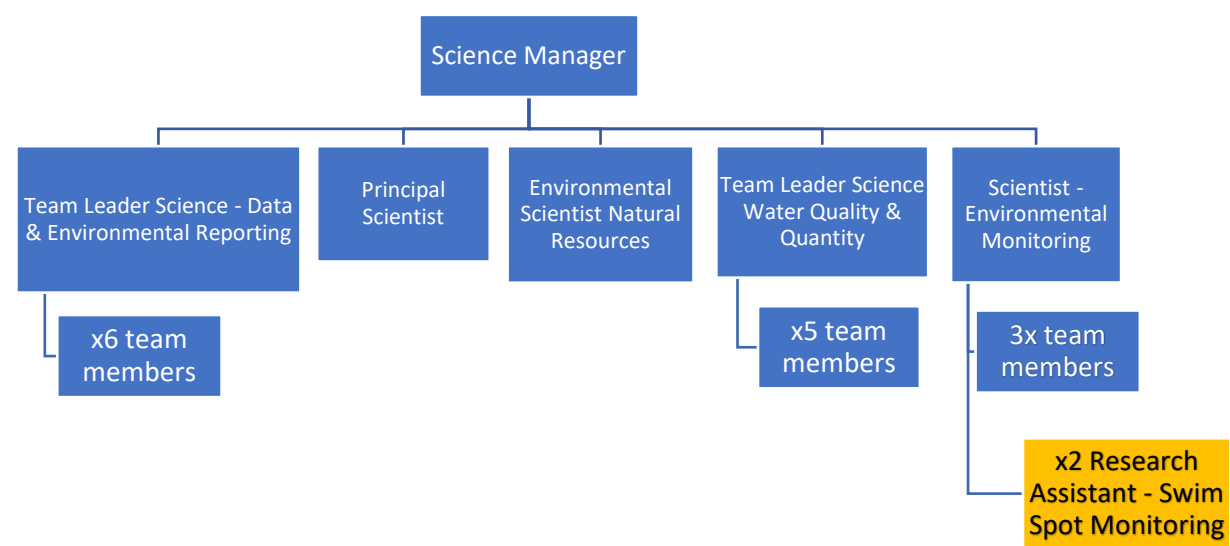


## JOB DESCRIPTION

<b>Job Title:</b>	Research Assistant - Swim Spot Monitoring, Full time, Fixed Term
<b>Work Unit:</b>	Strategy, Science and Regulation
<b>Responsible to:</b>	Scientist - Environmental Monitoring
<b>Purpose:</b>	To undertake monitoring and research, focusing on recreational water quality across both freshwater and marine sites - while also providing data management, and scientific communication to a variety of audiences.
<b>Pay range:</b>	61,528 (85%) - \$72,386 (100%) (indicative)
<b>Date:</b>	August 2025

## ORGANISATIONAL CONTEXT



## FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> <li>TAs</li> <li>Public</li> <li>Public Health Officers</li> <li>Other Regional Councils</li> <li>Universities and Research Institutes (including PROs)</li> </ul>	<ul style="list-style-type: none"> <li>Communications</li> <li>Consents</li> <li>Compliance</li> <li>Information Management</li> <li>Catchment Data</li> <li>Natural Resources and Partnerships Group</li> </ul>

## KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Monitoring, Data Collection, Management, and Analysis	
<ul style="list-style-type: none"> <li>Monitoring recreational sites (swim spots) across the region safely and efficiently, including:               <ul style="list-style-type: none"> <li>Collecting water samples for external laboratory analysis of faecal contamination.</li> <li>Conducting in-stream visual assessments for the presence of potentially toxic algae.</li> </ul> </li> <li>Performing microscopic analysis of lake samples to identify and count cyanobacteria.</li> <li>Working independently in various field environments, including rivers, beaches, and lakes.</li> <li>Following National Environmental Monitoring Standards (NEMS) where applicable.</li> <li>Supporting the Environmental Monitoring Scientist and other science team members with additional fieldwork tasks, including (but not limited to):               <ul style="list-style-type: none"> <li>Faecal source tracking investigations.</li> <li>State of the Environment (SOE) macroinvertebrate sampling.</li> <li>SOE fish monitoring.</li> <li>SOE water quality and periphyton monitoring.</li> </ul> </li> <li>Data management and analysis, including:               <ul style="list-style-type: none"> <li>Entering field observations into internal data systems.</li> <li>Performing quality assurance checks on recreational datasets.</li> <li>Filing and maintaining accurate field data records.</li> <li>Creating or updating GIS datasets to reflect current monitoring results.</li> <li>Analysing and interpreting recreational water quality data for communication to a variety of audiences.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Recreational water quality data is accurate, up to date, accessible, and appropriately stored.</li> <li>Field work is completed within agreed timeframes and as per agreed priorities.</li> <li>Data quality assessments are conducted to a high standard, and errors are promptly identified and addressed.</li> <li>The recreational monitoring team collaborates effectively to achieve monitoring, reporting, and data quality goals within set timeframes</li> </ul>

Scientific Advice and Communication	
<ul style="list-style-type: none"> <li>• Collating, reporting, and communicating monitoring results and findings to a wide range of audiences.</li> <li>• Uploading accurate and timely data to the Land Air Water Aotearoa (LAWA) website according to established schedules and data standards; ensuring the information presented on LAWA is clearly communicated to all stakeholders using consistent formatting and language.</li> <li>• Engaging with the public at swim spots to communicate; <ul style="list-style-type: none"> <li>- The purpose, scope, and results of Horizons' Swim Spot monitoring programme.</li> <li>- Where to access the most up-to-date swim spot results.</li> <li>- Where to find further information about Horizons' other environmental programmes and initiatives.</li> </ul> </li> <li>• Providing support and advice to external agencies such as Health NZ and Territorial Authorities as directed by the Scientist – Environmental Monitoring.</li> </ul>	<ul style="list-style-type: none"> <li>• The LAWA website displays accurate, current recreation data.</li> <li>• Swim spot results and advice are delivered in a timely, clear and audience appropriate manner.</li> <li>• Horizons' internal data systems accurately reflect current monitoring data and provide clear, concise reporting on regional water resources.</li> </ul>
Corporate Contribution	
<ul style="list-style-type: none"> <li>• Maintain own professional development.</li> <li>• Undertake Performance Development tasks/responsibilities.</li> <li>• Undertake Health and Safety tasks/responsibilities.</li> <li>• Participate in emergency management training and activities as required.</li> <li>• Participate and contribute to corporate projects and inter-departmental initiatives as agreed.</li> <li>• Maintain Council plant and equipment.</li> <li>• Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting).</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate training and development undertaken as agreed.</li> <li>• Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.</li> <li>• Contribution to projects and corporate initiatives is effective and valued.</li> <li>• Administration requirements are completed timely and accurately.</li> </ul>

## PERSON SPECIFICATION

### Qualifications

#### Essential

- A current "1" class motor vehicle licence.
- Have completed, or be studying towards, a qualification in an appropriate natural science discipline (e.g. natural resource management, environmental science, geology, freshwater ecology).

#### Preferred

- Have completed, a bachelor level degree or equivalent in an appropriate natural science discipline (e.g. natural resource management, environmental science, geology, freshwater ecology).
- 1<sup>st</sup> Aid certificate.

## Knowledge/Experience/Attributes

- A passion for the natural environment, particularly the freshwater environment.
- Responsible and reliable, with an ability to follow instructions and adhere to workplace safety and wellbeing requirements.
- Understanding or awareness of the Te Tiriti O Waitangi (Treaty of Waitangi) and the implications of the Treaty on today's society and the work that we undertake.
- Understanding and willingness to uphold tikanga and kawa; be comfortable engaging and working in partnership with iwi, hapū, whānau and tangata whenua corporations.
- Able to relate well to people from diverse backgrounds and perspectives.
- Excellent communication skills (verbal and written).
- Good organisation skills with demonstrated ability to self-initiate work, set own priorities and schedules, and work to strict deadlines.
- Be physically fit and confident working safely in and around water.

## OTHER REQUIREMENTS

Be prepared to:

- Work outside of normal business hours.
- 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 Safety and Wellbeing in relationship to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.
- Always adhere to Horizons staff policies and procedures.
- Uphold the values of Te Tiriti O Waitangi (Treaty of Waitangi) and/ or be aware of the cultural significance of the regions waterways to local iwi, hapū, whānau and tangata whenua.
- Travel across the region (From Waikawa in the South to Taumarunui in the North and out to both the East and West Coasts).
- Be available to work weekends, if necessary (though generally Monday to Friday will be the norm), be available over the Christmas period (not including statutory holidays) to ensure weekly monitoring continues to be delivered, and be available to do an overnight stay in Taumarunui on occasion.

## 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.

# 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: \_\_\_\_/\_\_\_\_/\_\_\_\_