

POSITION TITLE:	Resource Technician Hydrology and Groundwater		
GROUP:	Integrated Catchment Management	SECTION:	Environmental Information
REPORTS TO:	Team Leader Hydrometric Network		
RESPONSIBLE FOR:	N/A		
FAMILY:	TS1	GRADE:	13
DATE REVIEWED:	February 2025		

HBRC STRATEGY

Our Vision:

We want a healthy environment and a resilient and prosperous community.

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.

Our Values:

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

Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

POSITION SUMMARY

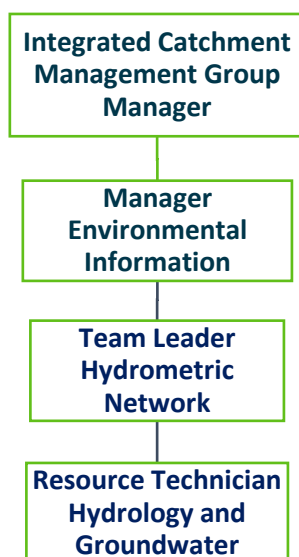
The role of Resource Technician – Hydrology and Groundwater is to provide relevant, professional input into the roles and functions, in order to ensure the Hydrometric Network team achieves its objectives. Your specific role of Resource Technician – Hydrology and Groundwater will require input which will relate to your relevant skills, the needs of the specific role 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.

GROUP AND TEAM GOALS:

The Environmental Information unit provides the following roles and functions as part of the Integrated Catchment Management Group:

- The effective management of a range of environmental data, ensuring it is accurate, quality coded and readily available for the use by scientists and the public
- The safe and efficient collection of a range of environmental data.
- Maintenance of Councils monitoring network and equipment to ensure reliable, high-quality data is provided when required.
- Provision of appropriate information that can be shared with a range of stakeholders and the general public.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

- Independent specialised technical ability and experience is applied in expert manner to assist the Hydrology and Groundwater technical team achieve the goals and objectives of HBRC's Annual and Long Term Plans.
- When necessary, input is provided during the development of HBRC's scientific research and investigation programmes. They may include but are not restricted to State of Environment, flood warning, flood monitoring, groundwater and low flow programmes.
- Relevant Annual Plan and project goals and objectives are completed in a timely and efficient manner.
- Monitoring activities are scheduled, planned and implemented within appropriate timeframes and standards and the Team Leader is advised of any irregularities with Telemetry schedules or sites or other monitoring activities. On site decisions and judgement are able to be made within established policies to solve problems.
- All technical, scientific and environmental investigations are completed to a high standard within acceptable time frames using applied knowledge and understanding.
- Scientific data are processed, analysed and archived in an accurate and timely manner according to procedures and protocols which may include analytical thinking, initiative and judgement, 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.
- Effective and efficient services are provided to external customers.
- When necessary, assistance is provided to team members to ensure that equipment, infrastructure and facilities are well-maintained, accurate and up to date.
- As necessary, assist the Team Leader Hydrometric Network in providing assistance and training to team members to ensure that data gathering, data processing and data archiving activities are undertaken and completed to the required standards.

- Working to high quality standards contributes to maintenance of ISO9001:2015 accreditation of the Quality Management System.
- Accountability and professionalism is clearly evident.
- Be part of an after hour's roster that maintains the Telemetry system.
- 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.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Elected members
- Team members

External

- Consultants and contractors
- Iwi and other community groups
- Members of our community

COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved
- Customers are satisfied with responses to written or verbal requests for information.

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
- 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.
- 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 other 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.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

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.
- 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.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

EMERGENCY MANAGEMENT

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. 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.

PERSON SPECIFICATION

Minimum Qualifications and Experience required

- Ideally a recognised tertiary qualification in an environmental science or engineering discipline, with a specific hydrology or hydrogeology post-graduate qualification e.g. Certificate in Hydrology (NEMS). A Trades background will also be considered.
- Some experience in a similar role/relevant industry
- Valid driver's licence required
- Be willing to stay away from home overnight as & when required to meet the requirements for this role.

Knowledge

The following indicates what would typically be expected for this role at a competent level:

- Relevant experience, providing:
 - A good understanding of surface and groundwater 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 and groundwater hydrological measurements.
 - Experience in establishing sites for measurement of surface water flow, groundwater bores and rainfall.
 - Experience operating low flow monitoring programmes.

- Experience managing appropriate hydrology monitoring response to major floods in a safe and timely manner.
- Knowledge of all aspects 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, including the National Policy Statement for Freshwater Management 2011, “Freshwater reform 2013 and beyond” and the limit-setting process.
 - Proficiency in MS Word, Excel, other database and information management systems and familiarity with relational data base functions.
 - Competency with the Hilltop Hydrological software suite.
 - Ability to utilise specialist hydrology and groundwater field equipment, including gauging devices, groundwater pumps, electronic data loggers, modems and communications software.
- Ability to programme electronic devices such as loggers will be advantageous.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge.
- Sound understanding of tikanga Māori and Māori values and an appreciation as to how they relate to Regional Council functions and plan and policy development, particularly with regard to water.

Personal Attributes

- Confident working in and around water.
- Ability to work alone or in a team.
- Be willing and able to stay away from home overnight to meet the requirements of the role.
- Sound judgement and initiative.
- Ability to create harmony in a team.
- Ability to anticipate change, remain flexible and be innovative.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.
- Ability to cope with a variety of work and on occasion difficult situations.
- A high level of courtesy and listening skills.

Awareness

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

CHANGES TO JOB DESCRIPTION

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.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.

Employee Signature

Date

Printed Name