

# Job Description



## My Position

<b>Position:</b>	<b>Senior Environmental Monitoring Officer</b>
<b>Section:</b>	Environmental Information
<b>Group:</b>	Information, Science & Technology
<b>Responsible to:</b>	Team Leader – Environmental Monitoring
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>• Take a senior role in baseline environmental monitoring, and supply data and analyses to meet Council's objectives in Civil Engineering, Flood Warning, Water Resources, Policy Development, Compliance and other water related areas.</li><li>• Manage external contracts with multiple stakeholders, and negotiate land access and compensation.</li><li>• Evaluate network efficiency and asset performance, recommend asset renewal, and carry out asset maintenance and replacement.</li><li>• Develop and implement quality assurance systems to ensure all environmental data is collected and archived correctly.</li><li>• Provide senior technical advice, trouble shooting and guidance on specialist monitoring techniques to ensure Council data is scientifically defensible.</li><li>• Lead flood gauging and other specialist data gathering campaigns involving risk and time dependence.</li><li>• Maintain flood warning systems to provide predictions and advice during flood events to Council, CDEM and outside organisations.</li><li>• Provide effective mentoring and coaching of assigned Environmental Monitoring Officers to ensure programme is delivered to industry best practise.</li><li>• Act as the Team Leader – Environmental Monitoring when the incumbent is absent (if required).</li></ul>

## Our Council

<b>Our District Vision:</b>	Thriving and resilient Tasman communities <i>Te Manawaroatanga o Te Tai o Aorere kai tupu, kia rea</i>
<b>Our Purpose:</b>	Delivering Public Value

## Our Values

We support our Vision and Mission through living our values.

### **Auaha – Innovation**

- We use innovative ideas to improve our performance, find solutions and add value to our communities and the environment
- We deliver a quality innovative and timely service
- We take opportunities to learn and grow
- We show initiative and flexibility to respond to our communities' needs

### **Manaakitanga – Caring / Sharing**

- Our interactions with Iwi and others are guided by helpfulness and respect
- We care for and develop our people, and are supportive and encouraging of others
- We care about each other and actively engage in what we do

- We seek diversity of views and challenge the status quo

#### **Kawenga – Responsibility**

- We act professionally, showing respect, honesty, integrity, reliability and empathy
- We take personal responsibility for our actions, decisions and performance
- We choose to bring the right attitude to our work
- We promote a safe work environment that puts the wellbeing and safety of our people first

- We communicate in a way that shows we are approachable and care about others needs

#### **Whanaungatanga – Relationships**

- We actively seek to collaborate with colleagues, Iwi and others in the work we do
- We work together to achieve the best overall result, outcome, or decision
- We communicate clearly and tell stories to enable understanding and shared meaning
- We embrace diversity and the opportunity to share our ideas and learn from others

## My Group

### **Role of the Environmental Science Group**

The Environmental Science group are the Tasman region’s front-line providers of environmental information, science expertise, and natural infrastructure management. We provide respected specialist expertise across a range of land, water and ecological disciplines, and serve as the region’s natural hazards advisor during times of emergency. Our dedicated teams also carry out extensive environmental control and protection work across the region, including biosecurity, catchment enhancement, coastal erosion, and river management works.

We achieve this by demonstrating the principles of Te Tiriti, investing wisely in data management, people, tools, and science, and by respecting, supporting and enabling those that rely on our work. Our information systems and specialist advice provide a wealth of environmental understanding, enabling our Council and communities to make empowered decisions, and driving our approach to monitoring and managing the environmental risks facing the region.

## My Key Result Areas

### My Priorities

What am I supposed to do?	How well am I supposed to do it?
<p><b>Programme Direction and Team Engagement</b></p> <ul style="list-style-type: none"> <li>• Assist the Team Leader to provide leadership and a positive team environment that fosters, develops and promotes positive learning, engagement and a culture of high performance.</li> <li>• Provide appropriate technical input, peer review and internal training opportunities to assigned EMOs to enable them to fulfil their goals/ KRAs for their role.</li> <li>• Provide backup support for other staff where required, including acting as a 2IC when the Team Leader is absent.</li> <li>• Assist the Team Leader with administration, planning and reporting as required.</li> </ul>	<p><b>Programme Direction and Team Engagement</b></p> <ul style="list-style-type: none"> <li>• Positive support to the wider team is evident and adds value, succession is facilitated and capability developed through mentoring.</li> <li>• The team is committed to contributing to team / Council success.</li> <li>• Team meetings and/or individual catch-ups occur and provide regular opportunities for input and discussion.</li> <li>• The Council’s Values and expected behaviours are championed by being a positive role model at all times.</li> </ul>
<p><b>Environmental Monitoring Networks</b></p> <ul style="list-style-type: none"> <li>• Lead field data collection and data processing as required for the Council’s environmental monitoring programmes, including flow, water level, groundwater, rainfall, meteorological, water quality, aquatic ecology, air quality and pump test data.</li> <li>• Scope and manage in conjunction with stakeholders, including design and construct equipment, and contract management..</li> </ul>	<p><b>Environmental Monitoring Networks</b></p> <ul style="list-style-type: none"> <li>• Scientifically defensible data are measured, with an understanding of the implications of the many end uses it may be required for.</li> <li>• All suitable technologies and techniques are competently applied.</li> <li>• Contributions are made to the development and review of National Environmental Monitoring Standards, and these practices are adhered to.</li> </ul>

<ul style="list-style-type: none"> <li>• Process, evaluate and analyse complex data during collection and programme design.</li> <li>• Design, install and maintain field monitoring equipment for core networks including communication and electrical systems.</li> <li>• Negotiate land access agreements and compensation.</li> <li>• Assist with on the job training to assigned EMO's in advanced flow measurement techniques, problem solving, trouble shooting and safety management.</li> <li>• Evaluate equipment and data performance and recommend asset replacement.</li> <li>• Regularly offer credible innovation and robust approaches for monitoring.</li> </ul>	<ul style="list-style-type: none"> <li>• Missing record is kept below the team's stated objective.</li> <li>• Quality assured data is accurately archived in a timely manner.</li> <li>• Procedures for testing and use of equipment are developed, followed and accurately recorded.</li> <li>• Instrumentation and site infrastructure are well maintained, and asset replacement is managed.</li> <li>• Project deliverables are met within deadlines and budget.</li> <li>• Work is carried out safely, and appropriate H&amp;S policies and processes are developed and followed.</li> <li>• Data and instrumentation performance is analysed and reported.</li> <li>• New monitoring solutions are identified and tested to effectiveness and efficiencies are achieved.</li> </ul>
<p><b>Flood Warning</b></p> <ul style="list-style-type: none"> <li>• Work with team members to maintain monitoring sites, telemetry systems, and flood forecasting tools.</li> <li>• As rostered, or when otherwise required respond to flood warning call-outs.</li> <li>• Manage all aspects of flood gauging expedition including safety and advanced flow measurement techniques.</li> <li>• Provide flood predictions and advice to Council, CDEM and other organizations as per Flood Warning Manual under supervision of Flood Duty Officer.</li> </ul>	<p><b>Flood Warning</b></p> <ul style="list-style-type: none"> <li>• Monitoring stations used for flood warning are operating correctly at all critical times (except for flood damage or vandalism) for flood warning purposes</li> <li>• A high performing high flow gauging team is evident, operates safely and utilises appropriate methods for accurate collection of flow data.</li> <li>• Senior level technical trouble shooting is provided during field data collection.</li> <li>• Flood warnings are provided in a timely and reliable manner.</li> <li>• Appropriate and proactive advice given to internal and external stakeholders within Council guidelines.</li> </ul>
<p><b>Quality Assurance of Environmental Information</b></p> <ul style="list-style-type: none"> <li>• Ensure environmental data is processed and stored on computer in a timely and accurate manner, in accordance with data processing procedures and standards.</li> <li>• Critically review historical data as a technical expert.</li> <li>• In conjunction with Hydrologists – Data, design and document data processing procedures.</li> <li>• Mentor EMOs in Quality Assurance systems.</li> <li>• Manage the change control of software and hardware.</li> </ul>	<p><b>Quality Assurance of Environmental Information</b></p> <ul style="list-style-type: none"> <li>• Accurate processing and assurance of data is completed within agreed timeframes and industry standards.</li> <li>• Data processing is prioritised for situations such as drought or special projects and available to key users.</li> <li>• Procedural improvements are identified and solutions recommended.</li> </ul>
<p><b>Analysis and Reporting</b></p> <ul style="list-style-type: none"> <li>• Interpret user requirements and independently carry out standard analysis and reporting, and advise internal and external clients on current hydrological conditions.</li> <li>• Use hydraulic theory to derive stage-discharge rating curves in non-standard conditions.</li> <li>• Assist the Team Leader Environmental Monitoring in complex analysis and reporting of environmental data for Council staff and the general public.</li> <li>• Assist Resource Scientists in analysing and reporting on environmental data such as water and air quality.</li> </ul>	<p><b>Analysis and Reporting</b></p> <ul style="list-style-type: none"> <li>• Scientifically defensible analyses are provided to support wider Council programmes in engineering design, water allocation, hazards and flood warning, policy development and other outputs.</li> <li>• External clients have ready access to Council advice, with special emphasis on supporting national scientific programmes requiring Council expertise and information.</li> <li>• Data requests are answered in a helpful and timely fashion, and customers are able to make informed decisions.</li> <li>• Analyses are accurate within bounds of data and methodology is consistent with standard Council procedures.</li> </ul>

	<ul style="list-style-type: none"> <li>• A proactive approach is demonstrated in seeking ways to improve the outputs of other staff members who rely on environmental data.</li> </ul>
<b>Liaison</b> <ul style="list-style-type: none"> <li>• Support team members to achieve their own and team goals.</li> <li>• Develop and maintain collaborative partnerships with all Council teams, CDEM, Metservice, research organisations and resource users.</li> <li>• Maintain a close and productive relationship with owners of land accessed by the EM team.</li> <li>• Promote the availability of environmental information to potential users.</li> <li>• Ensure people seeking environmental information are responded to promptly, politely and in a helpful manner.</li> <li>• Provide sound advice to national industry technical forums to develop and increase industry knowledge and enhance efficiency.</li> </ul>	<b>Liaison</b> <ul style="list-style-type: none"> <li>• Open and effective communication is maintained with all team members and customers at all times.</li> <li>• Assistance is provided where possible to other programmes to meet the wider objectives of Council.</li> <li>• Internal and external customers feel they receive a professional and helpful service.</li> <li>• A proactive approach is demonstrated in seeking ways to improve the outputs of other staff members who rely on environmental data.</li> <li>• A nationally co-operative approach is evident across Councils and other industry participants.</li> </ul>

<b>My Contribution</b>	
<b>Accountability</b>	
<ul style="list-style-type: none"> <li>• I take responsibility for my performance, decisions and actions and how these impact on others.</li> <li>• I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it.</li> <li>• I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable.</li> <li>• I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.</li> </ul>	
<b>Customer Focus</b>	
<ul style="list-style-type: none"> <li>• I focus on the needs of our customers and provide all of them with outstanding service.</li> <li>• I treat all people with respect, and I deliver on the commitments I make.</li> <li>• My actions are fair and build trust with my colleagues, customers and our community.</li> </ul>	
<b>Relationship Building</b>	
<ul style="list-style-type: none"> <li>• I build and maintain genuine relationships with my colleagues, customers and our community.</li> <li>• I actively listen to others and am supportive, friendly and helpful.</li> <li>• I respect all cultures and act in ways that make others feel included and valued.</li> </ul>	
<b>Resilience &amp; Adaptability</b>	
<ul style="list-style-type: none"> <li>• I support new ways of working and am able to be flexible and calm when facing change or difficult situations.</li> <li>• I am digitally confident and participant in opportunities to learn how to apply digital business technology and tools to my work.</li> <li>• I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.</li> </ul>	
<b>Motivation &amp; Drive</b>	
<ul style="list-style-type: none"> <li>• I take responsibility for my own learning and development and welcome feedback to improve my performance.</li> <li>• I effectively plan, manage and prioritise my work and deliver it on time.</li> <li>• I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.</li> </ul>	
<b>Collaboration &amp; Inclusion</b>	
<ul style="list-style-type: none"> <li>• I actively contribute to the achievement of team goals and objectives.</li> <li>• I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.</li> </ul>	
<b>Civil Defence Emergency Management</b>	
<ul style="list-style-type: none"> <li>• I provide assistance and support during civil defence / emergency management activities.</li> <li>• I participate in civil defence and emergency management training.</li> </ul>	
<b>Working within te ao Māori</b>	
<ul style="list-style-type: none"> <li>• I have the appropriate level of knowledge and understanding of the principles and application of Te Tiriti o Waitangi for my role.</li> <li>• I have the appropriate level of knowledge of Tikanga Māori (customs and practices) and Te Reo Māori (Māori language) for my role.</li> </ul>	

- I have the appropriate level of knowledge of Council's engagement protocols with the whānau, hapū and iwi of te Taihu for my role.
- I foster a culturally inclusive environment by actively engaging with and respecting Māori perspectives and practices in my work.

## My Delegations

I have no staff or financial responsibilities. However, the Council may from time to time delegate to me specified powers and duties which I must exercise with due care and diligence.

## My Competencies

**My Qualifications and Experience:**

- Holds a NZ Diploma in Field Hydrology (Level 5).
- At least 6 years' experience in field hydrology, environmental data collection and data analysis.
- High level of digital literacy.
- Knowledge and experience of quality assurance and data handling systems
- Experience in time series databases such as Hilltop software.
- Strong practical experience in construction, electronics, telecommunications and project management.
- Must hold a current drivers licence.
- Must be a competent swimmer.

**My Personal Attributes:**

- Strong analytical, written and oral communication skills.
- Works constructively and positively with others to achieve team objectives.
- Shows initiative, seeks continuous improvement, has excellent judgement skills and a disposition to solving problems.
- A friendly, helpful manner and willingness to share information and train and coach others.
- Ability to devise and implement work programmes and work unsupervised, sometimes with tight time constraints.
- An ability to relate to a wide range of people and a proven commitment to quality customer service and teamwork.
- A commitment to working safely including drawing attention to hazards and unsafe practices.
- Enjoys working in an outdoor environment and is confident around water.
- This position will involve work outside of normal working hours, including responsibility for flood response.
- Good level of physical fitness.

## My Agreement

**My Name:** .....

**My Signature:** .....

**Date:** .....