

<b>POSITION TITLE:</b>	Water Quality and Ecology Student		
<b>GROUP:</b>	Integrated Catchment Management Group	<b>SECTION:</b>	Environmental Information
<b>REPORTS TO:</b>	Team Leader – Water Quality and Ecology		
<b>RESPONSIBLE FOR:</b>	n/a		
<b>FAMILY:</b>		<b>GRADE:</b>	\$26.00 per hour
<b>DATE REVIEWED:</b>	September 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 rereanga 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 primary role of the Summer Student - Water Quality and Ecology is to assist the Water Quality and Ecology team with the Recreational Water Quality and Ecosystem Health monitoring programmes. Students will also assist with special investigations and State of Environment programmes, if and when required. There are three summer student positions offered by the WQ&E team for up to 20 weeks between November to April; start and end dates will be determined by student availability and project needs.

## GROUP AND TEAM GOALS:

The Environmental Information section provides the following role 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.
- Maintains effective working relationships with other sections in HBRC.
- Maintains quality standards, including ISO9001:2015 accreditation for all activities undertaken by the Environmental Information section.

## JOB SPECIFIC ACCOUNTABILITES

### Recreational Water Quality

Undertake water quality sampling at popular swimming sites to monitor the risk associated with contact recreation.

Core responsibilities include:

- Prepare and undertake weekly fieldwork associated with the RWQ programme – includes solo driving to sites, water sampling and use of handheld meters;
- Facilitate sample transport to the appropriate laboratory within the appropriate timeframe;
- Use and maintenance of field equipment and loggers e.g. water quality field meters, GPS, etc
- Liaise with external stakeholders
- Ensure all reporting is received and entered into the appropriate database in accordance with quality assurance procedures;
- Follow-up any missing or incorrect results with lab and project leader or manager.

### Coastal Ecology Programmes

Undertake monitoring of coastal and estuarine ecology. The programmes focus on monitoring sediment characteristics, and animals living within the sediment (infauna) as indicators of wider ecosystem pressure, state and health. Core samples are collected from long-term sites and lab processed. Core responsibilities include:

- Assist with preparation for fieldwork for coastal and estuarine ecology programmes;
- Undertake fieldwork associated with the Estuarine Ecological Monitoring programme.
- Use and maintenance of field equipment e.g. ecological sampling equipment, water quality field meters, GPS, etc
- Facilitate sample transport to the appropriate laboratory within the appropriate timeframe;
- Ensure all reporting is received and entered into the appropriate database in accordance with quality assurance procedures;
- Follow-up any missing or incorrect results with lab and project leader or manager.

### Freshwater State of the Environment

Undertake monitoring of lakes, rivers and estuaries to measure the state and trends of key water quality parameters. Core responsibilities include:

- Prepare and undertake fieldwork associated with the collection of water quality and ecological data for the (SOE) water quality monitoring programme for rivers and lakes;
- Use a range of field equipment and monitoring techniques including: water and macroinvertebrate samples, freshwater fish monitoring, field meters and loggers, periphyton and macrophyte assessments, flow measurement, habitat assessments,
- Undertake maintenance of equipment and loggers as required;
- Alert project manager to any issues/concerns arisen during sampling or regarding processes;
- Facilitate sample transport to the appropriate laboratory within the appropriate timeframe;

- Ensure all reporting is received and entered into the appropriate database in accordance with quality assurance procedures;
- Follow-up any missing or incorrect results with lab and project leader or manager.

### **Ecosystem Health**

Undertake ecosystem health assessments at representative sites to provide a measure of ‘ecological integrity’ and the ability of ecosystems to support and maintain structure and function over time in the face of external stress.

Core responsibilities include:

- Prepare and undertake fieldwork associated with the collection of water quality and ecological data for the Ecosystem Health project;
- Contact landowners and arrange site access;
- Use a range of sampling and monitoring techniques including: water and macroinvertebrate samples, periphyton and macrophyte assessments, oxygen and temperature loggers, flow measurement, habitat assessments, cotton strip assays.
- Undertake maintenance of equipment/loggers if and when required;
- Alert project manager to any issues/concerns arisen during sampling or regarding processes;
- Facilitate sample transport to the appropriate laboratory within the appropriate timeframe;
- Ensure all reporting is received and entered into the appropriate database in accordance with quality assurance procedures;
- Follow-up any missing or incorrect results with lab and project leader or manager.

## **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

- Completed or studying towards relevant Bachelor's degree or equivalent tertiary qualification.
- Valid driver's licence required.
- Competency driving a 4WD vehicle would be advantageous.

### Knowledge

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

- Proficiency in MS Word, Excel and other database and information management systems .
- Analytical skills.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge.

### Personal Attributes

- Safety focused
- Confident working in and around waterways
- Ability to self-motivate when working alone in the community/environment
- 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