

ENVIRONMENT SOUTHLAND

Environmental Monitoring Specialist

Supports the development of environmental monitoring technology so that council outcomes can be achieved.

About us

Our mission

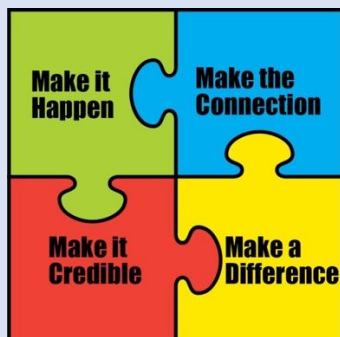
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at ES, we -



Role purpose

The **Environmental Monitoring Specialist** contributes to the overall performance of the **Environmental Monitoring Team** by leading the development of technology used in the collection and processing of environmental monitoring data. You will be responsible for overseeing telemetry systems management and will assist the Environmental Monitoring team in data collection.

Emphasis is on:

- Assisting in the implementation of scientific monitoring and investigations;
- Ensuring continuous operation of telemetry-based monitoring systems;
- Driving innovation in data collection methods and monitoring technology;
- Supporting continuous improvement and effective operation of environmental data management; and,
- Participating in the 24-hour Flood Warning Service.

Note: This position may require some work to be completed outside of Environment Southland's normal hours of work of 8:00 am to 5:00 pm Monday to Friday.

About your role

Grade: 15

Pathway: T4

Group/Division: Science Group / Investigations and Operations Team

Reports to: Team Leader
Environmental Monitoring

Who you will be working with

Direct reports:

- Nil

Indirect reports:

- Nil

Key stakeholders

External:

- Ratepayers
- Tangata Whenua
- Research and funding partners and providers
- Community and special interest groups
- Professional and industry associations
- Territorial Local Authorities and Central Government
- Consultants and advisors

Internal:

- General Managers
- Chief Scientist
- Divisional Managers
- Councillors
- Other staff at Environment Southland

Delegations

In line with the Environment Southland Delegations Manual

Your leadership profile – Individual Contributor

Your crucial challenge as an Individual Contributor is to find a way to add value while working effectively with others.

*To be an effective **Individual contributor**, aim to:*

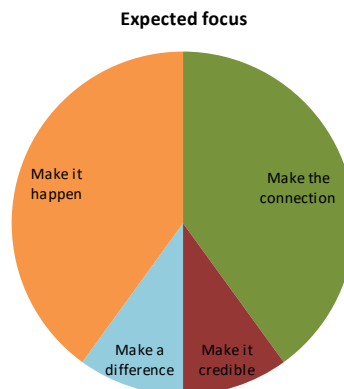
Make it Happen – Show initiative, take accountability and deliver high-quality work on time.

Make the Connection – Focus on meeting your customers' needs and work collaboratively as part of your team.

Make it Credible – Communicate clearly, show integrity, and focus on building your professional skills.

Make a Difference – Show curiosity, make thoughtful and evidence-based decisions, and aim to understand the wider context for your work.

While all elements of the Environment Southland Leadership Competency Framework are important, as an **Individual Contributor**, you will have a stronger focus on Make it Happen and Make the Connection.



Your accountabilities

Research and expertise	<ul style="list-style-type: none"> • Ensure all scientific monitoring and investigations comply with relevant regulatory requirements, industry standards and safety protocols. • Assist in the scheduling, collection and processing of environmental monitoring data. • Set up, configure, and maintain telemetry equipment, including sensors, data loggers, and communication devices for remote data transmission. • Ensure data transmission integrity and troubleshoot any issues with telemetry systems. • Regularly review and update telemetry protocols and procedures to improve data accuracy and reliability. • Drive technological innovation and efficiency in environmental data collection and remote sensing analysis. • Ensure field equipment are always fully operational in accordance with specified standards to ensure data integrity. • Maintain awareness of new technology, standards and research relevant for your role. • Assist in the strategic assessment of issues relating to environmental monitoring systems and expertise required for their resolution.
Coordination and mentoring	<ul style="list-style-type: none"> • Work closely with science project leads to enhance data collection processes and improve environmental monitoring systems. • Train and mentor staff in the use of environmental monitoring technology. • Assist in the scheduling, verification and calibration of environmental monitoring practices. • Work with people leaders and project leads to interpret data and make informed decisions about environmental health and safety.
Flood warning	<ul style="list-style-type: none"> • Be available to support flood warning duties outside of normal working hours. • Communicate accurate information in a timely manner. • Ensure that equipment and systems are operating in compliance with relevant standards.
Strategy and vision	<ul style="list-style-type: none"> • Support the implementation and delivery of Council's strategy
Project management	<ul style="list-style-type: none"> • Participate in projects which may be financial, transformational, strategic and/or leadership focused from time to time • Application in line with Council's corporate project management systems and processes.
Finance (budgets)	<ul style="list-style-type: none"> • Consider financial implications of actions.
Continuous improvement	<ul style="list-style-type: none"> • Continually seek opportunities to improve services for your customers (internal or external). • Show flexibility, adaptability and a willingness to change and are open to feedback as an opportunity to improve.
Stakeholder relationships / customer service	<ul style="list-style-type: none"> • Develop strong and effective relationships with internal and external stakeholders. • Respond appropriately. • Understand situations from the customer's perspective. • Keep customers up to date about progress of queries/requests/projects • Maintain clear communication
Other duties	<ul style="list-style-type: none"> • Any other duties as may be required from time to time. Including providing support to help with resource allocation and scheduling tasks, when required.

Your health, safety and wellbeing

- Work safely and take responsibility for keeping self, colleagues, contractors and customers free from harm
- Report all incidents, near-misses, hazards and accidents promptly
- Communicate whereabouts when out of the office (e.g. use Where Am I, Get Home Safe)
- Activity risk assessments are completed as part of planning for all field-based activities prior to work being undertaken, with relevant parties
- Know what to do in the event of an emergency
- Participate in safety and wellbeing initiative and programmes as required
- Attend required health and safety training and induction sessions.

Working with Māori

- Engage with iwi in a way that demonstrates understanding of the nature of the relationship between iwi and Council as reflected in the principles of Te Tiriti o Waitangi and Council's values, policies and practice.
- Communicate and engage with mana whenua and mataawaka, demonstrating an understanding of tikanga, and on the basis of informed understanding of issues of significance to Māori throughout Murihiku.

Your civil defence and emergency response responsibilities

All staff of Environment Southland may be required to undertake Civil Defence or Biosecurity duties in the event of an emergency. Training will be given as appropriate.

- Fulfil allocated Civil Defence and emergency response roles, as assigned.
- Manage or assist with other emergency responses that are required.
- Participate in Civil Defence and emergency response initiatives and programmes as required.

Confidentiality, privacy and recordkeeping

All staff of Environment Southland are required to collect, retain, and maintain sensitive, confidential and personal information. Training will be given as appropriate to:

- Manage all information with care and respect in accordance with the Public Records Act 2005, Privacy Act 2020, Local Government Official Information and Meetings Act 1987 and all other relevant Local Government legislation.
- Retain information, regardless of format, e.g. records and data in official organisational systems.
- Ensure no sensitive, confidential, or personal information is inappropriately shared internally or externally without the appropriate approval.
- Report a privacy breach to the organisational Privacy Officer if a situation should occur.

Your experience, knowledge and qualifications

Knowledge/Experience

- Demonstrated knowledge to fulfill requirements of the key accountabilities specified for this position.
- A Bachelor's degree in a relevant field.
- A minimum 3 years relevant work experience in environmental monitoring. Experience with the New Zealand National Environmental Monitoring Standards (NEMS) is preferred.
- Experience with field data collection techniques, telemetry and data management systems, remote sensing, sampling and audit procedures (e.g., Hilltop, Aquarius, Hydrsta).
- Proven ability in the use of computers, spreadsheets, database management and geospatial methods.
- An ability to quickly learn new computer programmes and technology is essential.
- A proven track record in working with multidisciplinary teams.
- Professional certifications (e.g., CDEM) are a plus.
- Full current driver's license (and the ability to drive a manual vehicle)

Attributes

- Ability to work in an office and field-based environment. Be willing to work outdoors in all weather conditions.
- Highly accurate and keen eye for detail.
- Creative, innovative, practical and able to solve problems
- Ability to inspire, motivate, guide and coach others
- Excellent communication skills – both written and verbal.
- Honesty, integrity, enthusiasm and commitment to preserving confidentiality, i.e. can be trusted with confidential information.
- Ability to exercise sound judgment and initiative.
- Excellent communication and customer service skills with the ability to interact with Councillors and staff at all levels within the organization.
- Able to work effectively as part of a team, but without close supervision.

Performance Review

We have a Professional Development Programme (PDP) that is the basis for performance assessment at all levels of the organisation. There is at least one formal meeting, annually, between the team member and their people leader, along with a six-month review and regular monthly catch-ups.

Acknowledgement

I _____ have received a copy of the job description and have read and understand the duties and responsibilities and key relationships described therein.

Signature _____

Date _____