

# Technical Officer

## Purpose | Te arotahi mātua

The Technical Officer is responsible for the delivery of a range of field monitoring activities including compliance monitoring inspections and monitoring of air quality, land and soils, surface and groundwater, freshwater biology, coastal and marine environments. This includes working collaboratively and cohesively within the Environment Quality group, providing technical assistance to the Taranaki Regional Council scientists. The Technical Offices are also responsible for the planning, coordination and delivery of small scale consent compliance monitoring programmes.

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 ahū mahi

Responsible to: Team Leader – Technical Support  
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.

<b>Technical support</b>	<ul style="list-style-type: none"><li>• Deliver assigned field monitoring activities and inspections to assist the Taranaki Regional Council Scientists in compliance and state of environment monitoring programmes.</li></ul>
<b>Environmental Assurance programmes</b>	<ul style="list-style-type: none"><li>• Design of and day to day programme management, undertaking inspections, investigations, monitoring, database entries and collation of information, analysis of data and interpretation of results and preparation of reports, including effective recommendations.</li></ul>
<b>Technical advice</b>	<ul style="list-style-type: none"><li>• Identify and communicate opportunities for improvement in environmental monitoring and reporting.</li><li>• Contribute to the range of work undertaken by the Policy, Compliance and Consents teams.</li></ul>
<b>RMA advice</b>	<ul style="list-style-type: none"><li>• Provide guidance to resource users and the public on matters of environmental management.</li><li>• Foster constructive relationships with external partners and parties who are involved and affected, including iwi/hapū, land owners and resource users, and community members.</li></ul>
<b>Science standard</b>	<ul style="list-style-type: none"><li>• Delivery of products and/or services on behalf of the Taranaki Regional Council that meet the required standard.</li><li>• Ensure that systems, processes and equipment are used in accordance with requirements set out in any applicable standards for which the Taranaki Regional Council has attained, or is working towards achieving accreditation.</li></ul>
<b>Quality assurance</b>	<ul style="list-style-type: none"><li>• Support the delivery of products and/or services on behalf of the Taranaki Regional Council that meet the required high standard of quality. This includes:<ol style="list-style-type: none"><li>1. Ensuring that work is fit for purpose to meet all internal and external monitoring and reporting obligations.</li><li>2. Continually ensuring that work conforms to the requirements of any applicable standards for which the Taranaki Regional Council has attained or is working towards achieving accreditation.</li></ol></li><li>• Documentation, maintenance of and adherence to procedures for quality assurance as required and assigned.</li></ul>

**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 Technical Support 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.

**Financial management and reporting**

- Accountable for ensuring assigned individual consent compliance monitoring programmes are managed in line with allocated budgets.

**Special Requirements:**

- May be required to work in isolation, and in/around streams.
- Must be able to undertake the physical requirements of the position.
- May be required to work with hazardous and toxic materials.
- Current 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>• Preferably a post graduate qualification in earth science or a relevant science discipline.</li></ul>  |
| <b>Experience</b>     | <ul style="list-style-type: none"><li>• Experience in field data collection, scientific monitoring techniques, data analysis, and technical report writing.</li><li>• Have technical and practical proficiency and competency relevant to this role's specialisation.</li><li>• Experience working in isolation, and in and around streams and large rivers and coastal and marine environments, in remote locations.</li><li>• Experience with building and maintaining effective relationships, preferably in gaining the cooperation 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>• Ability to collate and analyse scientific data and information for environmental monitoring and reporting purposes.</li><li>• Strict attention to quality control, data management and accurate record keeping.</li><li>• Able to quickly grasp new processes and technologies.</li></ul>                      |
| <b>Knowledge</b>      | <ul style="list-style-type: none"><li>• Awareness and Understanding of the Resource Management Act 1991, national policy statements, regulations and standards, and other relevant legislation.</li><li>• Working knowledge of environmental monitoring techniques, data analysis and technical report writing.</li><li>• Awareness and Understanding of National Environmental Monitoring Standards and other relevant monitoring procedures and protocols.</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.



## Functional relationships | Te whanaungatanga mahi

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

- Internal**
  - All Taranaki Regional Council staff
  - Environmental Quality staff
- External**
  - Resource Consent Applicants, Holders, and their Consultants
  - Iwi and Specialist Interest groups
  - 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 haumaru

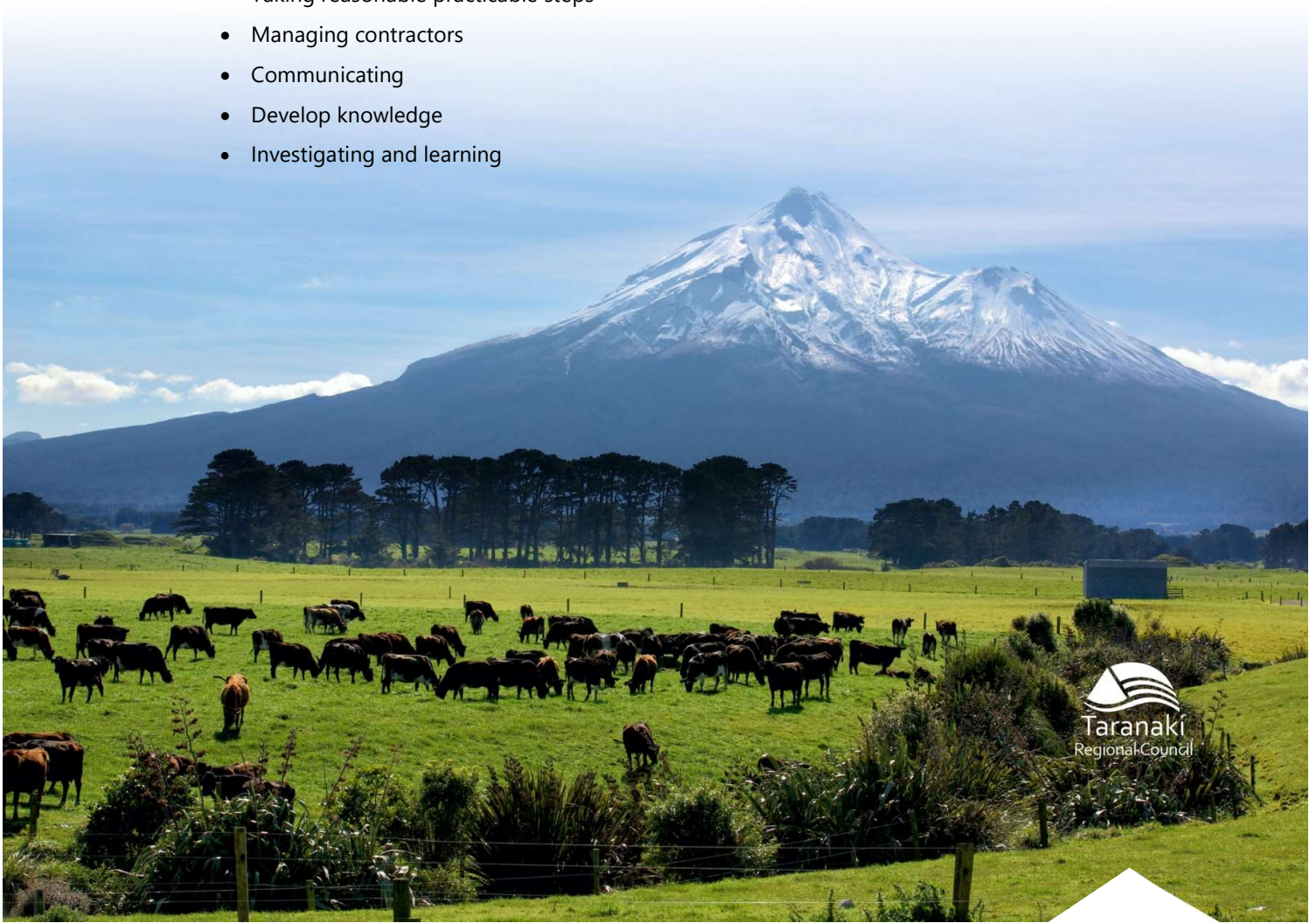
The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our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