of anyone they work for and with including colleagues.
▪ Job Knowledge:	Have the knowledge and skills to perform the requirements of the position.
▪ Communication:	Use written and verbal language and style appropriate to the audience and context.
▪ Teamwork:	Work constructively with people as a team member to achieve a common goal.
▪ Dependability and Commitment:	Reliable and dedicated to achieving results.
▪ Continuous Improvement:	Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.
▪ Organising for Results:	Ensures work is completed effectively and within agreed deadlines.

PERSONAL ATTRIBUTES

- Excellent communication skills (verbal and written).
- Able to relate to a wide range of people.
- Able to work effectively unsupervised.

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relationship to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

NGĀ UARA O NGĀ PAE | HORIZONS VALUES



Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

Approved: _____ (Manager) Date: ___/___/___

Read and Understood: _____ (Incumbent) Date: ___/___/___