

# HAWKE'S BAY REGIONAL COUNCIL

## Job Description

<b>Position Title:</b>	<b>Team Leader Hydrometric Network</b>		
<b>Group/Section Details:</b>	<b>Group:</b> Integrated Catchment Management Group	<b>Section:</b> Environmental Information	
<b>Responsible to:</b>	Manager Environmental Information		
<b>Responsible for:</b>	Resource Technicians (6); Senior Resource Analyst		
<b>Salary Range:*</b>	\$78,839 (85%)	\$93,856 Mid-Point	\$107,934 (115%)
<i>* Note: Progress above the Mid-Point is based on sustained individual performance.</i>			

### Section Aims

The Hydrometric Network 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.
- Undertakes routine monitoring in accordance with documented protocols.
- Designs and conducts a variety of scientific and environmental investigations and studies in an effective and efficient manner.
- 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 in HBRC.
- Provides scientific services to external clients.
- Develops or implements reliable data bases.

### Role of Team Leader Hydrometric Network

The position of Team Leader Hydrometric Network provides input to the activities and functions outlined above in a manner that ensures that the Environmental Information Group achieves its objectives. These requirements will make extensive use of technical skills gained through education and experience and will also provide opportunities for professional development. While working as technical expert, you will also provide strategic direction to the Hydrology and Hydrogeology technician team and mentoring to team members. Expectations will be regularly discussed with you – these will be fair and reasonable and within the framework outlined in this job description. As a Team Leader you will be expected to positively lead staff and offer support, coaching and other professional development opportunities to ensure their work effort meets the requirements of good customer service, efficient and effective service delivery.

## **Role Expectations**

Technical ability and experience is applied in expert manner to assist the hydrology/hydrogeology technical team achieve the goals and objectives of HBRC's Annual and Long Term Plans.

- Relevant Annual Plan and project goals and objectives are completed in a timely and efficient manner.
- Monitoring activities are scheduled and assigned to team members to ensure that project requirements are met and team-member workloads are manageable.
- Where work is being undertaken on behalf of scientists or other internal clients, ensure that the job requirements are adequately documented so that the scope, costs and timeframes are clearly understood by everyone involved in the project.
- Technical, scientific and environmental investigations are completed to a high standard within acceptable time frames.
- Input is provided during the development of HBRC's scientific research and investigation programmes.
- Scientific data 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.
- Effective and timely assistance is provided when State of Environment, flood warning, flood monitoring, low-flow and air quality monitoring programmes are being planned.
- Effective and timely input is to project leaders so that their technical requirements are defined, solutions are identified, and when appropriate, 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.
- Strategic direction is provided to team members in terms of training, best practice, developments and implementation of new technology.
- Appropriate support is provided to team members to ensure their professional development.
- Ensure any performance issues are dealt with promptly and effectively.
- Direction and assistance is provided to team members to ensure that equipment, infrastructure and facilities are well-maintained, accurate and up to date.
- Sufficient direction, assistance and training are provided to team members to ensure that data gathering, data processing and data archiving activities are undertaken and completed to the required standards.
- Ensure that the hydrometric monitoring team fulfils its responsibilities in terms of the Quality Management System, such as performance targets, site and data audits and data editing.

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- Accountability and professionalism is clearly 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.

## **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.
- 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 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.

## **Key Skills**

### **Knowledge**

- Familiarity with field equipment e.g. Freshwater ecological sampling equipment, water quality field meters, data sondes, water level measurement, global positioning system (GPS), etc.
- Knowledge and experience of sampling and identifying native New Zealand freshwater fish would be advantageous.
- Experience with working in and around water.
- Experience with environmental databases and quality assurance systems.
- Tertiary training in biology, ecology or environmental science.

### **Skills**

- Excellent problem solving skills.
- Able to show high levels of initiative.
- Computer competent.
- Safety focussed.
- Current driver's licence.

### **Personal Attributes**

- Well organised, self-motivated and able to prioritise.

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- Strong communication skills.
- Able to work independently when required.
- A good team player.

**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.

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