

# Environmental Data Officer

## Purpose | Te arotahi mātua

The Environmental Data Officer is responsible for working collaboratively and cohesively within the Environmental Data team, providing specialist expertise and knowledge in the field of hydrology and continuous environmental data collection.

The Environmental Data Officer is responsible for the collection, maintenance and quality assurance of robust and defensible continuous hydrological, meteorological and water quality data across the region. This is achieved by contributing to the effective operation and maintenance of the Taranaki Regional Council's continuous environmental monitoring network and associated data processing. The Environmental Data Officer also contributes to the maintenance and implementation of the Taranaki Regional Council's Severe Weather and Flood Event Strategy.

The role encompasses engagement with consent holders and applicants, iwi/hapū, and a range of internal and external stakeholders to drive improved environmental outcomes.

## Role dimensions | Te ahu mahi

Responsible to:	Team Leader – Environmental Data
Responsible for:	Nil
Primary location:	Stratford, although travel throughout the region will be required as part of your daily duties
Position grade:	

## Organisational context | Te horopaki whakahaere



## Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only. Performance measures for this job will need further discussion between the job holder and People Leader/Manager as part of the performance development process.

### Science and technology programmes

- Operating and maintaining remote monitoring stations to an agreed standard, including (but not limited to):
  1. Planning, scheduling and completing all programmed and ad-hoc inspections, reference checks and maintenance.
  2. Annual work programmes completed as scheduled aiding site resiliency and improving accuracy of environmental data.
  3. Monitoring telemetered data feeds to ensure high quality complete datasets are collected.
- Scheduling and completing flow gauging of rivers and streams as assigned, across a range of flows enabling accurate and complete ratings to be maintained.
- Processing data for all assigned sites and associated parameters in accordance with Taranaki Regional Council procedure and relevant NEMS (National Environmental Monitoring Standards).
- Completion of all assigned compliance monitoring responsibilities.
- Assist the Science and Technology leadership team to develop and implement yearly work programmes, goals, KPI's, and assessing the effectiveness of the work programmes.

### Emergency management and civil defence

- Act as a Duty Officer and/or forecaster, analysing and reporting on severe weather and flood events, requiring 24/7 response over seven days, on a recurring basis in accordance with the team's duty roster.
- Contribute to the maintenance and implementation of the Taranaki Regional Council's Severe Weather and Flood Event Strategy, this includes (but is not limited to) liaising with Civil Defence, the Rivers Manager and members of the public during severe weather events, as required.
- Contribute to the emergency management responsibilities and functions of the Taranaki Regional Council under the Civil Defence and Emergency Management Act as required.
- Provide technical and scientific support to other sections of the Taranaki Regional Council in case of incidents and emergencies including but not limited to flood monitoring and response, pollution investigations and oil spill response.

- Technical advice**
- Provide specialist advice in relation to hydrology, continuous monitoring, instrumentation and telemetry to a range of internal and external stakeholders.
  - Proactively identify and communicate opportunities for improvement in environmental monitoring and reporting.
  - Contribute to the range of work undertaken by the Policy, Compliance and Consents teams.
- Māori relationships**
- Work effectively with tangata whenua and Māori in relation to the work of the Environment Quality Group and support the delivery of Taranaki Regional Council strategic priorities.
  - Maintain an understanding of the relationships, and work that Taranaki Regional Council has underway, with tangata whenua and Māori groups across the region.
- Stakeholder engagement**
- Engage with a diverse range of external and internal stakeholders to deliver the strategic goals of the Environmental Data team and wider Taranaki Regional Council.
  - Develop and maintain professional networks across all relevant sectors, identifying opportunities to leverage or collaborate on projects that may benefit the Taranaki Regional Council.
  - Represent the Taranaki Regional Council in relevant national forums e.g. workshops, SIG groups, conferences etc.
- RMA advice**
- Provide guidance to resource users and the public on matters of environmental management.
  - Foster constructive relationships with external partners and parties who are involved and affected, including iwi/hapū, land owners, resource users and the wider community.
- Science standard**
- Identify continuous environmental monitoring gaps or opportunities to improve the Taranaki Regional Council's environmental data sets and information, and work with the Team Leader – Environmental Data to develop work programmes and investigations to address these.
  - Ensure that systems, processes and equipment are used in accordance with requirements set out in any applicable national standards or which the Taranaki Regional Council has attained, or is working towards achieving accreditation.

### Quality Assurance

- Delivery of products and/or services on behalf of the Taranaki Regional Council that meet the required high standard of quality. This includes:
  1. Delivering work that is fit for purpose to meet all internal and external monitoring and reporting obligations
  2. Delivering work that conforms to the requirements of any applicable standards for which the Taranaki Regional Council has attained or is working towards achieving accreditation.
- Documentation, maintenance of and adherence to procedures for quality assurance as required and assigned.

### Special Requirements:

- Will be required to work in isolation, and in/around streams and large rivers, lakes and coastal areas.
- Must be able to undertake the physical requirements of the position.
- May be required to work with hazardous and toxic materials.
- Current full drivers licence.





## Organisational areas of responsibility | Ngā wāhanga whakahaere

- **Be a team player** – Contribute to the greater team and organisational goals by completing projects and tasks in an efficient and effective manner, including any additional activities as directed by your People Leader.
- **Be flexible and adaptable** – Flexible work arrangements meet the needs of our customers, the Council and the individual and may include the need to work outside normal office hours from time-to-time.
- **Look after yourself and others** – Work within the Council's health and safety systems, policies and procedures at all times to limit risk and keep yourself and those around you safe.
- **Work with integrity** – Maintain high professional and ethical standards that align with relevant legislation, Council policies and our values.
- **Develop yourself and others** – Proactively seek out opportunities for your own professional development and work alongside others to develop them, including actively taking part in Our TRC.
- **Be culturally aware** – Show appreciation and understanding of Māori culture and values and put these into practice in your work.
- **Be an agent for change** – Always be on the lookout for ways to do things better, faster or smarter and be an active participant in the continuous improvement culture.
- **Be digitally savvy** – Understand and be competent in the use of digital technologies relevant to your role, including processing and storage of Council information in line with relevant policies.
- **Emergency planning and response** – Where required, participate in emergency management training exercises and support Council during an emergency management response, having due regard to the safety of your family.
- **Live our values** - Be aware of and demonstrate our values in ways that support inclusivity in every aspect of our work.

## Delegations of authority | Te tuku mana

Delegations for all roles are set out in the **Taranaki Regional Council Delegations Manual** as appropriate.

## Personal specifications | Ngā whakaritenga whaiaro

- |                       |   |
|-----------------------|---|
| <b>Qualifications</b> | <ul style="list-style-type: none"><li>• A bachelor's degree in environmental science or a field that is relevant to the specialisation of this role is required.</li><li>• A post graduate qualification in hydrology, chemistry, biology, earth science or a relevant science discipline is preferred.</li></ul>   |
| <b>Experience</b>     | <ul style="list-style-type: none"><li>• Technical and practical proficiency and competency in hydrology.</li><li>• Experience or practical proficiency in electrical wiring, telemetry, software, instrumentation and basic construction skills.</li><li>• Experience in environmental data collection, scientific monitoring techniques and data analysis.</li><li>• Experience with building and maintaining effective relationships and gaining the cooperation of a wide range of internal and external stakeholders.</li></ul>   |
| <b>Skills</b>         | <ul style="list-style-type: none"><li>• Taranaki Regional Council has a skills pathway framework enabling people to plan their development and grow their skills. The core skills required for this position are aligned with <b>He Pukenga Ara Skills Pathway</b>, and a summary table is included in Appendix 1.</li><li>• Able to collate and critically analyse scientific data and information for environmental monitoring and reporting purposes</li><li>• Strong skills in written and verbal communication</li><li>• Strict attention to quality control, data management and accurate record keeping.</li><li>• Good organisation and time management skills with an ability to multi-task, delivering complete solutions within agreed timeframes.</li></ul> |
| <b>Knowledge</b>      | <ul style="list-style-type: none"><li>• Working knowledge of tikanga Māori and Te Reo.</li><li>• Working knowledge of environmental monitoring techniques, data analysis and technical report writing.</li><li>• Working knowledge of the Resource Management Act 1991, national policy statements, regulations and standards, and other relevant legislation.</li><li>• Advanced knowledge of relevant National Environmental Monitoring Standards (NEMS).</li><li>• Awareness and understanding of Mātauranga Māori and the tools or methodologies by which it is given effect to in environmental monitoring and assessments.</li></ul>  |

**Personal  
attributes**

- **Collaborative** – can connect with others, listens, reads people and situations, communicates tactfully.
- **Goal orientated** – shows commitment and ambition.
- **Strategic thinker** – ability to think analytically and critically, with the big picture in mind.
- **Integrity** – leads with purpose and inclusiveness.
- **Resilience** – displays resilience, maintains composure.
- **Self-aware and agile** – able to receive feedback on own performance, can self-assess, adapts approach, and commit to own growth and development.
- Excellent judgement and initiative, able to make decisions.
- Open-minded, practical problem solver.
- Proven interpersonal and conflict resolution skills.
- Good level of fitness and eyesight.
- Confident working in and around water.



## Functional relationships | Te whanaungatanga mahi

Build, maintain and role model meaningful effective and sustainable relationships with;

### Internal

- All Taranaki Regional Council staff
- Environmental Data team
- Scientists, technical officers and staff across the Environment Quality group
- Resource Management and Operations groups

### External

- Central government departments and agencies
- Civil Defence
- Other Regional and Local Authority staff
- Resource consent applicants, holders and their consultants
- Research agencies, consultants and science providers
- General public, iwi/hapū and special interest groups

## Changes to job description | Ngā huringa ki ngā whakaahuatanga mahi

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.





## Our key messages | Ko ā mātou kōrero mātua

Taranaki Regional Council works with the Taranaki community:



# Improving lifestyles Supporting livelihoods Taking Taranaki forward

## Our mission | Tō tātou mīhana

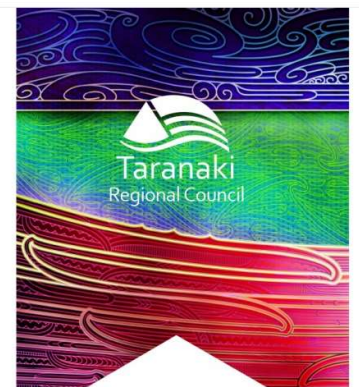
To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources.
- Safeguarding Taranaki's people and resources from natural and other hazards.
- Promoting and providing for significant services, amenities and infrastructure.
- Representing Taranaki's interests and contributions to the regional, national and international community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

## Our values | Tō tātou whanonga pono

- **Integrity** | We do what it is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence, embracing change as an opportunity for innovation.



## Our health and safety | Tō tātou Hauora me te haumaru

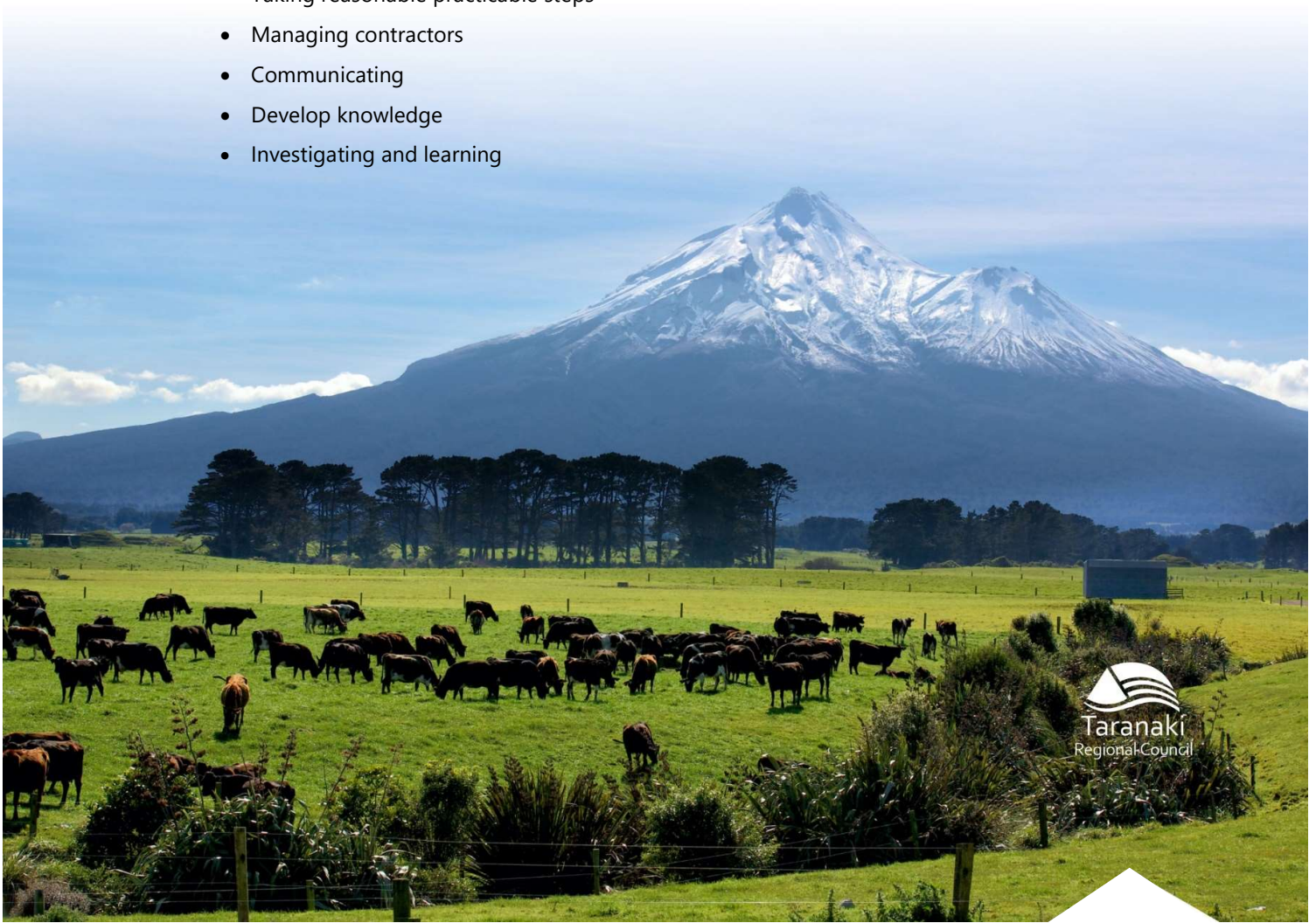
The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

### There are two key points to health and safety:

- 1** The safety of our people and the communities in which we operate always comes first.
- 2** We are all empowered and expected to challenge any unsafe situation at work.

### We will achieve these by:

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning



# He Pūkenga Ara Skills Pathway

Skill Area	Capabilities
Service Delivery	<ul style="list-style-type: none"> <li>• Service Standards</li> <li>• Customer Service</li> <li>• Judgement and Decisions</li> </ul>
Organisational Impact	<ul style="list-style-type: none"> <li>• Aligns Work</li> <li>• Collaborates</li> <li>• Assesses Impact and Value</li> <li>• Promotes Change</li> </ul>
Self-Awareness	<ul style="list-style-type: none"> <li>• Knows Self</li> <li>• Develops Self and Others</li> <li>• Builds Trust</li> </ul>
Communicates Effectively	<ul style="list-style-type: none"> <li>• Clear Messages</li> <li>• Adapts Style</li> <li>• Tact and Diplomacy</li> </ul>
Digital Technology	<ul style="list-style-type: none"> <li>• Systems Knowledge</li> <li>• Works Efficiently</li> <li>• Data Management</li> </ul>
Wellness and Risk	<ul style="list-style-type: none"> <li>• Policies and Procedures</li> <li>• Manages Risks</li> <li>• Proactive Wellbeing</li> <li>• Site Safety</li> </ul>
Cultural Awareness	<ul style="list-style-type: none"> <li>• Reo</li> <li>• Tikanga</li> <li>• Whakawhanaungatanga</li> <li>• Local context</li> <li>• Mātauranga Māori</li> <li>• Regulatory Environment</li> </ul>