

JOB DESCRIPTION

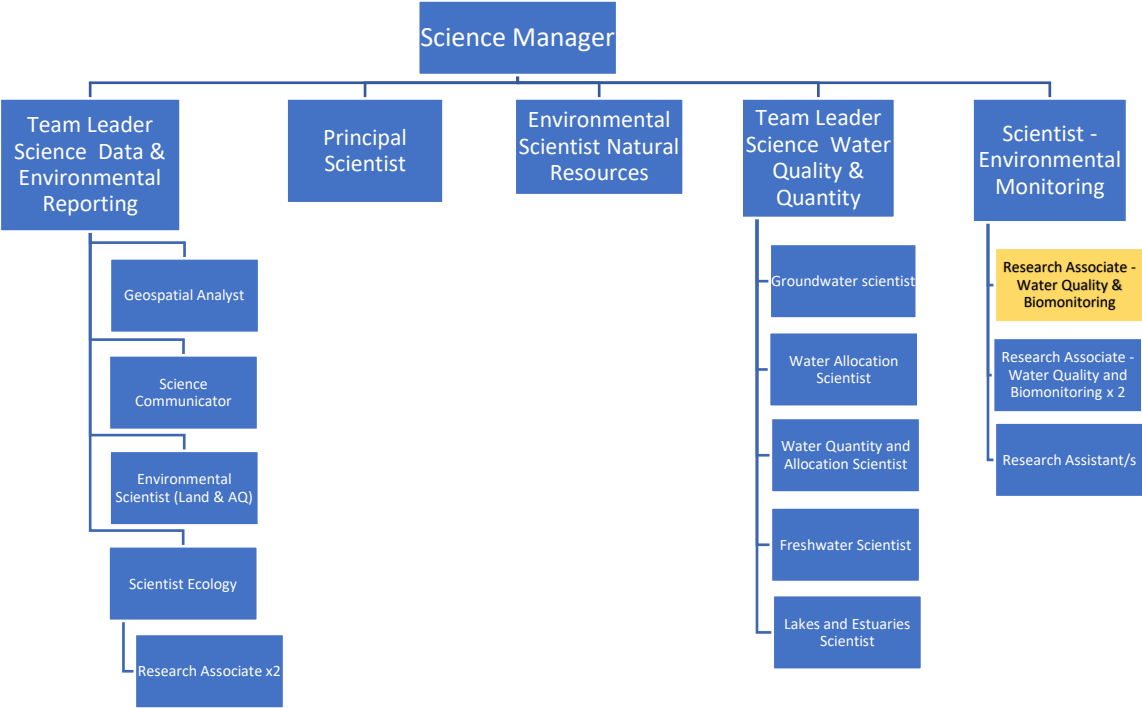
Job Title: Research Associate – Water Quality and Biomonitoring
Work Unit: Strategy Regulation and Science Group
Responsible to: Scientist – Environmental Monitoring
Responsible for: Nil

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: \$72,888 - \$85,750 (2025/2026 range)

Date: JULY 2025

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> Research agencies and scientists. Contractors, consultants and suppliers. Iwi and Hapu. <p>Community groups, stakeholders and NGOs.</p> <ul style="list-style-type: none"> General public and ratepayers. Central Government Departments. Other Regional Councils and Territorial Authorities. 	<ul style="list-style-type: none"> Science Team. Strategy, Regulation and Science Group. Catchment Operations Group. Environmental Data and Information Management teams. Freshwater Team.

KEY RESULT AREAS

KEY ACCOUNTABILITIES	SUCCESS MEASURES
1. Data collection, management and analysis	
<ul style="list-style-type: none"> Undertaking field work as directed by the Scientist – Environmental Monitoring. 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 Scientist – Environmental Monitoring. 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 Scientist – Environmental Monitoring. 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 Scientist – Environmental Monitoring. Providing support for consent technical assessments as directed by the Scientist – Environmental Monitoring. 	<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 Safety and Wellbeing 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 qualification (or equivalent) in appropriate natural science discipline; and
- Holds a current full class 1 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; and
- Previous experience undertaking field work.

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;
- An understanding of Mātauranga Māori, the Treaty of Waitangi, and tikanga (and Te Reo ability), or willingness to learn;
- 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; and
- 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; and
- Time management skills.

Advanced Knowledge

- Safe work practices;
- Communication skills;
- Methodical data collection skills;
- GIS application and analysis; and
- 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; and
- Cultural considerations in relation to fresh water.

Awareness

- Differing perspectives on resource management issues in the community; and
- The political context, including the Treaty of Waitangi.

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.

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; and
- Maintain a proactive approach to Safety and Wellbeing 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: ____/____/____