HAWKE’S BAY REGIONAL COUNCIL
Job Description

Position Title: Resource Technician – Water Quality and Ecology

Group/Section Details:
- Group: Integrated Catchment Management Group
- Section: Environmental Information

Responsible to: Team Leader WQ&E

Responsible for: N/A

Salary Range: *

* Note: Progress above the Mid-Point is based on sustained individual performance.

Section Aims

The Water Quality and Ecology team provides the following role and functions as part of the Environmental Information Group:

- Provides the scientific expertise required to meet the goals and objectives of Hawke’s Bay Regional Council’s (HBRC) Annual and Long Term Plan in an efficient manner.
- Designs and conducts a variety of scientific and environmental investigations and studies in an effective and efficient manner.
- Undertakes routine monitoring in accordance with document protocols.
- Analyses data and other information to provide verbal advice and a range of written reports, including State of the Environment reports.
- Provides effective and high quality input to HBRC’s policy development, planning and regulatory activities.
- Maintains effective working relationships with other sections of HBRC.
- Provides scientific services to internal and external clients.
- Develops and maintains reliable databases.
- Maintains quality standards, including ISO9001:2008 accreditation for all activities undertaken by the Science section.

Role of Resource Technician – Water Quality and Ecology

The role of Resource Technician – Water Quality and Ecology is to provide relevant, professional input into the roles and functions as outlined above in order to ensure the Water Quality and Ecology team achieves its objectives. Your specific role of Resource Technician 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.

Role Expectations

- Planning, execution and reporting of water quality and ecology surveys carried out in accordance with approved methodologies and HBRC procedures and specifications.
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- Ecological knowledge, technical ability and experience are applied in expert manner to assist the Water Quality and Ecology team achieve the goals and objectives of HBRC’s Annual and Long Term Plans.
- When necessary, input is provided during the development and review of HBRC’s State of Environment and scientific research and investigation programmes.
- Environmental surface water data for State of Environment (SoE) and research and investigation programmes are collected as required and in the specified timeframe, using the correct procedures and to required specifications.
- Environmental equipment is operated safely and to a high standard.
- Work programmes are completed as per programme and project specifications in the Long Term Plan, monitoring strategies and network asset management plans.
- Collection and management of field data is in line with the Quality Management System and ISO9001:2015 accreditation.
- Scientific data and field records 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.
- 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 Water Quality & Ecology in providing assistance and training to team members to ensure that aspects of data gathering, data processing and data archiving activities are undertaken and completed to the required standards.
- Effective and timely input is provided to the Team Leader Water Quality and Ecology so that the technical requirements identified by project leaders are implemented. This may include but is not limited to unusual results and other problems related to the collection and management of scientific data.
- Effective relationships are maintained with other sections of HBRC and cooperation is given a priority.
- Effective and efficient services are provided to external customers.
- Appropriate support is provided to other team members.
- When necessary, required analyses and reports are completed accurately and within the time frame set.
- All work is carried out in accordance with Council health and safety guidelines.
- Personal safety is maintained at a high level.
- Personal accountability and responsibility for high quality work is 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.

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:

- Agree clear expectations of performance requirements.
- Take responsibility for your performance and accountability for your work.
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- Show honesty, fairness, respect and consistency in dealings with others.
- Request regular performance conversations and coaching, particularly if not regularly forthcoming.
- Respect professionalism in peers.
- Display consistent behaviour when interacting with peers.
- Display excellent communication skills.
- Demonstrate personal integrity.

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 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 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.

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.
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- 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 Continuance 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

- Recognised tertiary qualification in biology, ecology or environmental science.
- Relevant experience, providing:
  - Familiarity with field equipment e.g. freshwater ecological sampling equipment, flow gauging devices, water quality field meters, data sondes, water level measurement, global positioning system (GPS), etc.
  - A good understanding of surface water sampling and ecological assessment field practices and techniques.

- Specific knowledge relating to ecological field assessment and technical expertise would be advantageous, including:
  - Knowledge and experience of sampling and identifying New Zealand freshwater, marine and estuarine fish, algae and invertebrate species.
  - Knowledge and experience in aspects of continuous data loggers; including set-up, data collection and transmission.

- Experience with working in and around water and boats.
- Advanced computer skills, including:
  - Intermediate to advanced skills with the Microsoft Office software suite.
  - Familiarity and experience with ArcGIS.
  - Experience with environmental databases and quality assurance systems.

- Ability to communicate clearly in a range of verbal and written forms, including: report writing, work programmes and work instruction.
- Ability to show initiative, analyse complex situations, conflicting priorities and make sound decisions is essential.
- Appreciation of tangata whenua values, particularly with regard to water.
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- Experience and confidence working in remote locations, undertaking physical work and occasionally long hours.
- Ability to work alone or as part of a team, either as team member or team leader.
- Current driver’s licence is required. Competency driving 4WD and manual transmission vehicles is preferable.
- Safety focussed

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.

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