



Job Description

Position Title: **Hydrologist**
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.
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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 collects and manages environmental data. This data is then assessed and analysed to inform State of the Environment reporting, acting as the feedback loop to inform GDC's policy. Environmental Monitoring data is also collected for 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 Hydrologist

Contribute to the sustainable management of water resources by carrying out hydrological monitoring, data analyses and reporting to meet regional and national reporting requirements and Council's objectives in consent processing and compliance, policy development, risk assessment, water supply management, engineering design and other water related areas.

Ensure flood warning installations are operational and accurate, and provide predictions and other advice during flood events to Council, Civil Defence and Emergency Management (CDEM) and outside organisations.

Design, develop and implement quality assurance systems to ensure hydrological and other environmental data is collected, managed and analysed correctly. 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 yourself 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. Field Hydrology

- In conjunction with other hydrologists in the team, develop and oversee the implementation of surface and ground water hydrological monitoring programmes.
- Ensure all equipment including water quality, biomonitoring, hydrological or meteorological monitoring equipment in the field is operating, continually validated, calibrated and serviced as per team agreed procedures. Conduct routine fault analyses and rectify any problems in a timely manner.
- Develop and maintain Standard Operating Procedures to ensure field hydrology functions of the team are consistent and reliable, so data collection, processing and storage adheres to NEMS and any other relevant national quality standards.
- Undertake and co-ordinate field work to implement these functions including installing and managing environmental monitoring sensors, dataloggers and telemetry installations.
- Ensure all hydrological and meteorological monitoring equipment and assets, including flood warning installations, are kept reliably operational. Ensure they are installed and maintained to an acceptable standard and maintained to ensure good working order.

4. Data Management, Quality Assurance, Analyses and Reporting

- Ensure a high standard of quality data entry into Council environmental monitoring databases in accordance with NEMS data collection, storage and quality assurance requirements.
- Undertake hydrological analyses and reporting on 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 programme reviews, including data, documentation and workflow process as well as adding value by testing innovative methods for continuous improvement.

- Assist other team members in analysing and reporting on other environmental data such as water and air quality and water use.

3. Advice and Information

- Provide advice and information to internal council staff – principally other members of the team and parts of the Strategy and Science section around interpretation of hydrological data and river flow 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.

5. Project Management, Surveys, Reports and Plans

- Facilitate, oversee and/or manage specific hydrology 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.
- Undertake surveys, develop 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.

3. After hours work

There will be infrequent requirements to work 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.

9. 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 Science and Consents teams.
- Actively engage across Council with different teams to achieve outcomes and implement projects in the Long Term Plan.
- Maintain relationships with peers around the country.

10. Corporate Requirements

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

- Fulfil emergency response contributions as required.

Competencies

Academic / Professional

Essential:

- Relevant tertiary degree with a focus on environmental sciences, hydrology, geography, natural resources or equivalent

Desirable:

- Relevant post graduate degree in environmental science, hydrology, geography or natural resources.
- Diploma in Field Hydrology

Skills / Knowledge

Essential:

- Aptitude for and interest in data collection & analysis
- Practical
- Experience working with databases and/or data sets
- Full 'clean' NZ driver's licence
- Comfortable with outdoor/field based work and able to work independently
- Good decision making skills
- Effective communication skills
- Attention to detail

Desirable:

- Knowledge of the district and its people
- First aid certificate, 4WD and/or driving certifications
- Working with industry standards, including QA/QC processes
- Hydrological experience

Work Experience

- A minimum of two years' work experience in a related field

Expected Behaviours

- Team player
- 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
- Motivated to learn and share knowledge
- Customer focussed on the needs of both internal and external customers
- 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:

- Peers from other regional councils
- Consultants, contractors, businesses
- Equipment service providers
- Iwi, mana whenua
- Community groups
- Government and Non-governmental organisations

Internal:

- Other hydrology team members
- Members of the Policy, Science, Compliance and Environmental Monitoring teams

Approval / Sign-off

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Dated

Position Holder:

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Name

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Signature

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Dated