

Technical Officer - Biodiversity

Purpose | Te arotahi mātua

The Technical Officer - Biodiversity is responsible for the delivery of biodiversity field monitoring activities and data management. This includes working collaboratively and cohesively within the Biodiversity team, providing technical assistance to the Ecologists, Biodiversity Officers and Biodiversity Programme Lead.

The role encompasses engagement with landowners, iwi/hapu and a range of internal and external stakeholders to drive improved environmental outcomes.

Role dimensions | Te ahu mahi

Responsible to:	Biodiversity Programme Lead
Responsible for:	Nil
Primary location:	Stratford, although travel throughout the region will be required as part of your daily duties
Position grade:	12

Organisational context | Te horopaki whakahaere



Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only.

Biodiversity monitoring	<ul style="list-style-type: none">• Deliver assigned field monitoring activities to assist the Ecologists in the state of the environment monitoring programmes.• Undertake database entries and collation of information, analysis of data and interpretation of results and preparation of reports.
Site led protection programmes	<ul style="list-style-type: none">• Deliver assigned field work to assist the Biodiversity Officers with tasks associated with the KNE programme.• Provide advice and support to stakeholders regarding biodiversity protection and management.
Quality systems	<ul style="list-style-type: none">• Support the delivery of products and/or services that meet the required high standard of quality and Council obligations.• Identify and communicate opportunities for improvements to the biodiversity programme to achieve efficiencies, alignment with best practice and Council standards.
Relationships	<ul style="list-style-type: none">• Establish and grow strong collaborative relationships in the community with stakeholders to deliver the strategic goals of the Biodiversity team.• Assist with response, investigation and reporting on inquiries relating to biodiversity.
Assist within Predator free programme	<ul style="list-style-type: none">• Monitor and respond to activations of the trap barrier while on duty.• Will be required to work weekends on a rostered basis for trap duty cover (approximately one weekend in every eight weeks).• Any other tasks as required by the Biodiversity Programme Lead, Environment Services Manager, Director – Operations and/or Chief Executive.
Special Requirements:	<ul style="list-style-type: none">• Must be able to undertake the physical requirements of the field work for the position.• May be required to work with hazardous and toxic materials.• May be expected to work under conditions in which personal risk is incurred, and safety procedures must be adhered to in accordance with the Council's Policies and Procedures.• Current full drivers licence.• Preference for training and experience in the use of 4WD and all-terrain vehicles.





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

Qualifications	<ul style="list-style-type: none">• A tertiary qualification (Bachelor's degree) in ecology, environmental science or similar is preferred, although someone with practical experience in the specialist areas and a willingness to learn will be considered.
Experience	<ul style="list-style-type: none">• A minimum of one years' experience in field data collection, ecological monitoring techniques, data analysis and technical report writing• Technical and practical proficiency and competency relevant to this role's specialisation• Experience working in the field, in and around wetlands and coastal environments, and in remote locations• Experience with building and maintaining effective relationships, preferably in gaining the cooperation of a wide range of stakeholders
Skills	<ul style="list-style-type: none">• 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 He Pukenga Ara Skills Pathway and a summary table is included in Appendix 1.• Ability to collate and analyse scientific data and information for ecological monitoring and reporting purposes• Strict attention to quality control, data management and accurate record keeping.• Able to quickly grasp new processes and technologies.• Good organisation and time management skills with an ability to multi-task and deliver tasks within agreed timeframes.
Knowledge	<ul style="list-style-type: none">• Working knowledge of ecological monitoring techniques, data analysis and technical report writing.• Working knowledge of NZ ecosystem function and indigenous flora and fauna.• Working knowledge of digital technology, including geographic information systems (GIS).• Awareness and understanding of the Resource Management Act 1991, relevant National Policy Statements, regulations and standards, and other relevant legislation.• Awareness and understanding of relevant National Environmental Monitoring Standards (NEMS) and other relevant monitoring procedures and protocols.• Awareness, understanding and appreciation of Māori cultural and spiritual values and protocols.
Personal attributes	<ul style="list-style-type: none">• Self-motivated• Adaptable• Strong initiative

- Team player
- Able to work independently

Functional relationships | Te whanaungatanga mahi

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

Internal

- All Taranaki Regional Council staff
- Biodiversity team
- Environment Services Department
- Operations group

External

- Land owners and occupiers
- Iwi and hapū
- Other Regional and Local Authority staff
- General public

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

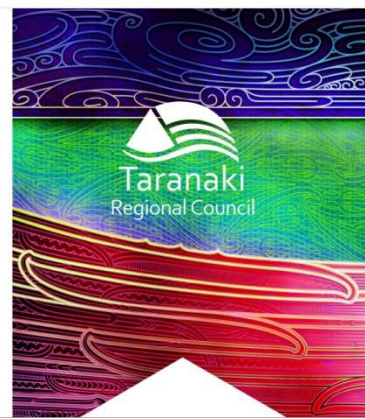
To work for a thriving and prosperous Taranaki by:

- 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

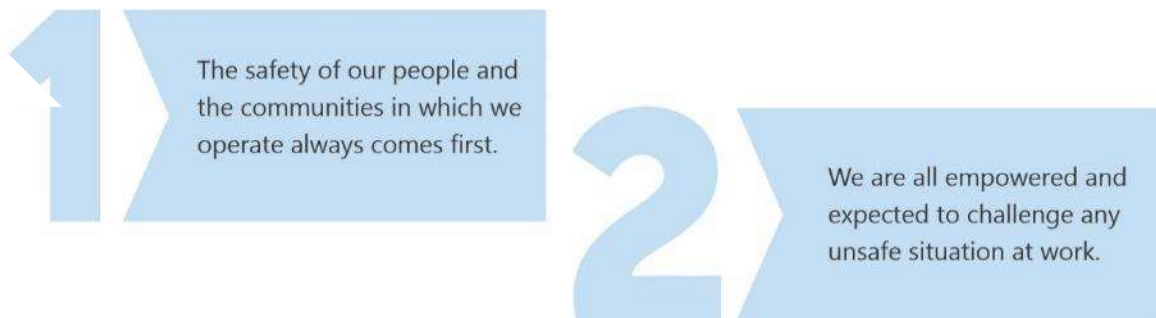
- **Integrity** | We do what it is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence,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



Our health and safety | Tō tātou Hauora me te haumarū

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:



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