

# HAWKE'S BAY REGIONAL COUNCIL

## Job Description

<b>Position Title:</b>	<b>Resource Technician Hydrology [Hill Country Erosion] [Fixed Term]</b>	
<b>Group/Section Details:</b>	<b>Group:</b> Integrated Catchment Management	<b>Section:</b> Environmental Information
<b>Responsible to:</b>	Team Leader Hydrometric Network	<b>Grade:</b> 12
<b>Job Family:</b>	TSO	
<b>Job Context:</b>	<i>This position is a full time fixed term position ending 30 June 2023 based in the Hawke's Bay Regional Council Napier Office.</i>	

### Section Aims

The Environmental Information team provides the following role and functions as part of the Integrated Catchment Management Group (ICM):

- Setting the strategic direction for the effective management of a range of ICM governed data, ensuring high quality data is readily available for use by the ICM group, HBRC, other organisations and the public.
- Installation, operation and maintenance of HBRC's environmental monitoring network and equipment and safe and effective collection of a range of environmental data.
- Providing the stewardship and management in line with legal and organisational requirements relating to all data collected by the team, including hydrological information, water quality and ecology, water take, use and measurement data.
- Providing data management systems, processes and advice to ICM and related areas of HBRC; and ensuring that appropriate data management policies, standards and guidelines are in place.
- Provision of appropriate information that can be shared with a range of stakeholders and the general public.

### Role of Resource Technician Hydrology [Hill Country Erosion]

The role of a Resource Technician Hydrology is to provide relevant, professional input into the roles and functions as outlined above in order to ensure the Hydrometric Network team achieves its objectives. Within the team your specific role of Resource Technician – Hydrology (HCE) will have a focus on the installation and set-up of a network of ISCO instruments in rivers and streams throughout Hawke's Bay. Once installed you will regularly, and in times of flood, monitor these ISCO's, and process and store the data in the appropriate data management system. This role will require input that relates to your relevant skills, the requirements of the specific project and your experience but will also include activities that extend and provide for individual professional development. Expectations will be regularly discussed with you and expectations will be fair and reasonable and within the broad requirements outlined above.

### Role Expectations

- Technical ability and experience is applied in an expert manner to install, set up and monitor ISCO samplers throughout Hawke's Bay

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- Ensure that equipment, infrastructure and facilities are well-maintained, accurate and up to date and when required provide assistance to other team members to do the same
- Assist the Team Leader Hydrometric Network in providing training and support to other team members to ensure that data gathering, data processing and data archiving activities regarding the ISCOs are undertaken and completed to the required standards
- All technical, scientific and environmental investigations are completed to a high standard within acceptable time frames
- Scientific data are processed, analysed and archived in an accurate and timely manner according to documented procedures and protocols, and where necessary, relevant information is presented appropriately
- Effective and timely input is provided to the Team Leader Hydrometric Network so that the technical requirements identified by project leaders are implemented
- Effective relationships are maintained with other sections of HBRC and cooperation is given a priority
- Appropriate support is provided to other team members
- Working to high quality standards contributing to the maintenance of ISO9001:2015 accreditation of the Quality Management System
- Accountability and professionalism is clearly evident
- Contribute to the Quality Management System as part of everyday business practice, including developing, reviewing and improving business processes, maintaining a strong customer focus and a commitment to the continuous improvement program

## **HBRC Corporate Commitment and Expectations**

Hawke's Bay Regional Council (HBRC) staff are expected to display Councils vision, purpose and values in their work and maintain a high level of professionalism and integrity. This means:

- Adhering to HBRC policies and procedures.
- Complying with HBRC health and safety procedures.
- Undertake CDEM activities as required.
- Fulfil all Personal Performance and Development Charter (PPDC) requirements.
- Take personal accountability and responsibility.
- Meet commitments to others.
- Be supportive and collaborative.
- Communicate effectively.
- Show innovation and embrace change

## **Continuous Improvement**

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager.

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- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your Manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your Manager.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.
- Showing a strong team commitment, as indicated by peer feedback and your Manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging others ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager.
- Active involvement in decision making processes when the opportunity is made available.
- Working in a collegial manner.
- Ensure you play your respective part in good information flows between different work sections.
- Deliver on project outcomes: on time and on budget.
- Being realistic about estimating resource requirements for projects.
- Displaying sound judgment and making responsible decisions.
- Managing public expectations and being customer focused.
- Maintaining high levels of technical skills relevant for the role.

## **Health and Safety**

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- Where appropriate, advise other organisations you are working with of the known risks in the work being undertaken.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Maintaining a clean and tidy workspace.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

## **Emergency Management**

All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

## **Key Skills**

### **Knowledge**

- Recognised tertiary qualification in an environmental science or engineering discipline, with a specific hydrology or hydrogeology post-graduate qualification. A Certificate in Hydrology (NEMS) is an example of appropriate qualification.
- Relevant experience, providing:
  - A good understanding of surface water resource assessment field practices and techniques.
  - An ability to manage routine monitoring programmes.
- Previous experience effectively managing routine monitoring and one-off projects requiring a range of technical skills will be useful.
- Specific knowledge regarding the measurement of surface water resources, including:
  - Experience in surface water hydrological measurements.
  - Experience in establishing sites for measurement of surface water flow, rainfall, air quality devices and water quality sondes.
  - Experience operating low flow monitoring programmes.
  - Experience managing appropriate hydrology monitoring response to major floods in a safe and timely manner.
- Knowledge of all aspect of the data collection, transmission and processing activities, from field equipment via telemetry to the hydrological archive.
- Knowledge of the principles underpinning quality assurance, as well as practices leading to quality outcomes. Experience with ISO9001:2008 will be an advantage.
- Working knowledge of the Resource Management Act, with an understanding of implementation of this legislation through Regional Council policies, plans and rules and their relationship to resource monitoring, research and investigations.
- Knowledge of recent developments in New Zealand water resource management

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### Skills

- Advanced computer skills, including:
  - Intermediate to advanced skills with the Microsoft Office software suite.
  - Familiarity with relational data base functions.
  - Competency with the Hilltop Hydrological software suite.
  - Ability to utilise specialist hydrology and hydrogeology field equipment, including gauging devices, electronic data loggers, modems and communications software.
  - Ability to programme electronic devices such as loggers will be advantageous.
- Ability to analyse complex situations, conflicting priorities and make sound decisions is essential.
- Ability to communicate clearly in a range of verbal and written forms.

### Personal Specification

- Confident working in and around water and on boats.
- Ability to work alone or as part of a team.
- Current driver's licence.

## HBRC's Vision, Purpose and Values

**Our Vision:** A healthy environment, a vibrant community and a prosperous economy.

**Our Purpose:** We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

<b>Our Values:</b>	<b>Partnership and Collaboration</b>	We work with our community in everything we do
	<b>Accountability</b>	We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
	<b>Transparency</b>	We report on what we do and the value this delivers for our community
	<b>Excellence</b>	We set our sights and expectations high, and never stop striving to do better