



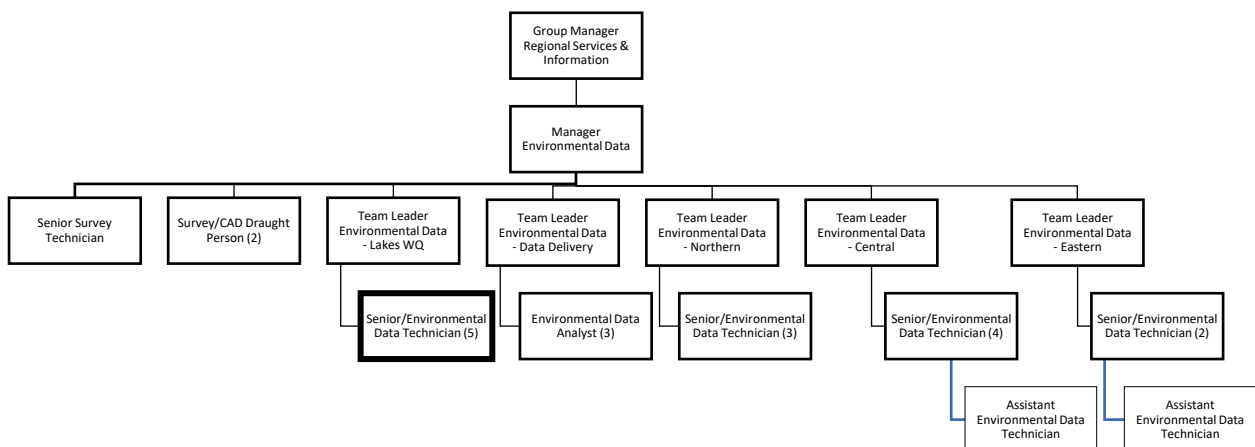
JOB DESCRIPTION

Job Title: Senior Environmental Data Technician
Work Unit: Lakes and WQ Team, Environmental Data Department
Responsible to: Team Leader Environmental Data – Lakes and WQ
Responsible for: Nil
Financial delegation: Tier 5
Salary: \$88,812 (85%) to \$98,602 (100%)
Grade: 15
Date: June 2026

Position purpose:

- 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 information needs are defined by the Regional Monitoring Strategy, Engineering Design, Planning, Research, the operational needs of the Emergency response, Compliance and River Management Sections as well as the requirements of external customers.
- Activities encompass surface water hydrology as well as elements of groundwater, water quality, air quality, atmospheric and soil science.
- Providing a flood warning and low flow information service is an important aspect of the job.
- Manage specific portfolio's within the wider Environmental Data Department.
- Support mentoring and coaching of junior team members to support their professional development.

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ IWI ▪ Crown Research Institutes ▪ Contractors ▪ Equipment Suppliers ▪ Private external clients ▪ Consulting Engineers ▪ District and Regional Councils ▪ Ratepayers ▪ Other organisations <p>Equipment suppliers and service agents</p>	<ul style="list-style-type: none"> ▪ Manager Environmental Data ▪ Senior Environmental Data Coordinators ▪ Senior Environmental Data Technicians ▪ Scientists ▪ Engineering staff ▪ Corporate services staff ▪ Other Environmental Data staff ▪ Information Management staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
1. Environmental Site Management	
<ul style="list-style-type: none"> ▪ 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 councils flood warning, water management, data acquisition, environmental monitoring and telemetry systems. ▪ Developing an enhanced skill base in regards to technological advancements involved in environmental monitoring equipment and procedures. ▪ Management of allocated portfolios. 	<ul style="list-style-type: none"> ▪ Monitoring of all environmental parameters is completed accurately and within specified time frames. These include continual monitoring of surface water, ground water, sediment, turbidity, rainfall, temperature, conductivity, dissolved oxygen and soil moisture. The team also operates climate stations for Fire weather monitoring and reporting, wind sensors and webcams. In addition a number of other parameters are measured intermittently; these include air quality and water quality parameters. ▪ Engineering survey work is completed efficiently to the required standards. ▪ Processing, analyses and reporting on environmental data is completed efficiently, comprehensively and on time. ▪ The council's flood warning, water management, data acquisition and telemetry system are operated effectively to the specified standard and within budget. ▪ Allocated Portfolios meet external ISO audit requirements, and are easily understood and implemented across the team.
2. Data Management	
<ul style="list-style-type: none"> ▪ Ensuring the acquisition and archiving of quality environmental data. ▪ The archiving of original data by checking, verification and editing while maintaining an audit trail and full documentation to an established methodology. ▪ Acquiring knowledge in relation to new computer programs and processes involved in environmental data processing and management. 	<ul style="list-style-type: none"> ▪ Customers have timely data to meet there needs at the required standard. ▪ Missing record kept to a minimum and within the standards as set. Archive data is verified and meets agreed customer standards.

3. Quality Assurance	
<ul style="list-style-type: none"> Ensuring all systems are maintained to our ISO 9000-2015 standards. Implementing and applying the standards, procedures and methodologies associated with the sections quality management system. 	<ul style="list-style-type: none"> ISO accreditation is revalidated. All work is completed in accordance with the unit's quality management system requirements.
4. Relationship Management	
<ul style="list-style-type: none"> Maintaining good working relationships with the team, primary customers, management, senior technicians, contractors, suppliers and ratepayers. Promoting a team approach to all aspects of the job. 	<ul style="list-style-type: none"> Effective working relationships. Positive customer feedback. Effective management of contractors. The Environmental Data Team functions as an effective team.
5. Management of Contractors	
<ul style="list-style-type: none"> Ensuring contractors with whom they work have necessary "health and Safety" procedures in place. 	<ul style="list-style-type: none"> Contractors "Health & Safety" procedures meet or exceed Horizons Regional Council's requirements.
6. Personal Development	
<ul style="list-style-type: none"> Maintaining their own professional development to ensure that they remain up to date with current and emerging technological systems and in-house processes. 	<ul style="list-style-type: none"> The job holder continues to expand their knowledge of the collection, processing and analyses of environmental data.
7. Corporate Contribution	
<ul style="list-style-type: none"> Maintain own professional development. Undertake Performance Development tasks/responsibilities. Undertake Health and Safety tasks/responsibilities. Participate in emergency management training and activities as required. Participate and contribute to corporate projects and inter-departmental initiatives as agreed. Maintain Council plant and equipment. Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting). 	<ul style="list-style-type: none"> 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

- BSc, BTech, NZCE,

Knowledge/Experience

- Preferably 5-8 years' experience in environmental data acquisition or in a related field.
- A high level of proficiency with data loggers and sensor technology
- A demonstrable understanding of telemetry systems as utilised for environmental data acquisition.
- Excellent computing skills.
- Excellent computational skills.
- Electronic skills.
- Engineering survey skills.

KEY JOB COMPETENCIES

Expert Knowledge

- Technical skills associated with the acquisition of environmental information and the processing of that data to a standard suitable for archiving.

Advanced Knowledge

- Data Loggers
- Telemetry systems
- Sensor technology
- Technical skills in a range of other areas associated with the collection, processing and analyses of environmental information
- Data Processing/Validation skills
- Computer skills
- Fault-finding and problem solving
- Ability to foresee problems
- Attention to detail and accuracy in all aspects of the job
- Customer requirements

Working Knowledge

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

Awareness

- Cultural awareness
- Strategic awareness
- Council policy
- 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).
- Mature, responsible and has good judgement.
- Strives for quality and efficiency improvements at all times.
- A good level of physical fitness.

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Stays away from home on an as required basis.
- 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: ___/___/___