

<b>POSITION TITLE:</b>	Scientist - Hydrology		
<b>GROUP:</b>	Integrated Catchment Management	<b>SECTION:</b>	Environmental Science
<b>REPORTS TO:</b>	Team Leader Hydrology and Groundwater Science		
<b>RESPONSIBLE FOR:</b>	N/a		
<b>FAMILY:</b>	TS4	<b>GRADE:</b>	16
<b>DATE REVIEWED:</b>	November 2021		

#### 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

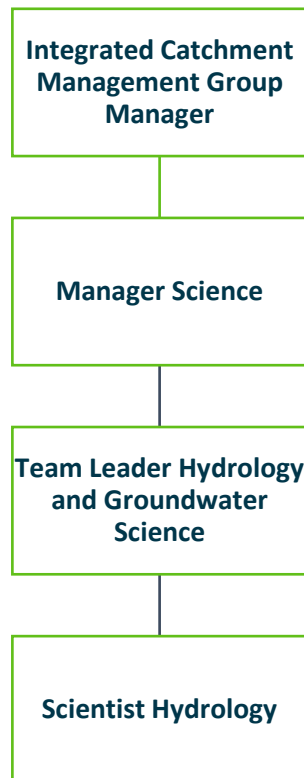
The role of Scientist - Hydrology is to provide relevant, professional input into the roles and functions as outlined above in order to ensure the Environmental Science section achieves the above aims. Your specific role of Scientist - Hydrology will require input which will relate to your relevant skills, the needs of the specific role and your experience. This role is one of a technical expert who provides strategic direction to water quantity management in Hawke's Bay and adds value to HBRC's hydrological monitoring network. These requirements will make extensive use of technical skills gained through education and experience. The role 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 Science section provides the following role and functions as part of the Integrated Catchment Management 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
- Analyses data and interprets results 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 in HBRC
- Maintains quality standards, including ISO9001:2015 accreditation for all activities undertaken by the Science Section

## ORGANISATIONAL CONTEXT



## JOB SPECIFIC ACCOUNTABILITES

- Accurate advice is provided in an expert manner to assist in the achievement of goals and objectives of HBRC's Annual and Long Term Plans.
- Specific and appropriate knowledge is applied to rainfall-runoff processes that shows a thorough understanding of surface water resource assessment field practices and provides quality information for wider Council use.
- Methods for measuring and modelling rainfall-runoff processes are provided in an appropriate and timely form to assist with resource assessment, allocation and regulation of abstraction.
- Relevant Annual Plan goals and objectives are completed in a timely and efficient manner.
- Input is provided during the development of HBRC's scientific research and investigation programmes.
- Scientific and environmental investigations are completed to a high standard within acceptable time frames.
- Scientific analysis is accurate and timely, and is presented appropriately.
- Reporting and technical report writing is completed within agreed timeframes and to an excellent standard.
- Engagement with stakeholders and community groups is accomplished with enthusiasm and respect.

- Effective and timely contributions to State of the Environment reporting.
- Effective and timely input is provided into HBRC's policy development, planning and regulatory activities.
- Effective relationships are maintained with other sections of HBRC and cooperation is given a priority.
- Effective and efficient services are provided to external customers.
- Communication of science and science-related topics is delivered effectively to both technical and non-expert audiences.
- Direction and assistance is provided to other sections of HBRC so that data and databases are well-maintained, accurate and up to date.
- Working to high quality standards contributes to maintenance of ISO9001:2008 accreditation of the Quality Management System.
- Accountability and professionalism is clearly evident.
- All work is completed in an effective and timely manner.

## FUNCTIONAL RELATIONSHIPS

### Internal

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

### External

- Consultants and contractors
- Government agencies and departments
- Local authorities
- Technical and legal professionals
- 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

- Recognised tertiary qualification in an environmental science discipline, with a post-graduate qualification specialising in hydrology or related fields.
- Proven experience in a similar role/relevant industry.
- Valid driver's licence required

### Knowledge

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

- A thorough understanding of the broad suite of hydrological statistics and experience deriving these metrics is essential.
- Specific knowledge of the physical drivers of river flow and fluvial processes.
- Knowledge of the interactions between surface water and groundwater.
- 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 and the limit-setting process, the National Objectives Framework and the National Environmental Monitoring Standards.

- Intermediate skills in at least one specialized software package that is relevant to the role, such as modelling surface water-groundwater interaction, catchment runoff or nutrient pathways.
- Competency with the Hilltop Hydrological software suite or similar for data management and time-series analysis.
- Competency with at least one statistical software package.
- Proven experience with the R software environment for data manipulation, analysis and statistical computing will be highly regarded.
- Intermediate to advanced skills with the Microsoft Office software suite.
- Competency with the ESRI GIS software suite.
- Communicating effectively to convey and interpret data/information that meet a diverse range of audience requirements.
- 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.

#### **Personal Attributes**

- 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.
- Confident working in and around water.

#### **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