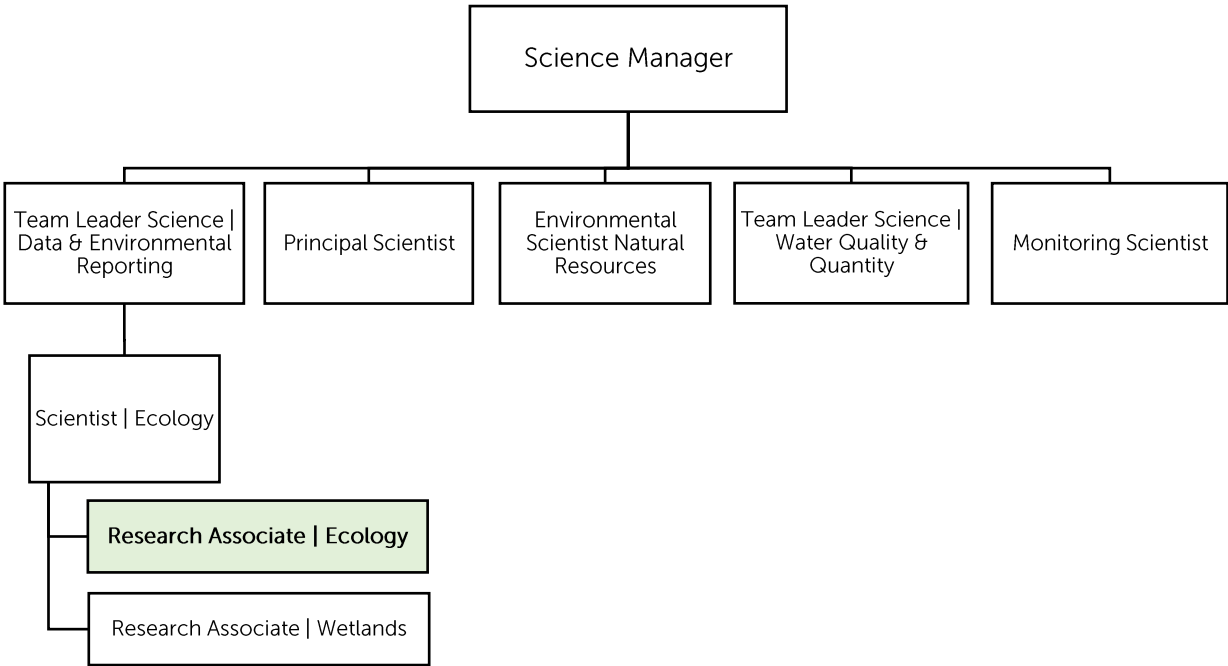




JOB DESCRIPTION

Job Title:	Research Associate - Ecology Pou whakamahiri Rangahau Mātai Hauropi
Work Unit:	Science Team
Reports to:	Team Leader - Data and Reporting
Day to day supervision:	Scientist - Ecology
Position purpose:	To provide ecological technical support including ecological data collection, processing, quality assurance and analysis, wetland mapping, and communicating scientific information to a range of audiences.
Salary:	\$72,888 (85%) - \$85,750 (100%)
Date:	August 2025

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> Local Authorities and Government Agencies Crown Research Institutes and Universities Horizons Regional rate payers Iwi and Hapū Consultants and Contractors Interest and Community Groups 	<ul style="list-style-type: none"> Strategy Regulation and Science Group Biodiversity, Biosecurity and Partnerships Policy/Consents/Compliance Environmental Data Information Management Other Horizons Regional Council staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Data collection, management and analysis	
<ul style="list-style-type: none"> Undertaking data collection, management, analysis and reporting tasks to support the science programme. Including, but not limited to, terrestrial and wetland ecology. Undertaking data entry and data management as required, including quality checking of datasets. Leading and contributing to reporting on science projects. Undertaking ecological field work Undertaking wetland mapping 	<ul style="list-style-type: none"> Environmental data is accurate, up-to-date, accessible and stored appropriately. Projects are delivered within agreed timeframes and as per agreed priorities. Opportunities for improvement are identified and implemented in consultation with the Scientist – Ecology Quality assessment of data is conducted to a high standard and errors are identified.
Scientific Advice and Communication	
<ul style="list-style-type: none"> Providing support for a wide range of projects as directed by the Scientist – Ecology. Collation, reporting and communication of monitoring results, findings and conclusions to a wide range of audiences. Providing technical support for the assessment of resource consent applications. Undertaking information transfer to external customers as requested by the Science Manager (or delegate). 	<ul style="list-style-type: none"> Research is of peer review standard and outputs are delivered to target audience in an appropriate format. Robust methodologies are followed. Technical support is delivered to a high standard and within specified timeframes. Advice is informed, timely, concise and presented in an appropriate format to the target audience.
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 with the Science Manager or delegate. 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. Safety and Wellbeing requirements are met.

PERSON SPECIFICATION

Qualifications

Essential:

- A Bachelor level degree or equivalent in an appropriate natural science discipline
- Full drivers licence

Desirable:

- An Honours or Masters degree in an appropriate natural science discipline
- Competence with GIS
- Experience working with terrestrial flora and ecosystems

KEY JOB COMPETENCIES

Expert Knowledge

- Methodical data collection skills
- Data management and reporting
- Time management skills

Advanced Knowledge

- Safe work practices
- Terrestrial and/or wetland ecology
- Communication skills (verbal, written, and presentations)
- GIS application and analysis
- Resource management

Working Knowledge

- Technical report writing
- Database management and development skills
- An understanding of Mātauranga Māori, the Treaty of Waitangi, and tikanga, or willingness to learn

Awareness

- Differing perspectives on resource management issues in the community
- Sensitivity to differing cultural perspectives
- Political awareness

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.

Leadership

- Creates a clear direction, inspires a shared commitment and leads by example.

Developing and Managing Performance

- Builds an environment that is focused on enhancing the skills and performance of individuals and teams.

PERSONAL ATTRIBUTES

- Responsible and reliable, with an ability to follow instructions and adhere to workplace health and safety requirements.
- Understanding of Te Tiriti Ō Waitangi (Treaty of Waitangi) and the implications of the Treaty on today's society and the work that we undertake.
- Good organisation skills, being able to self-initiate work, set own priorities and schedules and work to strict deadlines.
- Able to relate to and engage positively with a wide range of people.
- Be physically fit and confident working safely in the outdoors.

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Have 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 relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

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

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.

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

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