

# Job Description

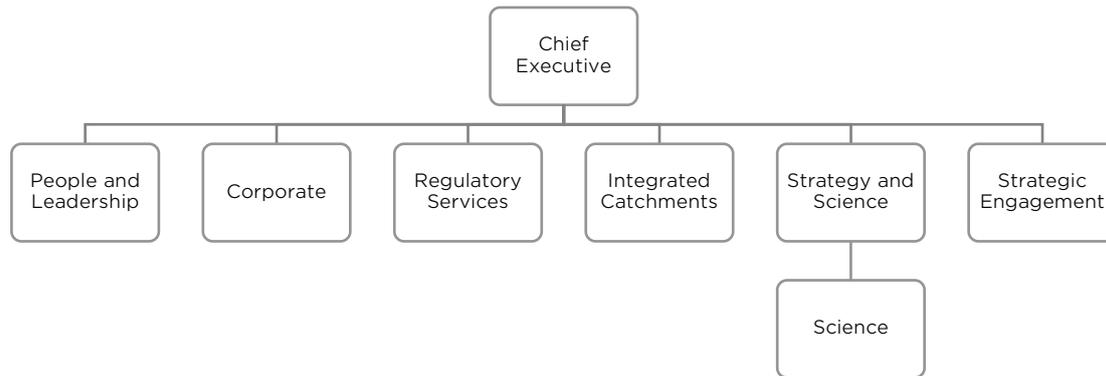


Job title	Environmental Scientist
Group	Strategy & Science
Section	Science
Responsible to	Team Leader Science
Responsibility for employees	None
Date	March 2026

## 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 hāpori mata-hī awatea - future ready communities,</li> <li>○ Ngā hāpori 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 provide the science requirements that give effect to the Regional Council's functions, plans, strategies and policies. This includes developing and managing research and monitoring projects, the implementation and management of monitoring projects for state of the environment reporting and providing specialist technical advice.

## Functional relationships

External	Purpose and frequency of contact	
<ul style="list-style-type: none"> <li>Contractors and consultants</li> </ul>	<ul style="list-style-type: none"> <li>Service delivery</li> </ul>	Daily
<ul style="list-style-type: none"> <li>Community groups, ratepayers and the general public</li> </ul>	<ul style="list-style-type: none"> <li>Consultation</li> </ul>	Occasionally
<ul style="list-style-type: none"> <li>Peers from other regional councils and technical advisory groups</li> </ul>	<ul style="list-style-type: none"> <li>Professional networking</li> </ul>	Weekly
<ul style="list-style-type: none"> <li>Technical or legal professionals</li> </ul>	<ul style="list-style-type: none"> <li>Providing information and responding to queries</li> </ul>	Daily
<ul style="list-style-type: none"> <li>Industry groups</li> </ul>	<ul style="list-style-type: none"> <li>Conducting research</li> </ul>	Daily
<ul style="list-style-type: none"> <li>Media</li> </ul>		
<ul style="list-style-type: none"> <li>Environment Court</li> </ul>		
<ul style="list-style-type: none"> <li>Resource management agencies</li> </ul>		
<ul style="list-style-type: none"> <li>Research institutes/universities</li> </ul>		
<ul style="list-style-type: none"> <li>Other local and central government authorities</li> </ul>		
<ul style="list-style-type: none"> <li>Māori stakeholders</li> </ul>		

Internal	Purpose and frequency of contact	
<ul style="list-style-type: none"> <li>Staff at all levels within the organisation</li> </ul>	<ul style="list-style-type: none"> <li>Service delivery</li> </ul>	Daily
	<ul style="list-style-type: none"> <li>Collaboration</li> </ul>	Weekly

	<ul style="list-style-type: none"> <li>Providing information and responding to queries</li> </ul>	Daily
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## Key result areas

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

- Scientific Advice
- Relationship management
- Corporate contribution

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

## Key accountabilities

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

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
<p><b>1. Scientific Advice</b></p> <ul style="list-style-type: none"> <li>Provides specialist environmental, scientific and technical advice, for the effective management of the natural and physical resources within the Bay of Plenty region.</li> <li>Regularly presents complex reports on technical environmental issues to the public, industry group, public hearings, Council committees, staff and other stakeholders.</li> <li>Collects, analyses and maintains data for regional and state of the environment reporting, environmental projects, and consent and compliance monitoring.</li> <li>Reviews and incorporates scientific developments in respective disciplines.</li> <li>Manages the design, implementation, budgeting, reporting and monitoring of a wide variety of complex and specialist environmental investigation projects.</li> <li>Provide leadership and direction to projects ensuring contributors know what they are required to do and by when.</li> <li>Undertakes any other relevant duties as directed by the Manager.</li> </ul>	<ul style="list-style-type: none"> <li>Work is conducted efficiently and effectively and complies with internal policy and fulfils legislative requirements including statutory timeframes.</li> <li>Advice is based on sound research and analysis and provided in a timely and professional manner.</li> <li>Complex reports are presented to meet deadlines and to appropriate professional and/or technical standards.</li> <li>Projects are completed to a high professional standard.</li> <li>Projects are appropriately funded and managed.</li> <li>Any additional duties are completed to appropriate standards.</li> </ul>
<p><b>2. Relationship Management</b></p> <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> <li>Act as a representative to Council at appropriate local and central government conferences and seminars, and other events held within the region.</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> <li>Project contributors understand the objectives. The project is effectively</li> </ul>

<b>Key accountabilities</b> (You are responsible for)	<b>Key accountability measures</b> (You will be successful when)
<ul style="list-style-type: none"> <li>Monitor external contracts, ensuring satisfactory performance.</li> </ul>	managed; work is completed on time and within budget. <ul style="list-style-type: none"> <li>Contract outputs are successfully achieved.</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> <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>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> <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

The following guidelines and support are available to assist the jobholder to make decisions:

- Legislation, e.g. Resource Management Act, Local Government Act.
- Science Manager, Science Team Leader, Senior Environmental Scientists, Environmental Scientists and Coastal Catchments Team
- University Chairs, access to science provider (e.g. CRI's), regional council science specialists' groups.

## Work complexity

Most challenging duties typically undertaken:

- Identifying environmental issues, problems and formulating solutions and strategies associated with environmental investigations. Provide strategic planning to ensure future environmental investigations are undertaken and aligned with legislation and policies.
- Communication and alignment of specialist knowledge and technical information to a wide variety of stakeholders.
- Conceptual design, implementation and maintenance of specialist environmental projects and programmes (including budgets) in accordance with best practise.
- Maintaining a high level of professional awareness with regard to natural and physical resources, and environmental issues.
- Synthesis and maintenance of extensive knowledge of environmental and scientific trends information and resource management legislation.

- Occasionally required to act as an expert witness, preparing and presenting evidence to hearings and the Environment Court.

## Person specification

Minimum academic qualifications required:	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> <li>Bachelor degree in a relevant scientific field</li> </ul>	<ul style="list-style-type: none"> <li>Post-graduate qualification in science (e.g. Honours, Masters or Diploma)</li> </ul>

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> <li>A minimum of five years' relevant post-qualification experience involving a wide range of environmental issues</li> <li>Skilled in oral and written presentation of scientific information to lay-people</li> <li>Specialist knowledge in some of the following areas: water quality, air quality, hydrology, limnology, groundwater resources, geothermal resources, ecology, microbiology, toxicology and coastal processes.</li> </ul>	<ul style="list-style-type: none"> <li>Experience gained in government or a research institute</li> <li>Field skills relevant to speciality, e.g. diving, boating, water safety, electric fishing, four-wheel driving, first aid</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>Broad knowledge in one or more scientific disciplines</li> <li>Professional and technical knowledge in relevant areas of environmental management</li> <li>Knowledge of industry and the rural environment</li> <li>Excellent data analysis knowledge and techniques</li> <li>Advanced statistical ability</li> <li>Experience with modelling</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>Resource Management Act</li> <li>Local Government Act</li> <li>Regional Policy Statement and Plans</li> <li>Relevant Environmental Guidelines and National Environmental Standards</li> <li>Project and time management</li> <li>Role specific software packages</li> <li>Awareness of GIS and applications to specialty</li> <li>Environmental monitoring design and field sampling</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>Community, cultural and political awareness</li> <li>Council Policy</li> <li>Organisational Vision and Values</li> <li>National Environmental Policy</li> <li>Emerging scientific developments in specialist field</li> </ul>

## Personal attributes / key behaviours

- Commitment to meeting the needs of anyone they work for and with, including colleagues.
- Have the knowledge and skills to perform the requirements of the position.
- Ability to use written and verbal language and style appropriate to the audience and context.
- Ability to work constructively with people as a team member to achieve a common goal.
- Reliable and dedicated to achieving results.
- Ability to adjust to change and different perspectives, think proactively, pursue opportunities and take appropriate action.
- Ability to work effectively and within agreed deadlines.
- Excellent report writing skills.
- Sound judgement and initiative.
- Critical decision-making and excellent problem-solving skills.
- Ability to work independently and as part of a team.
- A high level of courtesy, listening and communication skills.
- A professional and mature approach.
- A reasonable level of physical fitness.

## Other requirements

- May require frequent travel within or outside Bay of Plenty region.
- Often required to work outside of normal office hours.
- Occasionally required to undertake activities, when additional resources are required, as part of Bay of Plenty Regional Council's emergency management response.
- Often required to take responsibility for the supervision (non-managerial) of students or staff from other sections.
- Maintaining a proactive approach to Health and Safety in relationship to your responsibilities and ensuring legislative responsibilities and codes of practice are complied with.

## 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:

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

### Discussed with job holder:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date