

Job Description

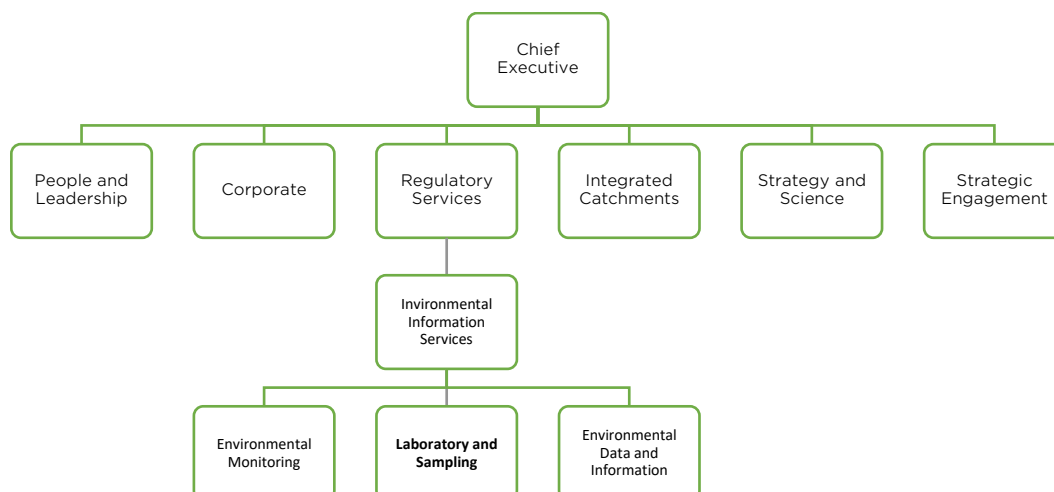


Job title	Bathing Water Technician
Group	Regulatory Services
Section	Environmental Information Services
Responsible to	Laboratory & Sampling Team Leader
Responsibility for employees	None
Date	August 2026

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	Māori hold a unique role in shaping and contributing to regional leadership and direction.
Our community outcomes	Our community outcomes describe what we're working towards achieving for the Bay of Plenty: ○ He taiao ora - a healthy environment, ○ He hāpori mata-hī awatea - future ready communities, ○ Ngā hāpori e honoa ana, e whakamanatia ana hoki - Connected and enabled communities, ○ He whanaketanga mauri tū roa - Sustainable development, ○ Te Ara Poutama - The Pursuit of Excellence. Directly or indirectly, your work will feed into helping us achieve one or more of these outcomes.

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 for sample collection, performing sample analysis, processing and verification of analytical results as well as ensuring that quality assurance programmes and laboratory procedures comply with both accreditation and legislative requirements.

Functional relationships

External	Purpose and frequency of contact	
• Other local authorities	• Provision of information and responding to queries	Weekly
• Public	• Provision of information and responding to queries	Weekly
• Consultants	• Seeking information, products and services	Occasionally
• Community groups and schools	• Provision of information and responding to queries	Occasionally
• Laboratory suppliers	• Professional networking and development	Occasionally
• International Accreditation New Zealand	• Service provision	Occasionally

Internal	Purpose and frequency of contact	
• Staff at all levels within the organisation	• Collaboration	Daily
	• Information sharing	Daily
	• Service provision	Daily

Key result areas

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

- Sampling operations
- 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)
1. Laboratory and sampling operations	
• Collect samples using specific standards and procedures. • Manage data for regional and state of the environment reporting. • Undertake special project based or any other relevant duties as directed by the Laboratory Team Leader.	• The laboratory sample collection and testing service operates efficiently and effectively. • Services provided comply with internal policy and fulfil IANZ and legislative requirements. • Reports, advice, developments and implementations are based on sound research and analysis, and are provided in a timely and professional manner.
2. Relationship management	
• Establish and maintain close working relationships with internal and external contacts including Local Authorities, ratepayers, landowners, suppliers.	• Effective, professional relationships and partnerships are developed and maintained with internal and external contacts. • Professional image is conveyed in public forums.
3. Corporate contribution	
• Promote the Vision, Values, and Leadership Model. • Demonstrate an understanding of the Treaty of Waitangi principles and application to Toi Moana. • Recognise individual responsibility for Workplace Health, Safety and Wellbeing 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 (CDEM). • Maintain professional development.	• Responsibilities are completed, meeting specified standards and within agreed timeframes. • Treaty of Waitangi principles are known and demonstrated. • Hazards are identified and all incidents and accidents are reported. • Participation in wellness programmes, such as training and health monitoring. • Council records are created and maintained in information systems, meeting specified information management standards. • Participation in CDEM training and assist with civil defence emergencies, as part of BOPRC's responsibilities.

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
	Appropriate training and development is undertaken as agreed.

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.

- Health and Safety manual.
- Corporate manual.
- In-house developed methods.
- Other team members.

Work complexity

Most challenging duties typically undertaken:

- Developing and maintaining a high level of professional understanding and service delivery with regard to environmental sampling, laboratory testing standards, procedures and relevant legislation.

Person specification

Minimum academic qualifications required:	
Essential	Desirable (for recruitment purposes only)
- A valid driver's licence required*¹ - NCEA Level 2 or equivalent	- Studying towards a Level 6 Diploma or equivalent (i.e. New Zealand Certificate in Science). - First Aid Certificate. - Water course experience. 1 year's full licence.

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
- Excellent communication skills. - Excellent English – written, verbal and comprehension.	Experience with electronic document management systems.

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.

Key skills / job specific competencies

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

Working knowledge	• General knowledge of scientific disciplines. • Well-developed time and task management skills. • Computer knowledge, including database and competence in Microsoft Office programmes. •
Awareness	• Community, cultural and political awareness.

Personal attributes / key behaviours

- Sound judgement and initiative.
- Critical decision-making skills.
- The ability to work independently or as part of a team.
- Demonstrated high level of flexibility and self-motivation.
- High level of courtesy, listening and communication skills.
- Excellent problem solving skills.
- Effective writing skills.

Other requirements

- Requires frequent travel within Bay of Plenty region.
- Undertaking the collection and analysis of samples, sometimes in unfavourable conditions such as floods and working in remote areas.
- A reasonable level of fitness required for conducting site inspections and sampling.
- Occasionally required to be on-call (and flexible with work hours) for any sampling or testing required.
- First aid 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.

Approved:

Manager

Date

Discussed with job holder:

Employee

Date