



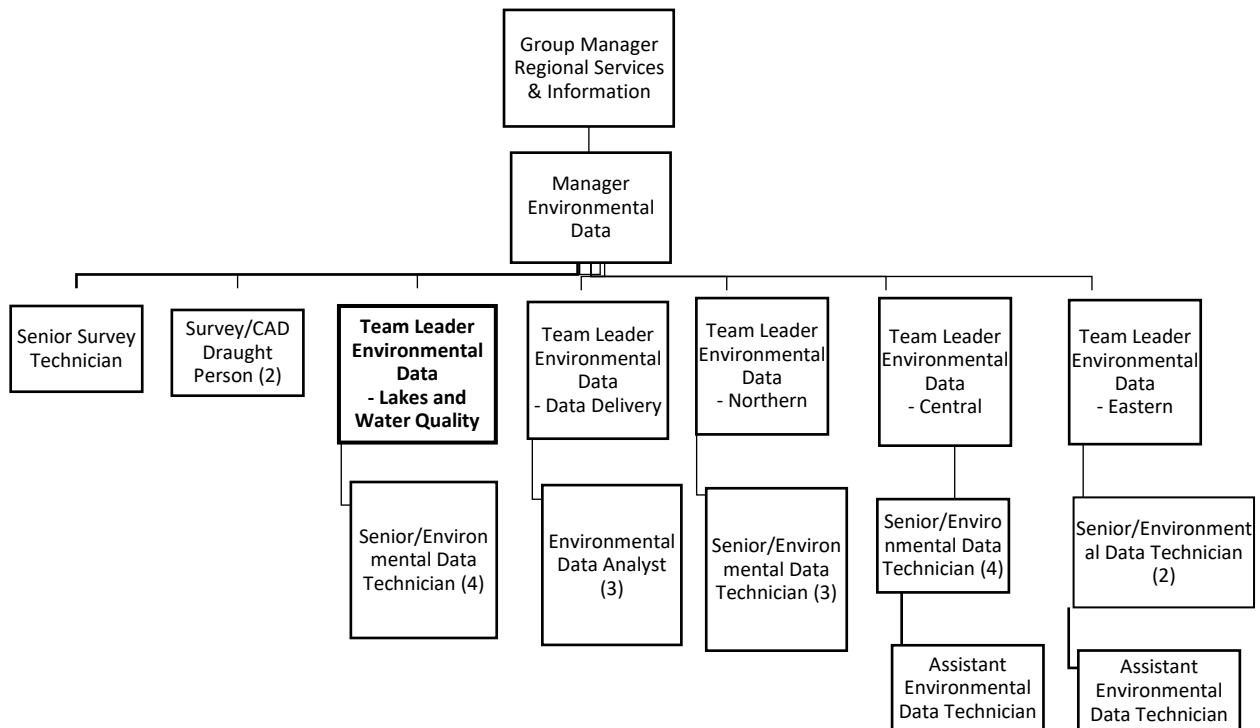
JOB DESCRIPTION

Job Title:	Environmental Data Technician (12 month fixed term)
Work Unit:	Water Quality and Lakes Team, Environmental Data Department
Responsible to:	Team Leader Environmental Data – Lakes and Water Quality or Delegated Senior Environmental Data Technician
Responsible for:	Nil
Grade	N/A
Salary:	\$74,412 (85%) - \$87,544 (100%)
Date:	August 2026

Position purpose:

- The Environmental Data Technician will assist the team's Team Leaders - Environmental Data to undertake the acquisition and processing of a range of environmental data parameters. This information is utilised for resource management, engineering design and emergency response purposes.
- The data acquisition activities are determined by the needs of the Regional Monitoring Strategy, engineering design and operation, regional planning, research, the operational needs of the emergency response, compliance and river management areas of council as well as the requirements of external customers.
- The data acquisition activities encompass surface water hydrology surface water use, as well as elements of groundwater, water quality, air quality, atmospheric and soil science. The provision of accurate near real-time data for flood warning and low flow information services is an important aspect of the job.
- The Environmental Data Technician role is an intermediary position that resides between an entry level Assistant or Graduate Environmental Technician role and that of a Senior Environmental Data Technician.
- The successful applicant will be supported through New Zealand Diploma in Hydrology (Level 5) and their professional development.

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
- General Public and Ratepayers - Iwi - Community Groups - Crown Research Institutes and Universities - Contractors - Equipment Suppliers - Private external clients - Consulting Engineers - District and Regional Councils - Environmental organisations	- Manager Environmental Data - Team Leaders - Environmental Data - Senior Environmental Data Technicians - Environmental Data Analysts - Graduate Environmental Data Technicians - Scientists - Engineering staff - Information Management staff - Compliance staff - Consents staff - Corporate services staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
1. Environmental Data Acquisition	
- Assisting in the implementation of environmental monitoring programs as defined by the council's annual plan. - Reporting on environmental monitoring as required. - Assisting with the operation and maintenance of the council's environmental data acquisition telemetry systems. - Developing an enhanced skill base in regards to technological advancements involved in all facets of environmental monitoring. - Being fully conversant with the contents of all NEMS documents relating to the parameters measured by Horizons Regional Council. - Ensuring that all work that they undertake is compliant with the requirements of the appropriate NEMS - Ensuring that all measurements undertake are performed with instrumentation with a valid current calibration. - Ensuring that all instrument movements are recorded within the team's Asset Management system.	- Monitoring of all environmental parameters is completed accurately, undertaken in accordance with NEMS and within specified time frames. - Engineering survey work is completed competently to the required standards. - The councils environmental data acquisition telemetry system is operational to the expected standard - Reporting requirements are undertaken in a professional manner and completed within the required timeframes. - Missing or erroneous record is kept to a minimum by ensuring that a constant awareness of site and sensor performance is maintained. - Technical support and solutions are provided to resolve technical problems or in the development of new monitoring services.
1. Environmental Data Management	
- Ensuring that the data acquisition that they undertake meets the required accuracy and quality specifications. - Undertaking the archiving of original data by checking, verification, and editing as required while maintaining in accordance with established procedures. - Ensuring that they acquire the knowledge necessary to function in an environment where technology and processes evolve rapidly.	- Customers have accurate and timely data that meets the required specification. - All data that is handed over to other staff is accompanied with a complete set of required metadata. - All gaugings are calculated, checked and rating curves are verified in the shortest possible timeframes.
2. Quality Management System	
Ensuring that all work is undertaken in accordance with the Team's ISO 9000-2015 Quality Management System, including the implementation of all procedures and methodologies associated with that system	- Accreditation to ISO 9000-2015 is maintained - Non-conformance reporting is undertaken as required by the Quality Management System. - Analyses of performance against the documented systems is undertaken as required.

▪ Participating in the review and/or development of the Teams Quality Management System documentation ▪ Participating or undertaking audits of components of the Teams Quality Management System.	▪ Opportunities for improvement are provide to the Environmental Data Manager ▪ SOP's are reviewed and submitted to the portfolio holder for consideration. ▪ A quality culture is apparent in all aspects of the incumbents work. ▪ Focus on excellence of service delivery.
3. Relationship Management	
▪ Ensuring that good working relationships exist with the Teams customers, Senior technicians, management, contractors, suppliers and ratepayers ▪ Ensuring a "whole team" approach is taken to all aspects of the job. ▪ Ensuring that they are a self-starter and not consistently awaiting guidance.	▪ Good working relationships exist at all times. ▪ They encourage collaborative initiatives ▪ It is apparent that the jobholder and immediate team is not working in isolation and the needs of the whole department are being considered. ▪ Technical leadership and mentoring of junior staff within the wider team is occurring. ▪ They support others. ▪ Recognise and acknowledge the achievements and success of other team members. ▪ Recognise areas where their performance could improve and seek out new skills or training necessary to fill these knowledge gaps.
4. Personal Development	
▪ Ensuring that they continue to acquire the technical skills required for the job and develop an area of specialisation to potentially progress to higher position when they become available ▪ Ensuring that they become familiar with emerging technologies that may facilitate their work in the future. ▪ Ensure that they identify skills deficiencies and seek to overcome them.	▪ Constant upskilling is evident. ▪ The job holder is taking the initiative to widen the breadth of their skills and experience by seeking out learning opportunities. ▪ New technologies are sought out and studied for potential benefit of the "wider team." ▪ Uncertainty is dealt with positively and an ability is developed to cope in a changing environment. ▪ They lead by example. ▪ They contribute to team decisions. ▪ They encourage and support others.
5. Health and Safety Management	
▪ Ensure compliance with Standard operating procedures (SOPs) and safe work methods/practices relating to my functional work area at all times. ▪ Actively participate in the annual hazard management plan review. ▪ Ensure all hazards are identified and reported. ▪ Where appropriate take steps to eliminate or mitigate hazards.	▪ All staff are trained in appropriate safe practices, procedures and emergency preparedness. ▪ I actively participate in all training associated with safe work practices, procedures and emergency preparedness. ▪ I actively participate in hazard identification, hazard assessment and risk management activities within the Team and the wider council. ▪ I ensure that I am provided with and trained in the use of appropriate PPE. ▪ All accidents and near misses are reported and I participate in investigating and

	reporting on the incident if I am physically able to.
6. Corporate Contribution	
▪ Maintain own professional development. ▪ Undertake performance development tasks/responsibilities. ▪ Undertake health and safety tasks/responsibilities. ▪ Participate in emergency management activities as required. ▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed. ▪ Maintain Council plant and equipment. ▪ Fulfil administration-reporting requirements (eg. timesheets, vouchers, reporting). ▪ Ensure the Business Continuity Plan (BCP) for the team / work group is maintained, and regularly reviewed and updated to ensure its currency. ▪ Ensure corporate standards, policies and operating procedures are met.	▪ Appropriate training and development undertaken as agreed. ▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. ▪ Contribution to projects and corporate initiatives is effective and valued. ▪ Administration requirements are completed timely and accurately.

PERSON SPECIFICATION

Qualifications

Essential

- A tertiary qualification to degree level in a relevant science, engineering or IT discipline plus at least three years relevant experience.
- A current "Class 1 - with no restrictions" motor vehicle licence.

Desirable

- A postgraduate qualification in an environmental discipline.
- A proven track record of working within a team environment.
- A sound understanding of electronics

Knowledge/Experience

- Preferably 2 to 5 years' experience in environmental data acquisition or in a related field.
- Excellent computing skills.
- Excellent computational and computing skills.
- Engineering survey skills.
- Able to work effectively within a team and by ones-self.
- Able to work effectively with landowners

KEY JOB COMPETENCIES

Expert Knowledge

- Technical skills associated with all aspects of environmental data acquisition and the processing of that data to a standard suitable for archiving.
- Problem isolation / solving / solution focus

Advanced Knowledge

- The processing of environmental data to a standard suitable for archiving
- Computer and electronics skills
- Data capture and data communication
- Fault finding and problem solving with respect to instrumentation
- Attention to detail and accuracy in all aspects of the job

Working Knowledge

- Project management
- Communication and inter personal skills
- Staff and contract supervision
- Quality management system
- Safe work practice

Awareness

- Sensitivity to differing cultural perspectives
- Strategic awareness
- Council policy and Legislation

HORIZONS KEY COMPETENCIES

Customer Focus	Commitment to meeting the needs of anyone they work for and with including colleagues.
Job Knowledge	Have the knowledge and skills to perform the requirements of the position.
Communication	Use written and verbal language and style appropriate to the audience and context.
Teamwork	Work constructively with people as a team member to achieve a common goal.
Dependability and Commitment	Reliable and dedicated to achieving results.
Continuous Improvement	Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.
Organising for Results	Ensures work is completed effectively and within agreed deadlines.

PERSONAL ATTRIBUTES

- Excellent communication skills (verbal and written).
- Able to relate to a wide range of people.
- A good standard of physical fitness (able to perform all tasks associated with the position).
- Able to work effectively unsupervised.

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relationship to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

NGĀ UARA O NGĀ PAE | HORIZONS VALUES



Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

Approved: _____ (Manager) Date: ____/____/____

Read and Understood: _____ (Incumbent) Date: ____/____/____