

Job Description



My Position

Position:	Water Resources Officer
Section:	Environmental Data and Monitoring
Group:	Environmental Services
Responsible to:	Team Leader - Environmental Data
Job Purpose:	• Implement Council's data collection and analysis programme in the areas of Water Resources and Water Use including Consenting and Compliance. • Maintain and develop the telemetered consents water metering data collection programme. • Assist with water meter verification programme in conjunction with Compliance team to maintain accordance with relevant resource management regulations and Council Regional Plans. • Build trust, liaise with, and provide guidance to water users and contractors to ensure water use data are collected in a timely and accurate manner for any telemetered water meters. • Provide analyses, predictions and risk assessments to guide Council's drought management task force, and to meet Council's objectives in water resources assessment, engineering design, and other water related areas. • Maintain quality assurance systems to ensure water use data is collected and archived correctly for water metering compliance requirements. • Support the provision of a flood warning service to Civil Defence Emergency Management (CDEM) and relevant agencies during flood events.

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
- We are kind and nurturing

My Group

Role of the Environmental Services Group

The Environmental Services 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.

The Group also looks after most of the Council's regulatory functions which facilitate the development and use of land, water, and coastal resources, and which regulate activities in order to protect and improve public health and safety and the environment, and to minimise nuisance and harm to people and places. The functions undertaken include building control, resource consenting and compliance, environmental health (including food safety), alcohol licensing, animal control, parking control, biosecurity and maritime safety.

We achieve this by demonstrating the principles of Te Tiriti, investing wisely in business process improvement, 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.

My Key Result Areas

My Priorities

What am I supposed to do?	How well am I supposed to do it?
Water Metering programme delivery • Manage the data collection programme for telemetered consents water metering data. • Maintain and further develop the storage of telemetered and/or logged data from water permit holders. • Build trust, liaise with, and provide guidance to water users and contractors to ensure telemetred consent water metering data are collected in a timely and accurate manner. • Maintain compliance with the Resource Management Measurement and Reporting of Water Takes Regulation 2010 through liaison with water users, contractors, and relevant internal council teams • Operate telemetry systems to receive electronic water use data, and remedy any non-complying situations. • Defend accuracy of water meter data against legal challenge. • In conjunction with the Water Resource Analyst be available and have material prepared for the	Water Metering programme delivery • Water meter data are collected in a timely, efficient and accurate manner to industry accepted standards. • Specialist technical expertise is of the highest possible quality e.g. legally robust and defensible Environment Court witness testimony. • Water meters and data loggers are field verified for correct operation and data security. • Water meter data are filed in the relevant Council database according to agreed timeframes. • Regular and timely reports are provided that meet end-users needs including an annual summary report. • Water users are aware of their obligations to the regulations, and feel able to approach Council for advice. • Regular audits of the captured data are completed, and compliance breaches are notified within agreed timeframes.

Dry Weather Task Force (DWTF) meetings whenever they are initiated. In coordination with the Compliance officer (water), provide information to the annual report to Council on water meter programme.	Material and information is provided to the Dry Weather Task Force to allow informed drought management decisions.
Bore Audits - Carry out regular audits of groundwater monitoring bores to ensure bore logs and other metadata are accurate, entered in the database and maintained up to date. - Undertake field investigations of bores – including verification of location and completion. - Provide assistance with the maintenance and updating of the Councils bore database in conjunction with the Water Resource Analyst. - Support development of better access to bore data in conjunction with the Water Resource Analyst and ensure QA and QC standards are maintained.	Bore Audits - Bore logs are reviewed and accurately recorded in a timely manner. - Bores database is accurate, up to date and available to key users. - Field assistance is provided during Council bore development when required. - The overall bore audit program is maintained to specifications set by the Principal Resource Scientist Water/Special Projects.
Hydrology - Assist the Principal Resource Scientist Water/Special Projects in water resources investigations/monitoring program in relation to impacts of activities on water flows/recharge and yields. - Assist the monitoring team to provide field collection of relevant hydrological parameters pertaining to water use such as low river flow measurements, salinity readings and bore pump tests. - Ensure that all miscellaneous water resource data collected is archived and available for hydrological analysis. - In conjunction with the Principal Hydrologist oversee the real time assessment of low flow rating reviews during the irrigation season where it pertains to compliance and consent triggers.	Hydrology - All data is collected to National Standards and filed according to Council procedures. - Field programmes are planned and executed efficiently and within agreed timeframes. - Information is archived in a timely manner. - Low flow ratings are maintained to provide as accurate flows as possible at all times.
Flood Warning - Support the flood warning team in provision of services to CDEM and other council departments. - Present situation reports at CDEM briefings, and contribute to debriefings after emergencies. - Assist flood warning team in operation of telemetry software and data transfer mechanisms to ensure information is readily available	Flood Warning - CDEM and other external agencies receive warning and other flooding information that is proactive, accurate and timely. - Flood predictions and advice are provided per Flood Warning Manual under supervision of Lead Flood Forecaster. - Flood warnings are provided within agreed response times. - Flood warning models and telemetry systems are working during all flooding emergencies.
Quality Assurance of Environmental Information - Manage the design, documentation and implementation of the Council's quality assurance programme for water metering data and bores information. - Ensure water meter and bore data are collected and processed in a timely and accurate manner in accordance with industry best practise. - Audit telemetered and logged data from water meter permit holders for accuracy, timeliness and security. - Report on indicators that assess the timeliness and quality of water metering data.	Quality Assurance of Environmental Information - 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. - Audits are undertaken to assess the quality of the archived data, and procedural improvements are identified and solutions implemented.

Analysis and Reporting • Provide drought and flood statistics, trend and pattern analysis and other water related information as required by Council and other organisations. • Lead provision of reporting to LAWA for water quantity module, including compiled water use information. • Interpret and tease out customer's information requirements to provide fit for purpose data. • Provide water resource advice to Consent Planners for consent applications and water allocation decisions. • Contribute to Council Policy in water related areas. • Provide subject matter testimony as required at Environment Court hearings.	Analysis and Reporting • Scientifically defensible analyses are provided to support wider Council programmes in engineering design, water allocation, hazards and flood warning, policy development and other outputs. • LAWA updates are provided within required timeframes, including all requested data and information. • External clients have ready access to Council advice, with special emphasis on supporting national scientific programmes requiring Council expertise and information. • Data requests are answered in a helpful and timely fashion, and customers are able to make informed decisions. • High quality information provided to critical water allocation decision making. • State of the Environment reporting is agreed as an important priority activity and reports are provided within agreed timeframes. • Analyses are accurate within bounds of data and methodology is consistent with standard Council procedures.
Liaison • Support team members to achieve their own and team goals. • Develop and maintain collaborative partnerships with all Council teams, CDEM, research organisations and resource users. • Enhance Council's reputation by building positive and productive relationships with, and promoting industry best practice to, water users and the irrigation water meters industry. • Ensure people seeking environmental information are responded to promptly, politely and in a helpful manner.	Liaison • 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 • 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 • I focus on the needs of our customers and provide all of them with outstanding service. • 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 • I build and maintain genuine relationships with my colleagues, customers and our community. • I actively listen to others and am supportive, friendly and helpful. • I respect all cultures and act in ways that make others feel included and valued.	
Resilience & Adaptability • I support new ways of working and am 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 - 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 - 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 - 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 - 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 in the natural or physical sciences, or other relevant qualification.
- At least 5 years relevant experience in environmental data collection, resource assessment and water meter installations and regulations.
- High level of digital literacy and experience with time series databases.
- Demonstrated knowledge of water measuring legislation and policy.
- Demonstrated experience analysing, reporting and quality assuring environmental data, in particular water meter data.
- Understanding of hydrological processes and calculation of flow measurements via rating curves.
- Sound knowledge and appreciation of the natural and physical resources and a demonstrated understanding of farming practices including rural issues and irrigation systems.
- Hold a current drivers licence.
- Must be a competent swimmer.

My Personal Attributes:

- Demonstrated ability to engage and communicate with a wide range of people and organisations in a positive manner.
- 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.
- Initiative, good judgement skills and a disposition to solving problems.
- A friendly, helpful manner and willingness to share information.
- Ability to devise work programmes and work unsupervised.
- Well-developed project planning and implementation skills.
- A commitment to working safely including drawing attention to hazards and unsafe practices.

- Availability for work outside of normal working hours, including meeting attendance and flood response.
- Reasonable fitness and good health.

My Agreement

My Name:

My Signature:

Date: