

<b>POSITION TITLE:</b>	Scientist Marine and Coast		
<b>GROUP:</b>	Integrated Catchment Management	<b>SECTION:</b>	Environmental Science
<b>REPORTS TO:</b>	Team Leader – Marine, Air and Land Science		
<b>RESPONSIBLE FOR:</b>	n/a		
<b>FAMILY:</b>	TS4	<b>GRADE:</b>	16
<b>DATE REVIEWED:</b>	January 2022		

#### 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 role of Scientist Marine and Coast is to provide relevant, professional input into the roles and functions as outlined above in order to ensure the science section achieves its objectives. Your specific role of Scientist Marine and Coast will require input which will relate to your relevant skills, the needs of the specific role and your experience but will also include activities that extend and provide for individual professional development.

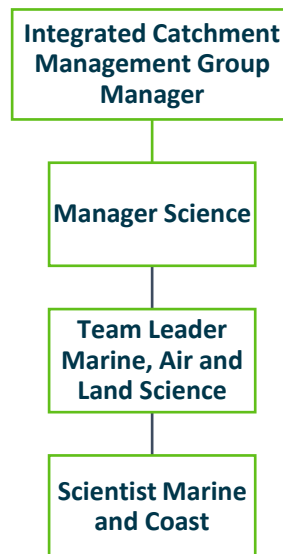
#### GROUP AND TEAM GOALS:

The Environmental Science section provides the following role and functions as part of the Integrated Catchment Management Group:

- Provides the scientific expertise required to meet the goals and objectives of Hawke's Bay Regional Council's (HBRC) Annual and Long Term Plan in an efficient manner

- Designs and conducts a variety of scientific and environmental investigations and studies in an effective and efficient manner
- Analyses data and interprets results to provide verbal advice and a range of written reports, including State of the Environment reports
- Provides effective and high quality input to HBRC's policy development, planning and regulatory activities
- Maintains effective working relationships with other sections in HBRC
- Maintains quality standards, including ISO9001:2015 accreditation for all activities undertaken by the Science Section

## ORGANISATIONAL CONTEXT



## JOB SPECIFIC ACCOUNTABILITES

- Contribute to the Quality Management System as part of everyday business practice, including developing, reviewing and improving business processes, maintaining a strong customer focus and a commitment to the continuous improvement program.
- Accurate expert advice is provided to help achieve the goals and objectives of HBRC's Annual and Long Term Plans.
- Relevant Annual Plan goals and objectives are completed, relevant to marine and coastal issues, in a timely and efficient manner.
- Long Term Plan and Annual Plan and other agreed marine and coastal projects are planned, delivered and closed within agreed timeframes, to agreed budgets.
- Various marine and coastal scientific and environmental investigations are completed to a high standard using sound scientific principles, in response to issues that arise.
- Input is provided to HBRC's scientific research and investigation programmes.
- Interaction between the team and national and international projects is undertaken, where required.
- Scientific analysis is accurate and timely, and is presented appropriately.
- State of the Environment reporting is effective and timely.
- Effective and timely input is provided into HBRC's policy development, planning and regulatory activities.
- Effective relationships are maintained through cooperation with other sections of HBRC.
- Effective and efficient services are provided to external customers.
- Direction and assistance is provided to team members to ensure that data and databases are well-maintained, accurate and up to date.
- Accountability and professionalism is clearly evident.

## FUNCTIONAL RELATIONSHIPS

### Internal

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

### External

- Consultants and contractors
- Government agencies and departments
- Local authorities
- Technical and legal professionals
- 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.
- Comply with the COVID-19 Public Health Response (Vaccinations) Order 2021.

## **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 postgraduate tertiary qualification, such as in coastal marine science.
- Minimum of 5 years relevant experience
- Valid driver's licence required

### **Knowledge**

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

- Proven experience with:
  - A thorough understanding of environmental processes, particularly as related to marine and coastal issues.
  - An ability to design and manage routine monitoring programmes.
  - An ability to design, implement and manage the development of targeted investigations for assessment of and management of the marine and coastal environment.
  - An ability to organise and direct a multi-disciplinary team of specialists in one-off and routine field investigations.
- Previous experience effectively managing complex (multi-disciplinary, multi-agency and multi-objective) technical projects will be essential.
- Sound knowledge of reporting, scientific analysis, modelling and statistical interpretation of marine and coastal information.
- Sound knowledge of the principles underpinning quality assurance, as well as practices leading to high quality outcomes.
- Previous experience with ISO9001:2008 will be an advantage.
- Sound knowledge of tangata whenua values and their interaction with aquatic science.

- Working knowledge of the Resource Management Act, with an understanding of implementation of this legislation through Regional Council policies, plans and rules and their relationship to resource monitoring, research and investigations.
- Familiarity with relational database functions.
- Ability to use the ESRI GIS software suite.
- Familiarity with at least one statistical software package: Experience with R software for statistical computing will be highly regarded.
- Excellent report writing skills, with significant experience and ability in:
  - Preparation and delivery of reports that meet a diverse range of client requirements.
  - State of Environment reporting.
- Strong oral presentation skills.
- Knowledge of recent developments in New Zealand marine and coastal management.
- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems Analytical skills.
- Knowledge of financial reporting systems and requirements.
- Communicating effectively to convey and interpret data/information.
- 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.

#### **Personal Attributes**

- Confidence working in and around water and on boats.
- Is able to “think on their feet” and “think outside the box”.
- 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 collate and analyse complex data and interpret the results for technical and non-expert audiences in verbal and written form.
- 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