

POSITION TITLE:	Scientist Groundwater		
GROUP:	Integrated Catchment Management	SECTION:	Environmental Science
REPORTS TO:	Team Leader Hydrology & Groundwater		
RESPONSIBLE FOR:	n/a		
FAMILY:	TP2	GRADE:	16
DATE REVIEWED:	May 2022		

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

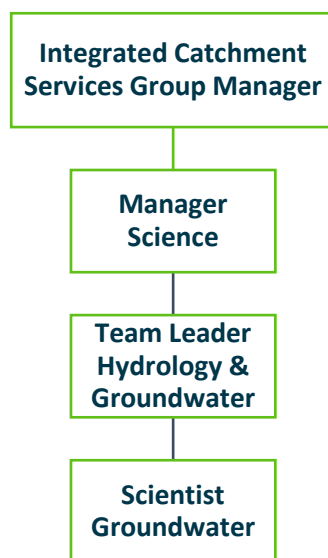
The role of Scientist Groundwater is to provide relevant, professional input into the roles and functions as outlined above in order to ensure the Environmental Science section achieves the above aims. Your specific role of Scientist Groundwater will require technical expert who provides strategic direction to the management of groundwater resources in Hawke's Bay and adds value to HBRC's groundwater 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

- An understanding of the interactions with surface water and groundwater and the various methods available to quantify and investigate the resulting physical and chemical changes.
- Design regional groundwater monitoring networks to assist with managing groundwater resources.
- Critically assess groundwater data to determine and isolate the magnitude of changes caused by various stresses such surface water pumping, landuse changes and climate effects.
- Show an understanding of data quality and uncertainty associated with groundwater monitoring data and model results.
- Actively provide input during the development of HBRC's scientific research and investigation programmes.
- Ensure scientific and environmental investigations are completed to a high standard within acceptable timeframes.
- Ensure scientific analysis is accurate, timely and presented appropriately.
- Complete high quality technical reports within agreed timeframes and to an excellent standard.
- Positively engage with stakeholders and community groups.
- Actively contribute to State of the Environment reporting.
- Provide input to HBRC's policy development, planning and regulatory activities.
- Maintain effective relationships with other sections of HBRC and cooperation is given a priority.
- Effective and efficient services are provided to external customers.

- Ensure communication of science and science-related topics is delivered effectively to both technical and non-expert audiences.
- Strategic scientific direction and appropriate support is provided to science team members.
- Provide direction and support to other sections of HBRC on scientific matters to ensure data and databases are maintained, accurate and up to date.
- Contributes to maintenance of ISO9001:2008 accreditation of the Quality Management System.

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.

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.
- Comply with the COVID-19 Public Health Response (Vaccinations) Order 2021.

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 or engineering discipline, with a specific hydrogeology post-graduate qualification.
- Minimum of 2 years of experience in a similar role/relevant industry.
- Design and management of routine groundwater monitoring programmes.
- Experience managing complex, multi-disciplinary technical projects.
- Contract management including experience with managing the drilling and installation of monitoring wells.
- Experience with analysis and modelling of spatial and time-series groundwater data.

Knowledge

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

- Specific knowledge of groundwater systems including interactions between surface water and groundwater.
- Understanding 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 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.
- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems Analytical skills.
- Ability to interpret results of complex analyses for technical and non-expert audiences.
- Ability to engage with stakeholders on resource management matters.

Personal Attributes

- Competency with software used for environmental data management and time-series analysis.
- Competency with at least one statistical software package.
- Intermediate to advanced skills with the Microsoft Office software suite.
- Competency with the GIS software suite such as ESRI or QGIS.
- Excellent report writing with significant experience and ability in:
 - Preparation and delivery of reports that meet a diverse range of client requirements.
 - State of the Environment reporting.
 - Preparing and delivering scientific evidence for regulatory panels.
- Good presentation skills to diverse audiences.
- Ability to work in the field assisting and directing team members as required.

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