

# Job Description

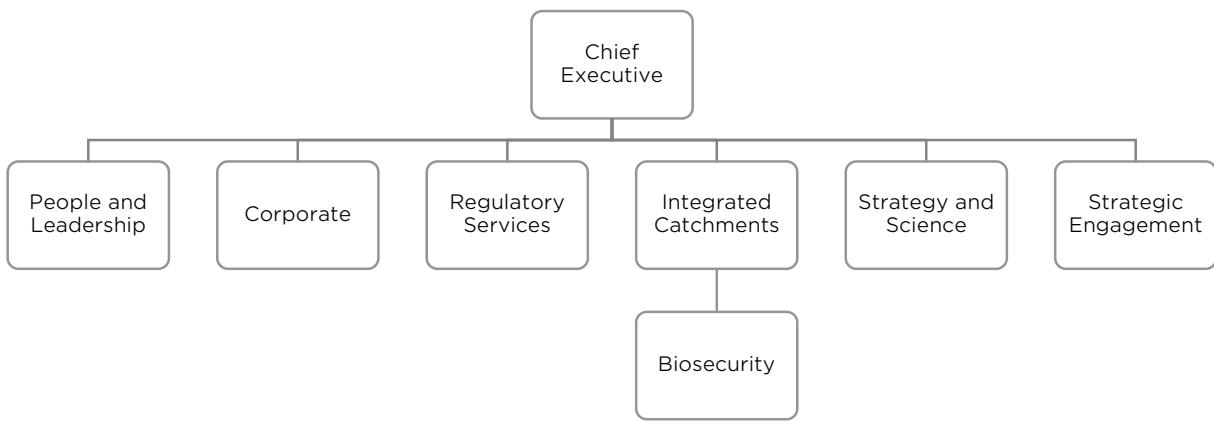


Job title	Dive Technician
Group	Integrated Catchments
Section	Biosecurity
Responsible to	Biosecurity Manager
Responsibility for employees	None
Date	February 2026

## Our organisation

About us	Toi Moana Bay of Plenty Regional Council's work guides and supports the sustainable development of the Bay of Plenty. We are responsible for land, air and water, as well as public transport and economic development. We want to make sure our region grows and develops in a way that keeps its values safe for future generations.
Our vision	Our vision of "Thriving together – mō te taiao, mō ngā tangata" means we want to ensure that both the environment and the people in the region thrive. Looking after the environment is at the heart of what we do.
Our values	Our values reflect who we are and what is important to us: Trust, Integrity, Courage, Manaakitanga, Kotahitanga, Whanaungatanga.
Our leadership model	Te Pae Rangatira, means 'The Model of Leadership'. In Māori, it is said a Rangatira (Leader) is one who is able to raranga (weave) their tira (group of people) together. Leadership at Toi Moana is guided by four pou whirinaki (pillars of guidance), these are: Care, Collaborate, Navigate and Balance.
Partnerships with Māori and Te Tiriti o Waitangi	The Treaty principles and the partnership upon which it is founded are an established part of our local government framework. As Treaty partners, Māori hold a unique role in shaping and contributing to regional leadership and direction.
Our community outcomes	<p>Our community outcomes describe what we're working towards achieving for the Bay of Plenty:</p> <ul style="list-style-type: none"> <li>○ He taiao ora - a healthy environment,</li> <li>○ He hapori mata-hī awatea - future ready communities,</li> <li>○ Ngā hapori e honoa ana, e whakamanatia ana hoki - Connected and enabled communities,</li> <li>○ He whanaketanga mauri tū roa - Sustainable development,</li> <li>○ Te Ara Poutama - The Pursuit of Excellence.</li> </ul> <p>Directly or indirectly, your work will feed into helping us achieve one or more of these outcomes.</p>

## Our team



## Job purpose

Toi Moana Bay of Plenty Regional Council (BOPRC) is committed to its' vision of thriving together through the delivery of strong community outcomes. It is our people and their commitment to first class leadership and high performing teams which will ensure this delivery.

This job exists to support the delivery of the biosecurity activity in particular marine and aquatic pest programmes. It will also support other teams or activities requiring dive work.

## Functional relationships

External	Purpose and frequency of contact	
• Adjoining regional Council staff	• Collaborate on work programmes	Weekly
• Research institutions	• Collaborate on work programmes	Weekly
• Marine Industry groups	• Negotiate access for operations and communicate marine pest threats	Occasionally
• Technical or legal professionals	• Seek advice on operational delivery	Occasionally
• Recreational vessel owners	• Communicate and inform marine and aquatic pest threats	Daily
• Contractors, consultants and suppliers	• Service delivery	Daily

Internal	Purpose and frequency of contact	
• Staff at all levels in the organisation	• Provide dive support to other teams as required • Provide advice and respond to enquires relating to pests and marine environments	Weekly

## Key result areas

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

1. Operations
2. Relationship Management
3. Corporate Contribution.

## Key accountabilities

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

<b>Key accountabilities</b> (You are responsible for)	<b>Key accountability measures</b> (You will be successful when)
<b>1. Operations</b> <ul style="list-style-type: none"><li>• Implement biosecurity projects to control pests and pest threats as identified in the Regional Pest Management Plan Operational Plan and other strategies and plans.</li><li>• Enforce Regional Pest Management Plan rules and direct vessel owners /occupiers to carry out work as required by the Regional Pest Management Plan and Biosecurity Act.</li><li>• Support the establishment of community initiatives for the control of marine and aquatic pests.</li><li>• Provide accurate and relevant advice, information and reports to internal and external clients</li><li>• Implement education programmes to enhance community awareness of marine and aquatic biosecurity threats.</li><li>• Maintain Council's databases and records.</li><li>• Undertake other relevant duties as directed by the Manager Biosecurity.</li></ul>	<ul style="list-style-type: none"><li>• Work is conducted to standards specified in project plans and in a way which complies with legislation and Council's policies and strategies.</li><li>• Surveillance monitoring procedures are followed and reported on.</li><li>• Reports are timely, accurate and meet required standards.</li><li>• Enforcement actions are legally sound and defendable.</li><li>• Advice provided is based on sound research and analysis and provided in a timely and professional manner.</li><li>• Response to enquiries is provided in a timely, professional and courteous manner.</li><li>• Any additional duties are completed to a standard as specified in the project plan.</li></ul>
<b>2. Relationship management</b> <ul style="list-style-type: none"><li>• Establish and maintain close working relationships with internal and external contacts including local authorities, ratepayers, landowners, suppliers, consultants, and contractors.</li></ul>	<ul style="list-style-type: none"><li>• Effective, professional relationships and partnerships are developed and maintained with internal and external contacts.</li><li>• Professional image is conveyed in public forums.</li></ul>
<b>3. Corporate contribution</b> <ul style="list-style-type: none"><li>• Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems.</li><li>• Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015.</li></ul>	<ul style="list-style-type: none"><li>• Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.</li><li>• Hazards are identified and all incidents and accidents are reported.</li></ul>

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
<ul style="list-style-type: none"> <li>Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard.</li> <li>Meet Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management.</li> </ul>	<ul style="list-style-type: none"> <li>Participate in any wellness programmes, such as stress management training and health monitoring.</li> <li>Council records are created and maintained in corporate information systems, meeting specified information management standards.</li> <li>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.</li> </ul>

## Delegations

Delegations as set out in the Chief Executives 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. If jobholder can make decisions without approval from anyone else, please note that authority.

- Council's Dive Safety manual and other standard operating procedures/guidelines
- Regional Pest Management Plan Operational Plan.

## Work complexity

Most challenging duties typically undertaken:

- Maintaining a high level of technical knowledge on diving and marine and aquatic pest management, to apply best practice to pest control work.
- Applying best biosecurity and biodiversity management practice and to communicate this to vessel owners, landowners/occupiers and other stakeholders.
- Occasionally handling complex face-to-face negotiations with vessel owners, community groups and other affected parties, some of whom may be strongly opposed to Council's position.

## Person specification

Minimum academic qualifications required:	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> <li>Minimum diving qualifications - Dive-master / Instructor certificates</li> </ul>	<ul style="list-style-type: none"> <li>Diploma in Marine sciences</li> <li>Knowledge in Marine and Freshwater pests</li> <li>ADAS Commercial dive certification or</li> <li>Work Safe Scientific diver certification</li> <li>Boating certificate (SRL)</li> <li>Growsafe Certificate</li> </ul>

• A valid driver's licence required* <sup>1</sup>	
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<b>Knowledge / experience</b> (indicate years of experience required as appropriate)	
<b>Essential</b>	<b>Desirable</b> (for recruitment purposes only)
<ul style="list-style-type: none"><li>• Good communication skills</li><li>• Diver Health and Safety</li><li>• Sound computer skills</li><li>• Sound GIS, GPS and database skills</li><li>• Data capture.</li></ul>	<ul style="list-style-type: none"><li>• Report writing</li></ul>

## Key skills / job specific competencies

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

Advanced knowledge	<ul style="list-style-type: none"><li>• Marine and freshwater pests</li><li>• Diving practices</li></ul>
Working knowledge	<ul style="list-style-type: none"><li>• Computers, GPS, GIS, databases</li><li>• Biosecurity Act legislation</li><li>• Consent requirements and conditions</li><li>• Health and safety legislation and personal HSE obligations</li></ul>
Awareness	<ul style="list-style-type: none"><li>• Community, cultural and political awareness.</li></ul>

## Personal attributes / key behaviours

- Self-motivated and able to work unsupervised
- Problem solving skills
- Effective time management
- Sound judgement and initiative
- Strong written and oral communication skills
- Empathy for environmental issues and a genuine desire to enhance the natural environment
- A good level of fitness
- Good level of physical and mental resilience (to work away from home in remote and/or challenging environments)

## Other requirements

- May require frequent travel within or outside Bay of Plenty region.
- The requirement to work outside of normal hours when necessary.
- Regularly required to carry out dive inspections and surveys which are often undertaken in unfavourable conditions and remote areas.

<sup>1</sup> 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.

*Job Description - Dive Technician*

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- Maintain dive certificate of competence (including being medical fit), first aid and four wheel drive certificates.
- Occasionally required to handle and apply vertebrate toxic agents, herbicides and pesticides.

## 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.

**Approved:**

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Manager

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Date

**Discussed with job holder:**

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Employee

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Date