



Job Description

Job title	Environmental Data Officer
Group	Regulatory Services
Section	Data Services
Responsible to	Team Leader Environmental Data (Collection)
Responsibility for Employees	None
Date	February 2022

Job purpose

This job exists for the collection, management, basic analysis and delivery of environmental and other data. The position also incorporates the planning and completion of scientific, management and technical projects to facilitate Council decisions, and enable fulfilment of its obligations under the Resource Management Act 1991 and other appropriate legislation.

Functional relationships (relating to others)

External	Purpose and frequency of contact
• Contractors	• Seeking provision Occasionally
• Technical professionals	• Seeking information, products and services Weekly
• Public	• Collaboration Daily
• Community and industry groups	• Professional networking Weekly
• Independent data collectors	• Provision of information and responding to queries Weekly
• Resource management agencies	• Collaboration Weekly
• NIWA and other research institutes	• Seeking information, products and services Weekly
• Equipment suppliers and agents	• Seeking information, products and services Weekly
• Territorial and government agencies	• Collaboration Occasionally

Internal	Purpose and frequency of contact	
<ul style="list-style-type: none"> Staff at all levels in the organisation 	<ul style="list-style-type: none"> Service provision 	Daily
<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Provision of information and responding to queries 	Daily
<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Collaboration 	Daily

Key result areas

The job encompasses the following major functions or key result areas:

- Operational management
- Relationship management
- Corporate contribution

The requirements in the above key result areas are broadly identified below:

Key accountabilities

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
<p>1 Operational management</p> <ul style="list-style-type: none"> Collect, manage and analyse data using specific standards and procedures. Complete data requests and simple reporting requirements for data using specialised data management applications. Plan, implement and complete specialist technical projects. Coordinate selected maintenance programmes for the regional data collection network. Maintain Council's radio communications network. Maintain equipment related to Council's flood and emergency response capabilities. Occasionally required to coordinate and supervise contractors and students. Occasionally required to act as an expert witness, preparing and presenting evidence to hearings and court proceedings. Undertake any other relevant duties as directed by the Team Leader Environmental Data (Collection). 	<ul style="list-style-type: none"> Data collection and reporting is conducted efficiently and effectively, complies with relevant standards and fulfils legislative requirements. Advice, developments and implementations are based on sound research and analysis, and are provided in a timely and professional manner. Data provision in support of Councils flood and emergency management is maintained to recognised standards. Additional duties are completed to appropriate standards.
<p>2 Relationship management</p> <ul style="list-style-type: none"> Establish and maintain close working relationships with internal and external contacts including Local Authorities, ratepayers, landowners, suppliers, consultants, and contractors. 	<ul style="list-style-type: none"> Effective, professional relationships and partnerships are developed and maintained with internal and external contacts. Professional image is conveyed in public

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
<ul style="list-style-type: none"> Act as a representative for Council at appropriate conferences and seminars, and other events held within the region. 	forums.
3 Corporate contribution	
<ul style="list-style-type: none"> Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems. Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015. Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard. Meet Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management. 	<ul style="list-style-type: none"> Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. Hazards are identified and all incidents and accidents are reported. Participate in any wellness programmes, such as stress management training and health monitoring. Council records are created and maintained in corporate information systems, meeting specified information management standards. Participate in any civil defence and emergency management training initiatives and assist with any civil defence emergencies, as part of Bay of Plenty Regional Council's responsibilities for civil defence and emergency management.

Delegations

Delegation as set out in the Chief Executive's Delegations Manual.

Freedom to act

Guidelines and support available to assist the jobholder to make decisions e.g. policy documents, standard procedures, reference to team leader or senior employees.

- Manufacturers, suppliers, operating manuals, internal specialists in the field.
- Networking with peers at other councils and external agencies (e.g. NIWA).
- Scientific literature.
- Independent data collectors.
- National Environmental Monitoring Standards, good practice guides, BOPRC field and office practice manuals, manufacturer's specifications.

Work complexity

Most challenging duties typically undertaken:

- Maintaining a high level of professional awareness with regard to data collection, management and reporting and keeping abreast of new technology and practices.
- Occasionally required to handle conflict situations regarding complaints from the public.
- Wide ranging scope including:
 - Physical construction skills.
 - Project management (up to \$15000-\$30000).

- Working with advanced equipment.
- Understanding environmental processes and applying them to data collection.
- Liaising with members of the public/land owners (i.e. establishing access agreements).
- Data interpretation skills.
- Statistical analysis and data provision.

Person specification

Minimum academic qualifications and experience required:	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> • Bachelor degree in science, engineering or similar • A valid driver's licence required*¹ 	<ul style="list-style-type: none"> • New Zealand Diploma in Field Hydrology • Boatmaster, 4WD, traffic management or similar qualification

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> • Minimum of three years' relevant post-qualification experience • Wide range of environmental data collection, management and statistical experience 	<ul style="list-style-type: none"> • Experience in a local government environment • Experience with statistical analysis

Key skills / attributes / job specific competencies

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

Working knowledge	<ul style="list-style-type: none"> • Strong scientific and technical knowledge of the principles underlying data collection and management; this may include hydrological, ecology, meteorological, air quality and engineering theories • Professional and technical knowledge of the natural and physical environment • Knowledge of the Resource Management Act 1991 • An understanding of relevant data collection theory and terminology • Knowledge of environmental issues • Project and time management • Ability to accurately record, collect and manage data • Data analysis ability • Knowledge of light construction and basic electrical systems and electronic devices • A high level of computer skills
Awareness	<ul style="list-style-type: none"> • Community, cultural and political awareness

Personal attributes / key behaviours

¹ Driving record free of driving suspensions or convictions (excluding demerit points and infringement fees). Requirement for valid Driver's Licence may be waived if applicant has a driving-related disability.

- Ability to work well in a team.
- Sound judgement and initiative.
- Critical decision-making skills.
- Negotiation skills with the ability to resolve conflict situations.
- A high level of courtesy, listening and communication skills.
- Sound report writing skills.
- Excellent problem solving skills.

Other requirements

- May require frequent travel within or outside Bay of Plenty region.
- Some activities (such as construction and flood gauging) are physically demanding and occasionally require lifting heavy gauging weights of up to 50kg.
- A reasonable level of fitness required for conducting site inspections and collecting data.
- Undertake field work/site inspections and collect samples, often in unfavourable conditions such as floods.
- Required to be available on after hours flood call-out roster (24 hours). This involves carrying a pager to receive alarms and messages.
- Occasionally required to supervise and support selected staff and casual students.
- Occasionally required to manage external contractors, projects as well as the quality and timeliness of outputs.
- Four wheel driving skills.
- Wader skills.
- First aid skills.
- Boating skills.

Change 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.

Approved:

Manager

Date

Discussed with incumbent:

Employee

Date



Our values - our journey

A tatou haerenga

Our values reflect who we are and what is important to us.

Te Pumanawa 'the beating heart of the organisation'.

Our organisational values have been woven together following input from staff across the organisation, now it's up to each of us to bring these values to life in the work that we do every day.

TRUST	INTEGRITY	COURAGE
We trust each other and work to build trust	We do what we say we will do We act with purpose to achieve results	We act boldly to lead and do the right thing for our region
MANA (manaakitanga)	KOTAHI (kotahitanga)	WHĀNAU (whanaungatanga)
<p>Mana</p> <ul style="list-style-type: none"> ▪ Leadership ▪ Having strength and courage ▪ Being a positive influence ▪ Being proud and courageous ▪ Professionalism <p>Manaakitanga</p> <ul style="list-style-type: none"> ▪ Trust and respect ▪ Reciprocity (sharing) ▪ Nurture/support <p>Mana has many meanings such as integrity, charisma and prestige.</p> <p>Manaaki means 'to nurture and support and help each other grow'. When you add the 'tanga' the word is enhanced.</p>	<ul style="list-style-type: none"> ▪ Unity ▪ Strong emphasis on collaboration ▪ Being inclusive ▪ Nurturing a positive team spirit ▪ Sense of ownership <p>Kotahi means 'as one'. Adding the 'tanga' accentuates the word, giving it a wider meaning, bringing us together – 'strength in unity'.</p>	<ul style="list-style-type: none"> ▪ Strong focus on relationships. ▪ Having fun and being happy ▪ Socialising, including the importance of friends ▪ Supporting each other <p>Whānau means family. Adding the 'tanga' extends the word to a wider whānau context. It has a very strong focus on relationship within the organisation.</p>