ENVIRONMENT SOUTHLAND

Environmental Data Management Officer

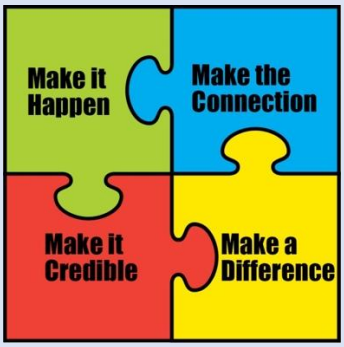
Contribute to the environmental monitoring programme so that council outcomes can be achieved.

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 Data Management Officer** contributes to the overall performance of the **Science Integration Team** by developing tools and processes that optimise the availability, quality and use of environmental monitoring data.

Emphasis is on:

- Developing tools and processes that optimize data use and effectiveness, relevant to the needs of Environment Southland
- Assisting in the collection and reporting of environmental monitoring data
- Implementing systems and procedures that provide for the integrity, quality and security of monitoring data
- Delivering contract support services.

About your role

Grade: 13
Pathway: T3

Group/Division: Science Group / Science Integration Team

Reports to: Team Leader Data Management and Analytics

Who you will be working with

Direct reports:

- Nil

Indirect reports:

- Nil

Key stakeholders

External:

- Ratepayers
- Tangata Whenua
- Community and special interest groups
- Territorial Local Authorities and Central Government

Internal:

- Science Group
- 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:*

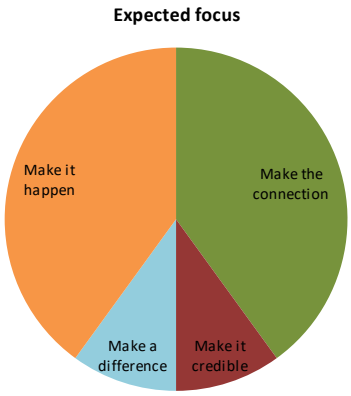
Make it Happen – Show initiative, take accountability and deliver high-quality work on time.

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

Data management	• Ensure the integrity, quality and security of environmental monitoring. Implement policies and procedures to maintain a high standard of data accuracy and consistency. • Assist in the integration and flow of environmental monitoring data and information across the organization and to external users. • Ensure environmental monitoring data is managed with QA/QC applied to recognized standards and processes. • Assist in the execution of a data analytics aligned with organizational goals. • Work closely with staff and contractors to ensure optimal performance of the environmental monitoring databases.
Science administration	• Support contract management and administration. • 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

Working at Environment Southland requires all of our staff to uphold the council's Te Tiriti o Waitangi responsibilities as part of their day-to-day role. This might be through the appropriate delivery of functions through various legislation where Te Tiriti o Waitangi or partnering with mana whenua is required or upholding the commitments that our elected councillors have made to Ngāi Tahu ki Murihiku through the Charter of Understanding. Many of our established workstreams and programmes are delivered in partnership with the four papatipu rūnanga of Ngāi Tahu which hold mana whenua in Murihiku Southland.

This will regularly require:

- Understanding and delivery on Te Tiriti o Waitangi obligations for Environment Southland that are identified for your role
- Ensuring partnership and engagement practices are planned for, and suitable to the relationship with Ngāi Tahu ki Murihiku
- Undertaking regular learning and development for the role to support competency in delivering on Te Tiriti o Waitangi responsibilities, as directed

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 qualification to tertiary level.
- A minimum of 2-3 years' experience in environmental data collection and processing is desired.
- 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.

Attributes

- Accurate methodical approach and attention to detail.
- Strong 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.
- 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 _____