

POSITION TITLE:	Resource Technician - Environmental Monitoring Resilience		
GROUP:	Integrated Catchment Management	SECTION:	Environmental Information
REPORTS TO:	Team Leader Hydrometric Network		
RESPONSIBLE FOR:	N/A		
FAMILY:	TS1	GRADE:	13
DATE REVIEWED:	November 2024		

HBRC STRATEGY

Our Vision:

We want a healthy environment and a resilient and prosperous community.

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.

Our Values:

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

Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

POSITION SUMMARY

The Resource Technician - Environmental Monitoring Resilience is a dynamic role within the Hydrometric Network Team, offering a unique blend of fieldwork and technical expertise to build further resilience to the network. This position involves the exciting challenge of supporting the environmental monitoring and data analysis programs, ensuring the durability and sustainability of crucial resources. This role will be at the forefront of conducting high-standard installations. Beyond the technical aspects, this role will provide valuable support to the team. Expectations will be regularly discussed with you and expectations will be fair and reasonable and within the broad requirements outlined below.

GROUP AND TEAM GOALS:

The Environmental Information unit provides the following roles and functions as part of the Integrated Catchment Management Group:

- The effective management of a range of environmental data, ensuring it is accurate, quality coded and readily available for the use by scientists and the public.
- The safe and efficient collection of a range of environmental data.
- Maintenance of Councils monitoring network and equipment to ensure reliable, high-quality data is provided when required.
- Provision of appropriate information that can be shared with a range of stakeholders and the general public.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

- Apply specialised technical skills to support the Hydrology technical team in achieving the goals and objectives of the Council's Annual and Long Term Plans.
- Provide input for the development of State of Environment and Flood monitoring programs.
- Ensure installations are completed to a high standard within acceptable timeframes, utilising applied knowledge and understanding.
- Schedule, plan, and implement installations within appropriate timeframes and standards.
- Make on-site decisions and judgments within established policies to solve problems.
- Ensure telemetry schedules, site monitoring, and other activities are effectively managed to ensure a resilient network and any irregularities are reported to the Team Leader.
- Provide effective and timely input to the Team Leader Hydrometric Network to meet technical requirements identified by project leaders.
- Maintain effective relationships with other Council sections and prioritise cooperation.
- Support team members by providing assistance, training, and ensuring equipment, infrastructure, and facilities are well-maintained and up-to-date.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Elected members
- Team members

External

- Consultants and contractors
- Iwi and other community groups
- Members of our community

COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly

relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved.
- Customers are satisfied with responses to written or verbal requests for information.

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, including promoting HBRC in a positive manner, 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 other 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.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

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.
- 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.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

EMERGENCY MANAGEMENT

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. 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.

PERSON SPECIFICATION

Minimum Qualifications and Experience required

- Recognised Tertiary qualification, suitable Trade qualification or work experience
- Some experience in a similar role/relevant industry
- Valid driver's licence required
- Be willing to stay away from home overnight as & when required to meet the requirements for this role.

Knowledge

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

- Relevant experience, providing:
 - A good understanding of Hydrology field site installations and techniques.
 - An ability to manage a routine maintenance program.
- Previous experience effectively managing one-off projects requiring a range of technical skills will be useful.
- Ideally some knowledge regarding the measurement of surface water resources, including:
 - Experience in surface water hydrological measurements.
 - Experience in establishing sites for measurement of surface water level, flow and rainfall.
- Ability to programme electronic devices such as loggers will be advantageous.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge.
- Sound understanding of tikanga Māori and Māori values and an appreciation as to how they relate to Regional Council functions and plan and policy development, particularly with regard to water.

Personal Attributes

- Confident working in and around water and on boats.
- Ability to work alone or in a team.
- Be willing and able to stay away from home overnight to meet the requirements of the role.
- Sound judgement and initiative.
- Ability to create harmony in a team.
- Ability to anticipate change, remain flexible and be innovative.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.
- Ability to cope with a variety of work and on occasion difficult situations.
- A high level of courtesy and listening skills.

Awareness

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

CHANGES 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.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.

Employee Signature

Date

Printed Name