



## Position Description – Waterways Monitoring and Education Specialist

**This position reports to:** Surface Waters Delivery Manager      **Career Level:** 15

**Position purpose:** Sitting at the intersection of environmental protection, regulatory enforcement, and community education, for surface waters management, the **Waterways Monitoring and Education Specialist** will be responsible and accountable for;

- Support the effective management and operation of the Surface Waters portfolio, encompassing stormwater treatment facilities, pump stations, reticulation networks, land drainage systems, and stock water races. This includes contributing to strategic planning, operational oversight, and continuous improvement initiatives.
- Implement and deliver a comprehensive monitoring programme aimed at ensuring compliance with operational parameters, resource consent conditions, and relevant bylaws. This involves identifying instances of non-compliance, conducting assessments, and promoting appropriate mitigation actions across all Surface Waters networks.

### The functional areas of responsibility include;

Monitoring and Inspections	<ul style="list-style-type: none"> <li>• Conduct inspections of both public and private discharge networks to ensure adherence to maintenance obligations and environmental standards.</li> <li>• Monitor construction sites for compliance with erosion and sediment control measures, particularly where activities may impact surface water networks.</li> <li>• Inspect commercial and industrial premises to verify the implementation of appropriate surface water management practices.</li> <li>• Assess public infrastructure assets, including stormwater outfalls and treatment devices, to ensure operational integrity and environmental compliance.</li> <li>• Execute scheduled monitoring activities based on prioritised catchments or identified risk levels, ensuring a targeted and effective compliance approach.</li> </ul>
Education, Enforcement and Regulation	<ul style="list-style-type: none"> <li>• Visit and provide educational support for adherence with Selwyn District Council bylaws and sound operations practices and controls.</li> <li>• Issue clean-up notices and formal warnings in accordance with Selwyn District Council bylaws, ensuring timely and appropriate responses to non-compliance.</li> <li>• Ensure all enforcement actions are conducted in alignment with principles of natural justice and meet established documentation and procedural standards.</li> <li>• Collaborate closely with Selwyn District Council's Compliance Team to escalate significant issues, maintain accurate records, and track enforcement outcomes through established reporting channels.</li> </ul>
Reporting and Documentation	<ul style="list-style-type: none"> <li>• Maintain a comprehensive register of compliance activities, incidents, and enforcement actions to support transparency and accountability.</li> <li>• Prepare and submit regular internal reports (monthly or quarterly) and contribute to reporting obligations to the regional council as required.</li> <li>• Monitor and document Selwyn District Council's compliance with its held resource consents, ensuring timely reporting and proactive management of consent conditions.</li> </ul>

<b>Advice and Education</b>	<ul style="list-style-type: none"> <li>• Provide expert compliance guidance to builders, developers, consultants, and internal teams including Council infrastructure and reserves staff, supporting best practices in surface water management.</li> <li>• Deliver toolbox talks and targeted training sessions to Council staff and contractors, promoting awareness of regulatory requirements and environmental responsibilities.</li> <li>• Develop educational materials such as fact sheets, signage, and campaign content (e.g. “Only Rain Down the Drain”) to support community engagement and promote environmentally responsible behaviours.</li> </ul>
<b>Pollution Investigations</b>	<ul style="list-style-type: none"> <li>• Respond to public reports and staff observations of potential pollution incidents, including: <ul style="list-style-type: none"> <li>○ Illegal discharges (e.g. oils, paints, wash water)</li> <li>○ Sediment runoff from construction sites</li> <li>○ Foul odours, milky discharges, or litter in waterways</li> </ul> </li> <li>• Conduct initial assessments and, where appropriate, trace pollution sources in collaboration with Environment Canterbury.</li> <li>• Support enforcement actions by providing evidence, documentation, and local context, particularly where incidents involve Council infrastructure or breach local bylaws.</li> </ul>
<b>Surface Water Emergency Management &amp; Response</b>	<ul style="list-style-type: none"> <li>• Support Council’s surface water response and operational activities before, during, and after significant weather events, including active support of Civil Defence and emergency coordination efforts.</li> <li>• Proactive Event Planning. Support the planning of operational readiness for weather-related events, ensuring the Surface Waters Team is well-prepared and responsive.</li> <li>• Supporting reviews, development, and implementation of emergency management plans specific to surface water activities, ensuring alignment with Council and Civil Defence protocols.</li> <li>• Flood Event Response and Investigation. Take a proactive and supportive role in responding to flooding events, including conducting root cause analysis, on-site inspections, investigations, reporting, action planning, and event closure.</li> <li>• Flood Risk Analysis and Implementation. Interpret and apply flood modelling data and hazard investigations to inform operational decisions and implement mitigation recommendations as required.</li> </ul>
<b>Internal Stakeholder Management</b>	<ul style="list-style-type: none"> <li>• Support the Surface Water Team in providing technical input to support the collection, validation, and management of asset data in collaboration with the Asset Systems Officer and AMIS Team Leader.</li> <li>• Support technical teams by sharing field observations or compliance-related risks related to stormwater, land drainage, and water race assets.</li> <li>• Ensure LGOIMA readiness with documentation and investigation notes accurately captured.</li> <li>• Reporting to Council. Prepare and present clear, evidence-based reports to Council on surface water issues, ensuring elected members are well-informed and supported in decision-making.</li> </ul>
<b>External Stakeholder Management</b>	<ul style="list-style-type: none"> <li>• Stakeholder and Committee Reporting. As required, provide clear, timely, and accurate reporting to external stakeholders, including land drainage and water race committees, ensuring transparency and accountability in surface water operations.</li> <li>• Advocacy and Representation. Represent the Surface Waters team at relevant forums and support advocacy of Council policies through education and outreach.</li> <li>• Ensure all external engagement reflects a professional understanding of both operational and political considerations relevant to the Surface Water portfolio.</li> <li>• Relationship Building. Support the Surface Water Team in developing and maintaining strong, collaborative relationships with key external stakeholders, including community groups, regulatory agencies, and industry partners, to foster trust and shared outcomes.</li> </ul>
<b>Contract Management</b>	<ul style="list-style-type: none"> <li>• Technical Support and Issue Resolution. Support the Engineer to Contract and Engineer’s Representative in managing the Water Services Network Management Contract, including claims processing, issue clarification, and provision of technical direction.</li> <li>• Service Level Assurance. Provide technical expertise and oversight to ensure all contracted services meet defined levels of service. Review maintenance programmes and offer sound, evidence-based advice to the Contract Engineer.</li> <li>• Scheme and Contractor Reviews. Conduct regular scheme reviews in collaboration with the Surface Water Contract Engineer and operations maintenance contractor to assess performance, identify improvements, and ensure alignment with Council objectives.</li> <li>• Water Quality Contract Support. Support the Surface Water Team in delivering technical advice and contributing to the development and implementation of Council’s Water Quality Contract and Water Services Testing Programme, ensuring compliance with regulatory and legislative requirements.</li> <li>• Sampling Coordination and Review. Coordinate with the Water Quality Contract to ensure surface water sampling is undertaken as required. Lead regular reviews of sampling requirements to maintain relevance and effectiveness.</li> </ul>

- Documentation Oversight. Maintain oversight of key documentation, including sampling manuals, standard operating procedures (SOPs), and critical records completed by the Surface Water Contract Engineer, ensuring accuracy, consistency, and accessibility.

**Other duties as required**

- Undertake duties that are within the broad scope of the role and may be assigned from time to time.
- Continuous improvement – Actively participate in providing solutions or suggesting improvements.

**Direct reports:** Nil

**Indirect reports:** Nil

## Deliverables

**Big Picture**

- Have awareness of strategies, contribute to plans and KPIs for self, team and other teams as required
- Stay up to date with legislation and practices as appropriate to role
- Understand the intent/ethos of local government and the services provided by other parts of the Council
- Stay informed of organisational activities and decisions through being attentive to communications
- Show understanding and commitment to Te Tiriti o Waitangi (The Treaty of Waitangi) principles, know how these Principles are relevant to your work

**Performance**

- Achieve performance goals and expectations and follow leadership instruction on time and to a high standard consistently
- Report on progress to plan, and against own KPIs
- Take an active role in own goal setting, learning and development
- Correctly and appropriately use technology as required for role, including new technologies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Comply with all legislation and Council policies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Set a positive example for punctuality, attendance and work ethic

**People & Culture**

- Act in ways that align with and promote Council values
- Be a positive and constructive team member
- Collaborate on cross team/discipline projects and teams as required
- Constructively and successfully adapt to changes
- Take positive actions to keep self and others physically and psychologically safe and well
- Attend, be prepared for and engage constructively in all meetings
- Deliver exceptional customer service consistently (make every interaction count)
- Build effective, sustainable relationships at all levels
- Have consistently positive interactions externally and with Community Boards and Elected Members (as required for role)

**Requirements for all staff**

- Selwyn District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partner to deliver on our obligations under Te Tiriti o Waitangi.
- Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault.
- Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies.
- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Selwyn District Council policies and processes.

**Be a good human**

**Be brave – think differently**

**Better together**

**Make it happen for Selwyn**



**Emergency Management requirements for all Council Staff**

- Selwyn District Council has a legislative responsibility to respond to an adverse event occurring within our communities. As such, any staff member may be required to assist the Emergency Management Team respond to such an event. Family circumstances and BAU roles will be taken into account. Required assistance may include:
  - Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.
  - Respond to civil defence emergencies or adverse events wherever possible and if it is safe to do so.
  - Participate in any required Civil Defence exercises to ensure that essential services are maintained.

## Authorities

- Authorised to commit the Council to a course of action by signing external correspondence within approved delegation levels. For courses of action which will exceed the delegation levels, this must be done in conjunction with your manager.
- Comply with all other relevant sections of the Delegations and Policies manuals and their amendments.

## Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• Demonstrable experience working with Surface Water assets such as waterways, culverts, land drainage networks, stock water reticulation, storm water wetlands, with <math>\geq 5</math> years' experience in a similarly functional role in an engineering or scientific background.</li> <li>• Experience in the management of customers from the farming and irrigation sector</li> <li>• Demonstrates an understanding of how one issue may be a part of a much larger system</li> <li>• Experience in Local Authority and consent conditions management. Particularly, Compliance/auditing experience (ECAN RMO/IRO, Similar role with another district or regional council, NZ Police enforcement related roles, etc.).</li> <li>• Erosion and sediment control experience (environmental consultant, RMA/LGA related roles, Contractor ESC/Environmental based role).</li> <li>• Understanding of various legislation including the Resource Management Act, Local Government Act Water Services Bill</li> <li>• Demonstratable de-escalation and conflict resolution experience.</li> <li>• Excellent and demonstrable understanding of current policy, legislations and environment controls for Stormwater and Surface Waters.</li> <li>• Demonstrable experience and/or a strong awareness of Stormwater Management Plans, Water Quality Monitoring Plans and consent criteria monitoring requirements</li> <li>• Experience in report writing, in particular providing reports to Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in flood hydrology modelling</li> <li>• Experience in cost estimating and control</li> <li>• Experience in database management, sampling results documentation and reporting</li> <li>• Breaks information into component parts, patterns and relationships</li> <li>• Probes for further information or greater understanding of a problem</li> </ul>



## Key relationships

External	Internal	Committees/groups
Te Taumutu Rūnanga	Chief Executive	Committees of Council
Te Ngāi Tūāhuriri Rūnanga	Executive Leadership Team	Business organisations and networks
Council customers	All other Council staff spread across the variety of facilities in Selwyn.	Special interest groups and committees
Selwyn residents	Mayor	
External contractors	Elected Councillors	
Territorial and Regional Authorities	Elected Community Board Members	
Government Agencies		
Greater Christchurch Partnership		
Non-government agencies		

## Individual Contributor Competencies



**Eats problems for breakfast.** When faced with a new situation or setback, uses initiative and takes appropriate action.



**Does Change Well.** Is open-minded about change and prepared to adapt. Moves forward positively and constructively.



**Builds Togetherness.** Is equally open and friendly with all people, and respectful of individual differences. Works effectively in teams.



**Rocks the messaging.** Keeps those who need to know 'in the know'. Communicates clearly and appropriately.



**Tackles the tough stuff.** Prepared to constructively share an opinion and get involved in conversations on challenging matters. Takes ownership of mistakes.



**Delivers the goods.** Reliable, conscientious, disciplined and organised. Delivers to a manageable high standard consistently.



**Brings out the best.** Enjoys learning and improving their skills to be the best they can be. Embraces opportunities to identify and address development needs. Recognises and celebrates the achievements of others.



**Sets the tone.** Can keep functioning and stay calm when under pressure. Is a positive influence in the team.

Be a good  
human

Be brave – think  
differently

Better  
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Make it happen  
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 **Selwyn**  
DISTRICT COUNCIL

Education, Qualifications, Memberships

Essential	Desirable
<ul style="list-style-type: none"><li>• Tertiary qualification</li><li>• Full current unencumbered driver's licence</li></ul>	<ul style="list-style-type: none"><li>• Bachelor of Engineering or other Environmental related degree or equivalent experience</li></ul>

The information contained in this position description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment.