

Job Description

Position Title: **Water Quality Science Officer**
Reports to: Environmental Monitoring Team Leader
Hub: **Strategy and Science**
Section: Environmental Monitoring and Science

Community Outcomes

Council is committed to achieving the three key outcomes identified by our local community:

- Tairāwhiti Tangata - Our people
- Tairāwhiti Taonga - Our environment, culture and economy
- Tairāwhiti Wawata - Our aspirations realised through the democratic process.

Our Vision



Our Values

People are at the **Heart** of **Everything** we do
we are **Kind, Honest** and **Helpful**
we do **What we say** we're going **To do**
we **Work Together** to achieve **Better Outcomes**
we are **Guardians** of our community's **Future**

Strategic Objectives

<p><i>Manaaki Tangata</i> People first</p> <ul style="list-style-type: none"> simple end to end user-friendly processes - being a kind, helpful, creative, people centered organisation - doing the right things in the right way 	<p><i>Financially smart and strong</i> Kia auaha te ahumoni</p> <ul style="list-style-type: none"> make sensible long term decisions on investments and borrowing - always seek the best value for community money
<p><i>Kaitiakitanga of Tairāwhiti</i> Guardianship of Tairāwhiti</p> <ul style="list-style-type: none"> clear about environmental expectations - education and dialogue to achieve compliance, and be fair and transparent about enforcement - working in partnership with our community 	<p><i>A high performing culture</i> Kia ahurea te kokiri</p> <ul style="list-style-type: none"> putting safety and wellbeing at the forefront of all decision making - be innovative and creative in the use of Council resources - actively look for and find better ways of working and thinking

We will get there by...

1. Supporting our staff to deliver.	2. Developing solutions together with our community.	3. 90-day plans - working group to prioritise.	4. Shared KPIs - lead from the top.
-------------------------------------	--	--	-------------------------------------

Hub Chart



Purpose of the Position

Role of Strategy and Science Hub

The role of the Strategy and Science Hub is to support the Mayor, Councilors, Chief Executive and Central Organising Roopu in achieving Council's strategic objectives of promoting and advancing community wellbeing throughout the Tairāwhiti District at a social, environmental, economic and cultural level. This is achieved through the delivery of community planning functions which include the Long-Term-Plan (LTP), Annual Plan, Annual Report and Community Outcomes.

The hub is also responsible for environmental monitoring and science programs, performance management, and policy and cross-portfolio strategy development across the organisation. The Strategy and Science Hub provides specialist skills in strategy and policy, science, monitoring and research, community relations, community program funding and delivery, multifunction project management and/or economic development.

Role of Environmental Monitoring and Science

The role of the Environmental Monitoring and Science Section is to undertake the environmental monitoring and science based provisions with regard to the management of the Gisborne District's natural and physical resources.

Environmental Monitoring and Science undertakes and commissions science and research, disseminates information, assists, advocates, educates, monitors and reports on sustainable land, air, water and coastal resource management. The activity enables the Council to give effect to Statutory Plans and responsibilities under the Local Government Act, Resource Management Act and Soil Conservation and Rivers Control Act.

Role of Environmental Monitoring Team

The Environmental Monitoring Team acts as a service provider for various other teams within council to enable GDC to fulfil its regulatory and statutory requirements across the broad range of functions as required by a unitary authority (combined district and regional council functions).

Role of Water Quality Science Officer

Contribute to the sustainable management of water resources by carrying out environmental monitoring, data analysis and reporting to meet Council's statutory obligations and/or objectives in policy development, risk assessment, water allocation, consent compliance, consent processing, engineering design and other water related areas.

Operational oversight of defined reticulated potable water sampling monitoring work to ensure GDC comply with relevant Drinking Water standards; and Wastewater/Tradewaste sampling for compliance against required consent conditions.

Design, develop, maintain and enhance documentation and quality assurance systems to ensure water quality and other environmental data is collected, managed and analysed correctly to ensure it is fit for purpose.

Ensure data collected adheres to National Environmental Monitoring Standards ([NEMS](#)), being robust, defensible, and fit for purpose for regional and national reporting requirements. Data is used to fulfil Council's objectives in consent processing and compliance, policy development, risk assessment, water supply management, engineering design and other water related areas.

Primary Functions

1. Health, Safety and Wellbeing

- Model a culture of safety and wellbeing for staff
- Take responsibility for your own health and safety
- Ensure own actions keep self and others safe
- Identify, report and assist to eliminate hazards in work place
- Participate in local work place safety management practices
- Participate in workplace wellbeing initiatives
- Ensure compliance under health and safety legislation

2. Environmental Monitoring

- Design, plan, develop, manage and implement water quality and other environmental monitoring programs. Develop and maintain Standard Operating Procedures to manage key environmental sampling functions of the team as required, ensuring data collection and processing and storage adheres to National Environmental Monitoring Standards (NEMS) and any other relevant national quality standards.
- Develop and oversee the implementation of annual monitoring programs and environmental water quality investigation projects.
- Undertake and co-ordinate field work to carry out these functions.
- This fieldwork could include sampling and logistics to do with reticulated systems, rivers, beach and ocean (including boat sampling), groundwater, landfills and wastewater sampling work.

3. Advice and Information

- Provide advice and information to internal council staff – principally other parts of the Strategy and Science section around interpretation of environmental health, aquatic ecosystem health and water quality investigations.
- Provide advice and information to community members and mana whenua around the state of the environment.
- Receive and action specific requests for service as required by the Team Leader Environmental Monitoring / or Environmental Monitoring and Science Manager.

4. Data Management, Quality Assurance, Analyses and Reporting

- Ensure a high standard of quality data entry into Council environmental monitoring databases in accordance with national environmental monitoring (NEMS) data collection, storage and quality assurance requirements.
- Undertake analyses and reporting including compliance, State of the Environment (SOE) reporting, data requests and provision of reports to inform policy development and resource consents. Ensure routine reporting is completed within specified timeframes.
- Undertake program reviews, including data, documentation and workflow process as well as adding value by testing innovative methods for continuous improvement.

5. Project Management, Surveys, Reports and Plans

- Facilitate, oversee and/or project manage water quality investigation projects and other environmental investigations in priority areas as identified by the Team Leader Environmental Monitoring. This includes facilitating sample logistics and data processing where required.
- Undertaking surveys, developing reports, plans and project work.

- Participate in research projects and develop knowledge of water quality and other Environmental monitoring issues and best practice management approaches.

6. Equipment and Site Maintenance

Ensure all equipment including water quality, air quality, biomonitoring, hydrological or Meteorological monitoring equipment in the field is operating, continually validated against required standards and calibrated and/or serviced. Conduct routine maintenance fault analyses and rectification as required.

7. After hours work

There will be infrequent work requirements outside of normal hours. This may be part of a routine sampling schedule, triggered by a severe weather event, or to develop relationships with the community during events or hui.

8. Teamwork and Collaboration

- Be an active team member and contribute positively to the Environmental Monitoring Team, working collaboratively to enhance resilience in the team. Assist with training and development of existing and new staff members.
- Maintain close working relationships with other key staff, particularly members of the Water Supply, Wastewater and solid waste teams.
- Actively engage across Council with different teams to achieve outcomes and implement projects in the Long Term Plan.
- Maintain working relationships with council's analytical testing laboratories.
- Maintain relationships with peers around the country.

9. Corporate Requirements

- Participate in and contribute to corporate projects, inter-departmental initiatives and wider industry sector discussions as agreed.
- Take responsibility for self-development and continued learning
- Fulfil emergency response contributions as required.

Competencies

Academic / Professional

Essential:

- Relevant tertiary degree with a predominant content of public health, environmental sciences, hydrology, geography, natural resources or equivalent

Desirable:

- Relevant post graduate degree in environmental science, hydrology, geography or natural resources

Skills / Knowledge

Essential:

- Comfortable with outdoor/field based work with the ability to work independently
- A practical can do attitude
- Decision making skills and autonomous ability

- Experience working with computers and data
- A practical understanding of the principles of scientific data collection
- Effective communication skills
- Attention to detail

Desirable:

- Knowledge of the district and its people
- First aid certificate, 4WD and/or advanced driving certifications
- Experience with QA/QC systems, including NEMS
- Demonstrated Water quality knowledge and/or experience
- Staff training experience

Work Experience

- A minimum of two years technical work experience in water quality or environmental data collection.

Expected Behaviours

- Uphold Council's vision, values and strategic objectives
- Act in accordance with Council's Tikanga, commitments, policies, procedures and guidelines
- Act with integrity and respect and treat others the same
- Be open minded, listen, seek to understand and take ownership of our work
- Represent Council and its activities in a positive manner
- Highly motivated and energetic
- Customer focussed on the needs of both internal and external customers
- Team player
- Demonstrates and promotes GDC's values with professionalism



Additional Responsibilities

The job holder must participate in emergency management training initiatives upon request and assist with any civil defence emergencies as required.

Work will be on sites where exposure to hazards will be unavoidable. Safety procedures must be adhered to, protection being on the hierarchy safety principle of eliminate – isolate – minimise.

Relationships

External:

- Taumata Arowai drinking water assessor
- Analytical Laboratory
- Equipment service providers
- Iwi, mana whenua
- Community groups
- Consultants, contractors, businesses
- Peers from other regional councils
- Government and Non-governmental organisations

Internal:

- Water utilities team
- Wastewater team
- Solid waste team
- Members of the Policy, Science, Compliance and Environmental Monitoring teams

Approval / Sign-off

.....
Dated

Position Holder:

.....
Name

.....
Signature

.....
Dated