

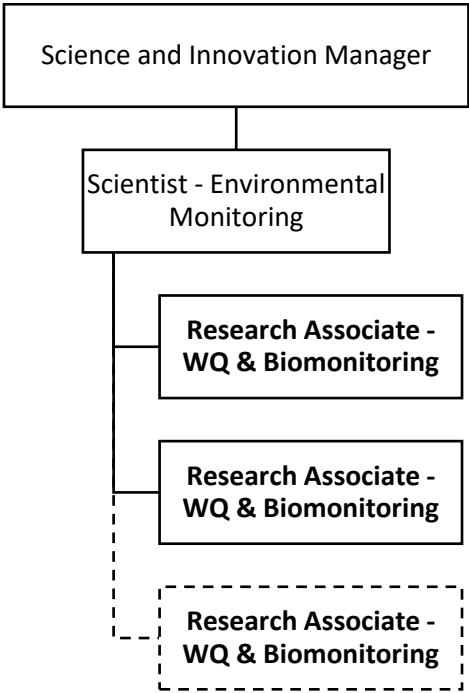
JOB DESCRIPTION

Job Title: Research Associate – Water Quality and Biomonitoring
Work Unit: Natural Resources and Partnerships Group (NRP)
Responsible to: Scientist – Environmental Monitoring
Responsible for: Nil

Position purpose: To undertake monitoring and research (with an emphasis on water quality and biomonitoring), provide data management and technical support, and communicate scientific information to a range of audiences.

Salary: \$60, 494 - \$71, 169
Date: September 2021

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Research agencies and scientists ▪ Contractors, consultants and suppliers ▪ Iwi and Hapu ▪ Community groups, stakeholders and NGOs ▪ General public and ratepayers ▪ Central Government Departments ▪ Other Regional Councils and Territorial Authorities 	<ul style="list-style-type: none"> ▪ Science and Innovation team ▪ Natural Resource Partnerships Group ▪ Environmental Data and Information Management teams ▪ Strategy & Policy Group ▪ Catchment planning project team

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
1. Data collection, management and analysis	
<ul style="list-style-type: none"> ▪ Undertaking field work as directed by the Senior Scientist. ▪ Undertaking data management, analysis and reporting tasks to support the science programme. Including, but not limited to, the biological monitoring programmes and discrete water quality monitoring programmes. ▪ Undertaking data entry and data management as required, including quality checking of datasets. ▪ Leading, contributing to and facilitating reporting on science projects. ▪ Seeking improvements in the way we collect biological monitoring data. 	<ul style="list-style-type: none"> ▪ Environmental monitoring data and information 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 Senior Scientist/Scientist. ▪ Quality assessment of data is conducted to a high standard and errors are identified.

2. Scientific Advice and Communication	
<ul style="list-style-type: none"> ▪ Providing support for a wide range of projects as directed by the Senior Scientist/Scientist. ▪ Collation, reporting and communication of monitoring results, findings and conclusions to a wide range of audiences. ▪ Undertaking information transfer to external customers as requested by the Senior Scientist/Scientist. 	<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. ▪ Horizons data management systems provide up to date, accurate and concise reporting of the regions resources.
3. 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. ▪ 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. ▪ Health and safety requirements are met.

PERSON SPECIFICATION

Qualifications

Essential

- A Bachelor level qualification (or equivalent) in appropriate natural science discipline
- Holds a current drivers licence

Desirable

- An Honours or Masters degree in an appropriate natural science discipline
- 4WD trained
- Electric fishing certificate
- Current first aid certificate
- Competence with GIS

Knowledge/Experience/Attributes

- Experience in fresh water biological (i.e. macroinvertebrate; periphyton; fish) monitoring using national/standard protocols;
- Competence with analytical/statistical software, data management systems and GIS and/or spatial modelling programmes (ideally familiar with the databases and software that Horizons uses – including Hilltop, Iris, ArcMap, and Microsoft suite)
- Experience in the use of monitoring protocols such as those covered in the National Environmental Monitoring Standards.
- Good organisation skills, being able to self-initiate work, set own priorities and schedules and work to strict deadlines
- Excellent communication skills (written and verbal); able to effectively present ideas and projects to a wide-ranging audience
- A team player, with a positive approach to change, able to relate to and engage positively with a wide range of people.
- Holds a current drivers licence

KEY JOB COMPETENCIES

Expert Knowledge

- Field work monitoring using national/standard protocols
- Data management and reporting
- Computer applications for data management
- Time management skills

Advanced Knowledge

- Safe work practices
- Communication skills
- Methodical data collection skills
- GIS application and analysis
- Microsoft software suite

Working Knowledge

- Technical report writing
- Relevant computer software / systems, including database management and statistical packages (e.g. R, Hilltop)
- Relevant Legislation and Regulation (e.g. Resource Management Act), and institutional responsibilities
- Safe work practices

Awareness

- Differing perspectives on resource management issues in the community
- The political context, including the Treaty of Waitangi
- Cultural considerations in relation to fresh water

KEY COMPETENCIES FOR PERFORMANCE DEVELOPMENT

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

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.

Horizons Regional Council Core Values

Values are the essence of this organisation's philosophy for achieving success. They are the bedrock of our culture and our view of how Horizons Regional Council staff should behave. They also provide us with a common direction and guidelines for day-to-day behaviour.

Professionalism

Professionalism at Horizons Regional Council is delivering what is promised in a skilled, timely and appropriate manner.

Teamwork

Teamwork at Horizons Regional Council is successfully achieving shared goals through dialogue, cooperation and respect for others.

Integrity

Integrity at Horizons Regional Council is being honest with others; respectful of their race, gender, age beliefs or values.

Self-Responsibility

Self-responsibility at Horizons is highly valued. All individuals are responsible for actively managing their own behaviour, learning, developing, and performing, including accepting responsibility for actions.

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

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