



JOB DESCRIPTION

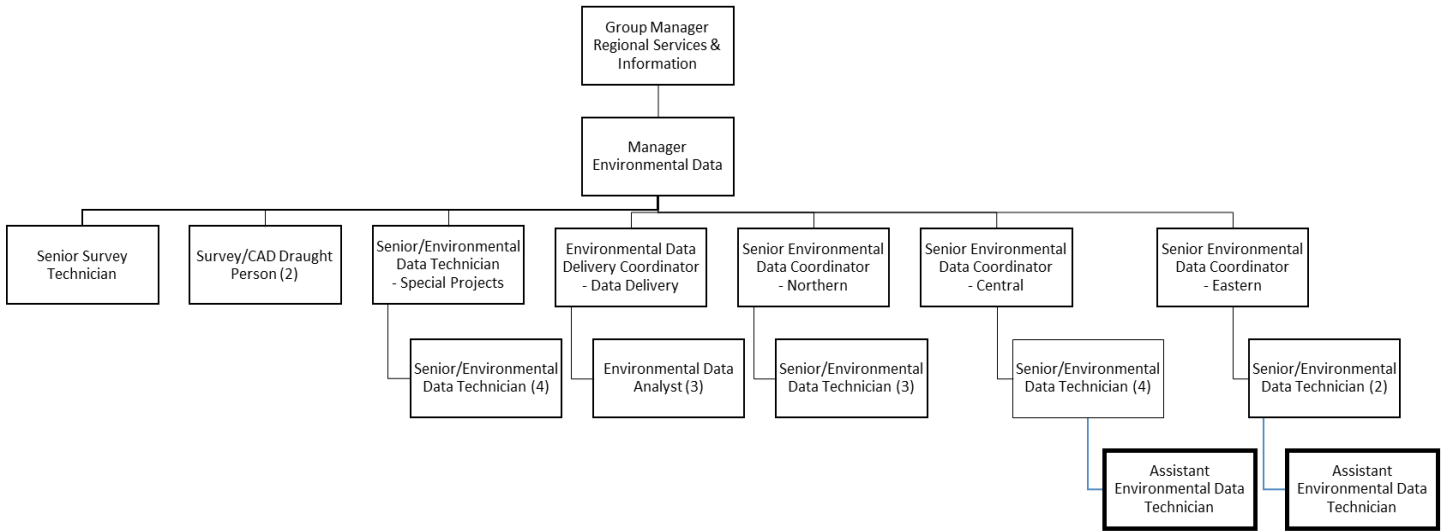
Job Title:	Assistant Environmental Data Technician
Work Unit:	Environmental Data Team
Responsible to:	Senior Environmental Data Coordinator or Senior Environmental Data Technician
Responsible for:	Nil
Salary:	\$49,807 (85%) – \$58,597 (100%) Indicative
Date:	September 2021

Position purpose:

The Assistant Environmental Data Technician will:

- The Assistant Environmental Data Technician will assist the team's Environmental Data Coordinators undertake the acquisition and processing of a range of environmental data parameters.
- The data acquisition activities are determined by the needs of the Regional Monitoring Strategy, engineering design and operation, regional planning, research, the operational needs of the emergency response, compliance and river management areas of council as well as the requirements of external customers.
- The data acquisition activities encompass surface water hydrology as well as elements of groundwater, water quality, air quality, atmospheric and soil science. The provision of accurate near real-time data for flood warning and low flow information services is an important aspect of the job.
- This is a junior/development position within the Environmental Data team and successful applicant will be supported through New Zealand Diploma in Hydrology (Level 5).

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Horizons Regional rate payers ▪ Iwi and Hapū ▪ Regional and territorial Authorities ▪ Equipment 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"> ▪ Group Managers ▪ Manager Environmental Data ▪ Environmental Data team ▪ Manager Freshwater ▪ Freshwater Coordinator ▪ Environmental Scientists ▪ Information Management staff ▪ Information Technology staff ▪ Horizons staff

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KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Environmental Site Management	
<ul style="list-style-type: none"> ▪ Assisting in the implementation of environmental monitoring programs as defined by the council's annual plan ▪ Assisting with the operation and maintenance of the water management, data acquisition, environmental monitoring and telemetry systems ▪ Developing a solid skill base in regards to technological advancements involved in environmental monitoring procedures. 	<ul style="list-style-type: none"> ▪ Monitoring of required environmental parameters is completed accurately and within specified time frames. These include continual monitoring of surface water, ground water, sediment, turbidity, rainfall, temperature, conductivity, dissolved oxygen and soil moisture. In addition a number of other parameters are measures intermittently; these include air quality and water quality.
Data Management and Quality Assurance (Data Production)	
<p>Data Management:</p> <ul style="list-style-type: none"> ▪ Ensuring the acquisition and archiving of quality environmental data ▪ The archiving of original data by checking, verification while maintaining an audit trail and full documentation to an established methodology ▪ Acquiring knowledge in relation to new computer programs and processes involved in environmental data processing and management. <p>Quality Assurance</p> <ul style="list-style-type: none"> ▪ Conduct data analysis, modelling, and statistical analysis using appropriate methodologies. ▪ Implementing and apply the standards, procedures and methodologies associated with the sections quality management system 	<ul style="list-style-type: none"> ▪ Research is aligned to organisational and Customers have timely data to meet their needs at the required standard ▪ Missing records kept to a minimum and within the standards as set ▪ Archive data is verified and meets agreed customer standards ▪ ISO9001 accreditation is revalidated ▪ All work is completed in accordance with the unit's quality management system requirements ▪ Continued improvement options are identified and actioned where appropriate.
Personal Development	
<ul style="list-style-type: none"> ▪ Developing a comprehensive knowledge of all technologies associated with the measurement of water abstractions and discharges as well as working knowledge of the other monitoring activities undertaken by the team. 	<ul style="list-style-type: none"> ▪ The job holder extensively: <ul style="list-style-type: none"> ✓ expands their knowledge of the collection, processing and analysis of environmental data. ✓ responds flexibly to changing demands and priorities ✓ focuses on technical experience ✓ behave in a professional manner ✓ meet performance measures and obligations ✓ Successfully complete New Zealand Diploma in Hydrology (Level 5)

Relationship Management	
<ul style="list-style-type: none"> Maintaining good working relationships with land owners, the team's primary customers, management, senior technicians, contractors, suppliers and ratepayers Promoting a team approach to all aspects of the job 	<ul style="list-style-type: none"> Effective working relationships Positive customer feedback Effective management of contractors The Environmental Data team functions as an effective team
Health & Safety Management	
<ul style="list-style-type: none"> Ensure compliance with standard operating procedures (SOPs) and safe work methods/practices relation to functional work area 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"> Active participation in all training associated with safe work practices, procedures and emergency preparedness Awareness and reporting of any hazards and risk management activities in the workplace/ work environment Ensuring use of appropriate PPE and training associated Complete all required health & safety reporting
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 Chief Executive. 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.

PERSON SPECIFICATION

Qualifications

Essential:

- Current class 1 drivers licence
- NCEA Level 13 – Mathematics, Science and English
- Practical skillset

Desirable

- Proven track record of working with landowners, iwi and community groups
- An understanding of geosciences and monitoring processes
- A preference for working outdoors and comfortable undertaking manual activities
- Experience in 4WD and LUV use
- First Aid certificate

Knowledge/Experience

- Well-developed communication skills, verbal and written
- An organised and meticulous approach to tasks
- Self-motivated and ability to work unsupervised
- High level of integrity
- Ability to participate as part of a team

KEY JOB COMPETENCIES

Expert Knowledge

- Technical skills associated with the acquisition of environmental information
- Data management
- Problem solving, solution focus
- Managing expectations

Advanced Knowledge

- Computer skills
- Data capture and data communication
- Fault finding and problem solving
- Attention to detail and accuracy in all aspects of the job
- Mathematical skills
- Water quality science
- Hydrological science

Working Knowledge

- Quality management systems
- Legislation that affects local government
- Safe work practices

Awareness

- Cultural awareness
- Strategic awareness
- Council policy
- Legislation

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

- Self-motivated and willingness to learn and be trained
- Excellent communication skills (verbal and written)
- Mature, responsible and have good judgement
- Strive for quality and efficiency improvements at all times
- A good level of physical fitness and capable swimmer
- An interest in the environment
- 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 relation 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: ___/___/___