

Job Description



My Position

Position:	Environmental Monitoring Officer
Section:	Data & Monitoring
Group:	Environmental Science
Responsible to:	Team Leader - Environmental Monitoring
Job Purpose:	<ul style="list-style-type: none">• Carry out 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.• Scope and manage standard projects including contract management, trouble shooting and fault resolution.• Design, construct and maintain monitoring assets, evaluate asset performance and promote operational improvements.• Implement quality assurance systems to ensure all environmental data is collected and archived correctly.• Lead data gathering campaigns, archive data and report outcomes to stakeholders; decommission equipment and write recommendations.• Assess data and adjust and archive to industry standards, report data quality and identify operational improvements.• Maintain flood warning systems and assist the flood duty officer to provide predictions and advice during flood events to Council, CDEM and outside organisations.

Our Council

Our District Vision:	Thriving resilient Tasman <i>Kia manawaroa te tai o Aorere</i>
Our Purpose:	Delivering Public Value <i>Kia whai hua mā te marea</i>

Our Values

We support our Vision and Mission through living our values.

Auahatanga – Innovation. *I orea te tuatara, ka patu ki waho. A problem solved by continuing to find solutions.*

- We love ideas, big or small
- We delivery differently
- We learn and grow
- We give it a go
- We are brave and challenge the status quo

Manaakitanga – Caring/ Sharing. *Te tohu o te rangatira, he manaaki. The sign of a leader is how they support, protect and respect others.*

- Helpfulness and respect guide us
- Our mana encourages and lifts others up
- Care and empathy are a priority
- We are always welcoming
- We freely share knowledge

Kawenga – Responsibility. *Kia ū ki te pai. Stay resolute to that which is good.*

- We honour our commitments
- We act professionally with integrity
- We are honest and open
- We bring the right attitude to work
- Safety and wellbeing come first

Whanaungatanga – Relationships. *He aroha whakatō, he aroha puta mai. If kindness is given then kindness shall be received.*

- We connect, listen and involve
- We believe in collective success
- Our stories create shared meaning
- We embrace diversity

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?
Environmental Monitoring Networks <ul style="list-style-type: none"> • Carry out field data collection and data processing 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. • Scope and manage medium projects in conjunction with stakeholders, including design and construct equipment, and contract management. • Design, install and maintain field monitoring equipment and site infrastructure for one off resource investigations or SOE monitoring. • Operate telemetry system, assess and install reliable communications systems; fault finding and resolution. • Maintain asset management systems. • Carry out instrumentation calibrations, testing of new instrumentation, and fault analysis. • Evaluate equipment and data performance, and resolve performance issues. • Identify new innovations and approaches for monitoring. 	Environmental Monitoring Networks <ul style="list-style-type: none"> • Scientifically defensible data are measured, with an understanding of the implications of the many end uses it may be required for. • All available technologies and techniques are competently applied. • Council procedures for monitoring best practice and National Environmental Monitoring Standards are followed at all times. • Missing record is kept below the team's stated objective. • Quality assured data is accurately archived in a timely manner. • Procedures for testing and use of equipment are followed and accurately recorded. • Instrumentation and site infrastructure are well maintained. • Performance analysis of data and instrumentation is carried out and reported contributing to QA of data integrity and process improvement.
Flood Warning <ul style="list-style-type: none"> • Work with team members to maintain monitoring sites, telemetry systems, and flood forecasting tools. 	Flood Warning <ul style="list-style-type: none"> • Monitoring stations used for flood warning are operating correctly at all critical times (except

<ul style="list-style-type: none"> As rostered, or when otherwise required respond to flood warning call-outs. Assist the flood duty officer to provide flood predictions and advice to Council, CDEM and other organizations as per Flood Warning Manual. Carry out flood gauging. 	<p>for flood damage or vandalism) for flood warning purposes.</p> <ul style="list-style-type: none"> Gauging teams operate safely and utilise appropriate methods for accurate collection of flow data. Flood warnings are provided in a timely and reliable manner. Appropriate and proactive advice given to internal and external stakeholders within Council guidelines.
Quality Assurance of Environmental Information <ul style="list-style-type: none"> Ensure environmental data is processed and stored on computer in a timely and accurate manner, in accordance with data processing procedures and standards. Critically review historical data under with appropriate guidance. In conjunction with the Team Leader, design and document data processing procedures and quality assurance programmes to ensure data is collected and processed in a timely and accurate manner in accordance with industry best practice. 	Quality Assurance of Environmental Information <ul style="list-style-type: none"> Accurate processing and assurance of data is completed within agreed timeframes and industry standards. Data processing is prioritised for situations such as drought or special projects and available to key users. Procedural improvements are identified and solutions recommended.
Analysis and Reporting <ul style="list-style-type: none"> Use understanding of scientific theory in natural processes to provide standard analysis and reporting of environmental data for Council staff and the general public. Assist the Team Leader - Environmental Data to provide drought and flood statistics, trend and pattern analysis and other water related information as required by Council and others organisations. Assist Resource Scientists in analysing and reporting on environmental data such as water and air quality. 	Analysis and Reporting <ul style="list-style-type: none"> Scientifically defensible analyses are provided to support wider Council programmes. Data requests are answered in a helpful and timely fashion, and customers are able to make informed decisions. Analyses are accurate within bounds of data and methodology is consistent with standard Council procedures. A proactive approach is demonstrated in seeking ways to improve the outputs of other staff members who rely on environmental data.
Liaison <ul style="list-style-type: none"> Support team members to achieve their own and team goals. Develop and maintain collaborative partnerships with all Council teams, CDEM, Metservice, research organisations and resource users. Maintain a close and productive relationship with owners of land accessed by the EM team. Promote the availability of environmental information to potential users. Ensure people seeking environmental information are responded to promptly, politely and in a helpful manner. Utilise industry technical forums to develop and contribute to industry knowledge and enhance efficiency. 	Liaison <ul style="list-style-type: none"> Open and effective communication is maintained with all team members and customers at all times. Assistance is provided where possible to other programmes to meet the wider objectives of Council. Internal and external customers feel they receive a professional and helpful service. A proactive approach is demonstrated in seeking ways to improve the outputs of other staff members who rely on environmental data. A nationally co-operative approach is evident across Councils and other industry participants.

My Contribution	
Accountability <ul style="list-style-type: none"> I take responsibility for my performance, decisions and actions and how these impact on others. I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it. I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable. I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner. 	
Customer Focus <ul style="list-style-type: none"> I focus on the needs of our customers and provide all of them with outstanding service. 	

<ul style="list-style-type: none"> • I treat all people with respect, and I deliver on the commitments I make. • My actions are fair and build trust with my colleagues, customers and our community.
Relationship Building <ul style="list-style-type: none"> • I build and maintain genuine relationships with my colleagues, customers and our community. • I actively listen to others and are supportive, friendly and helpful. • I respect all cultures and act in ways that make others feel included and valued.
Resilience & Adaptability <ul style="list-style-type: none"> • I support new ways of working and are able to be flexible and calm when facing change or difficult situations. • I am digitally confident and participant in opportunities to learn how to apply digital business technology and tools to my work. • I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.
Motivation & Drive <ul style="list-style-type: none"> • I take responsibility for my own learning and development and welcome feedback to improve my performance. • I effectively plan, manage and prioritise my work and deliver it on time. • I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.
Collaboration & Inclusion <ul style="list-style-type: none"> • I actively contribute to the achievement of team goals and objectives. • I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.
Civil Defence Emergency Management <ul style="list-style-type: none"> • I provide assistance and support during civil defence / emergency management activities. • I participate in civil defence and emergency management training.
Working within te ao Māori <ul style="list-style-type: none"> • I have the appropriate level of knowledge and understanding of the principles and application of Te Tiriti o Waitangi for my role. • I have the appropriate level of knowledge of Tikanga Māori (customs and practices) and Te Reo Māori (Māori language) for my role. • I have the appropriate level of knowledge of Council's engagement protocols with the whānau, hapū and iwi of te Taihū 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:

- A Degree is in the natural or physical sciences, data or computing science or a NZ Diploma in Field Hydrology (L5).
- At least 3 years' experience in field hydrology, environmental data collection and data analysis.
- Practical experience in construction and electrics, or certification in electrical systems, surveying or similar would be advantageous.
- High level of digital literacy.
- Experience of quality assurance and data handling systems.
- Experience in time series databases such as Hilltop software.
- Must hold a current drivers licence.
- Must be a competent swimmer.

My Personal Attributes:

- Good analytical, written and oral communication skills, in particular an ability to present and interpret large amounts of data in a simple yet accurate manner.
- Works constructively and positively with others to achieve team objectives.
- Shows initiative, seeks continuous improvement, has good judgement skills and a disposition to solving problems.

- A friendly, helpful manner and willingness to share information.
- 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.
- A commitment to working safely including drawing attention to risks / hazards and unsafe practices.
- Enjoys working in an outdoor environment and is confident around water.
- Good level of physical fitness.
- This position will involve work outside of normal working hours, including participation in flood response.

My Agreement

My Name:

My Signature:

Date:

Job Description



My Position

Position:	Environmental Monitoring Officer (Trainee)
Section:	Data & Monitoring
Group :	Environmental Science
Responsible to:	Team Leader – Environmental Monitoring
Job Purpose:	<ul style="list-style-type: none">• Carry out baseline environmental monitoring and supply data to meet Council's objectives in Civil Engineering, Flood Warning, Water Resources, Policy Development, Compliance and other water related areas.• Assist in the installation and maintenance of monitoring assets.• Implement quality assurance systems to ensure hydrological and other environmental data is collected and archived correctly.• Lead the instrument calibration programme and recommend instrument selection and replacement.• Plan and carry out assigned monitoring projects, including installation and maintenance under supervision.• Assess monitoring protocols against National Environmental Monitoring Standards.• Maintain flood warning systems.

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- We are honest and open
- We bring the right attitude to work
- Safety and wellbeing come first

- We connect, listen and involve
- We believe in collective success
- Our stories create shared meaning
- We embrace diversity
- We are kind and nurturing

My Group

Role of the Environmental Science & Group

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Flood Warning <ul style="list-style-type: none"> • Work with team members to maintain monitoring sites, telemetry systems, and flood forecasting tools, to ensure flood warnings can be provided in a timely and reliable manner. • Respond to flood warning call-outs as required. • Carry out flood gaugings under direction. 	Flood Warning <ul style="list-style-type: none"> • Monitoring stations used for flood warning are operating correctly at all critical times (except for flood damage or vandalism) for flood warning purposes. • Gauging teams operate safely and utilise appropriate methods for accurate collection of flow data.
Resource and Environmental Information <ul style="list-style-type: none"> • Ensure environmental data is processed and stored on computer in a timely and accurate manner, in accordance with data processing procedures and standards. • Assist in the retrieval and interpreting baseline environmental data for Council staff and the general public. 	Resource and Environmental Information <ul style="list-style-type: none"> • Accurate processing and assurance of data is completed within agreed timeframes and industry standards. • Procedural improvements are identified and solutions recommended. • Data requests are answered in a timely fashion.

Trainee Development <ul style="list-style-type: none"> Complete on-the-job and targeted training courses to meet the competency requirements for an Environmental Monitoring Officer. 	Trainee Development <ul style="list-style-type: none"> Skills are developed to effectively assist in environmental data collection and processing in line with National Environmental Monitoring Standards and industry best practice.
Liaison <ul style="list-style-type: none"> Maintain a close and productive relationship with owners of land accessed by the EM team. Promote the availability of environmental information to potential users. Ensure people seeking environmental information are responded to promptly, politely and in a helpful manner. Utilise industry technical forums to develop and contribute to industry knowledge and enhance efficiency. 	Liaison <ul style="list-style-type: none"> Open and effective communication is maintained with all team members and customers at all times. Assistance is provided where possible to other programmes to meet the wider objectives of Council. Internal and external customers feel they receive a professional and helpful service. A proactive approach is demonstrated in seeking ways to improve the outputs of other staff members who rely on environmental data.

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My Competencies

My Qualifications and Experience:

- Studying towards or holds a NZ Diploma in Field Hydrology (L5), or other relevant qualification.
- Practical experience in construction and electrics, or certification in electrical systems, surveying or similar would be advantageous.
- Knowledge of quality assurance, computer database systems, including TIDEDA/Hilltop or similar would be advantageous.
- Must hold a current drivers licence.
- Must be a competent swimmer.

My Personal Attributes:

- Works constructively and positively with others to achieve team objectives.
- Shows initiative, seeks continuous improvement, has good judgement skills and a disposition to solving problems.
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