

ENVIRONMENT SOUTHLAND

Environmental Technical Officer

Contribute to the environmental monitoring programme so that council outcomes can be achieved.

About us

Our mission

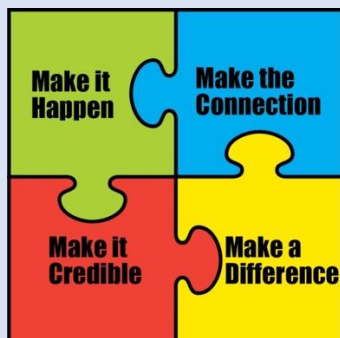
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at ES, we -



Role purpose

The **Environmental Technical Officer** contributes to the overall performance of the **Environmental Monitoring Team** by providing administrative and technical support in environmental data collection and processing.

Emphasis is on:

- Assisting in the implementation of scientific monitoring and investigations;
- Supporting continuous improvement and effective operation of environmental monitoring programmes;
- Providing technical and administrative support to project leads; and,
- Participate in the 24-hour Flood Warning service, as required.

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: 13

Pathway: T3

Group/Division: Science Group /
Science Investigations &
Operations Team

Reports to

Team Leader Environmental
Monitoring

Who you will be working with

Direct reports:

- Nil

Indirect reports:

- Nil

Key stakeholders

External:

- Community and special interest groups
- Professional and industry associations
- Territorial Local Authorities and Central Government

Internal:

- Science teams
- Flood warning and EMS teams
- IT team
- 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:*

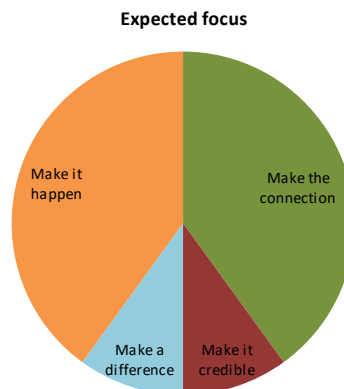
Make it Happen – Show initiative, take accountability and deliver high-quality work on time.

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

Environmental monitoring	• Ensure all scientific monitoring and investigations comply with relevant regulatory requirements, industry standards and safety protocols. • Assist in the collection, processing and management of State of the Environment (long-term) environmental monitoring data. • Ensure equipment and capital items utilised in science monitoring and investigations are maintained, calibrated and available for use in accordance with organisational requirements. • Provide technical expertise to science project leads on the procurement of resources, new technology and standards. • Carry out product evaluation, analysis and familiarisation of new equipment and establish and maintain Standard Operating Procedures • Ensure data integrity is maintained with regular maintenance and inspections that are carried out in a timely manner • Assist with providing on-site field training to colleagues as required. • Maintain an awareness of new technology and standards in environmental data collection and processing. • Assist in the provision of an efficient and effective 24-hour flood warning service. Be available to support flood warning duties outside of normal working hours
Science administration and quality assurance	• Assist with identifying, documenting, implementing and maintaining new procedures or changes to existing processes. • Contribute to non-conformance reporting and data integrity through regular analysis and review. • Prepare invoices for processing.
Strategy and vision	• Support the implementation and delivery of Council's strategy
Project management	• 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)	• Consider financial implications of actions.
Continuous improvement	• 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	• 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	• Any other duties as may be required from time to time.

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 relevant degree qualification Environmental Science, Environmental Management or similar.
- A minimum of 2-3 years experience in environmental data collection and processing.
- Good numeracy and analytical skills.
- Good computing skills using spreadsheets, GIS and applying statistical methods. Be technically adept with new technology.
- An understanding of environmental database systems.
- Highly accurate and keen eye for detail.
- 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.
- A reasonable degree of physical fitness and swimming ability is required.
- Accurate methodical approach and attention to detail.
- Excellent communication skills – both written and verbal.
- Honesty, integrity 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 _____