

JOB DESCRIPTION

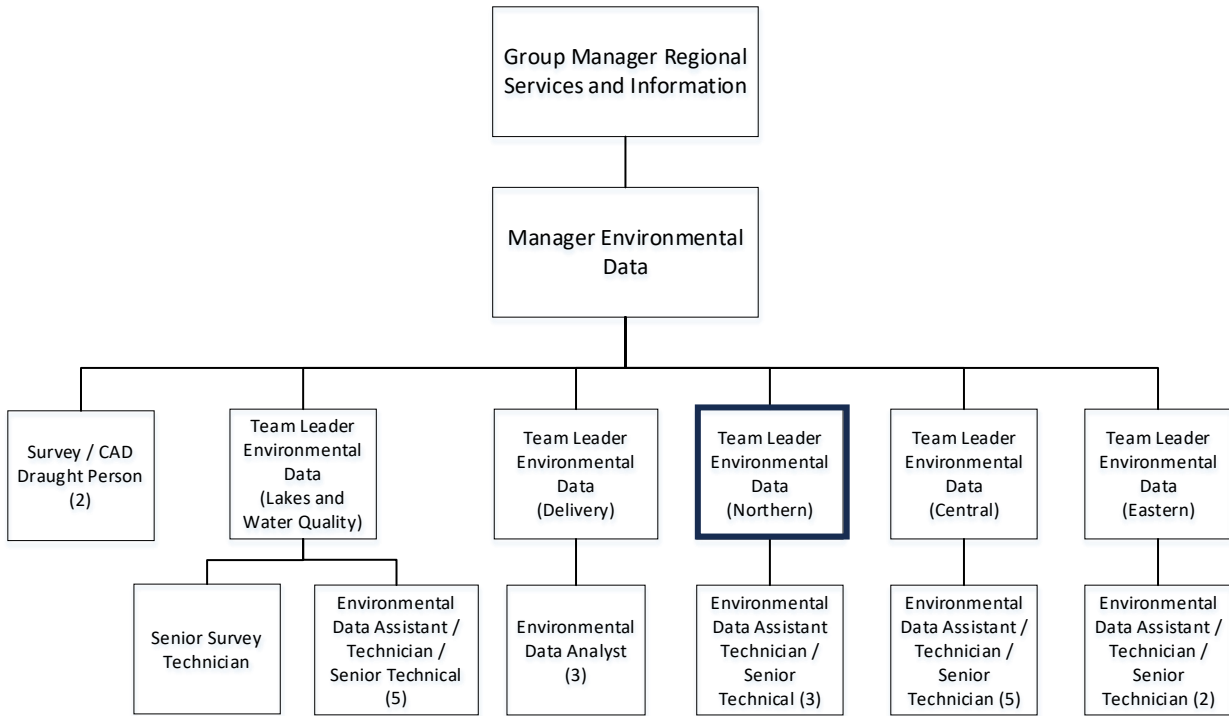
Job Title: Team Leader Environmental Data
Work Unit: Northern, Eastern, Central, Delivery, Lakes and Water Quality
Responsible to: Manager Environmental Data

Position purpose: The purpose of this position is to provide team leadership within the Environmental Data Department, overseeing successful development, delivery and staff leadership through:

- Leading specific portfolio's within the wider Environmental Data Department, working with key stakeholders to formulate environmental monitoring solutions, long term monitoring and asset management strategies.
- Design, maintain and deliver allocated networks including: operational development, acquisition, processing and auditing of a range of environmental data.
- Management of the Environmental Archives aligned to your allocated portfolio, network or function.
- Provide your expertise and support the initial and on-going development of National Environmental Monitoring Standards (NEMS) and our own Quality Management System (QMS).
- Leading, mentoring and coaching of junior team members to support their professional development; to successfully deliver our environmental data activity outcomes.
- Co-ordinate the analysis and delivery of environmental information to internal and external stakeholders.
- Provide resource management and engineering design information and advice required by Horizons Regional Council.
- Transparent reporting on the state of allocated monitoring network and project work.

Grade: 17
Salary: \$101,895 (85%) – \$119,877 (100%)
Date: March 2026

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Territorial authorities ▪ Resource users ▪ Consultants ▪ Various government departments ▪ Research institutes and universities ▪ Software developers and suppliers ▪ Hardware developers and suppliers ▪ ED SIG and peers in other organisations ▪ IWI ▪ Contractors ▪ General public ▪ Interested parties 	<ul style="list-style-type: none"> ▪ Manager Environmental Data ▪ Environmental Data department staff ▪ Councillors ▪ Emergency Management team ▪ Policy, Science and Regulation Group ▪ Catchment Operations group ▪ Information Management team ▪ Consents/Compliance teams ▪ Information Services team

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Staff Management	
<ul style="list-style-type: none"> ▪ The direct line management of Senior Technicians/Analysts/Technicians and Assistant Technicians. ▪ Assist with recruitment of Staff. ▪ Provide effective and competent leadership. ▪ Supervise and manage workflows for your unit outputs inline with the departments QMS. ▪ The management of contractors and temporary staff. ▪ Undertake performance development tasks and responsibilities. ▪ Contribute to ongoing development of structure training and development processes. ▪ Leading, mentoring and coaching junior team members to support their professional development. 	<ul style="list-style-type: none"> ▪ Staff resources and contractors are efficiently and effectively managed to achieve team objectives and performance targets as identified in the Annual Plan. ▪ Personnel development plans of environmental data technicians or analysts are prepared, implemented and met. Core competencies are achieved. ▪ A positive work environment is demonstrated within the unit you are responsible for and the Environmental Data department as a whole. ▪ Staff training, development and coaching offerings effectively grow employee performance.
Health and Safety Management	
<ul style="list-style-type: none"> ▪ Assume the responsibilities assigned to a "Manager/Team Leader" as defined in the Horizons Regional Council Health and Safety Policy and Management Manual. ▪ Ensure compliance with Standard operating procedures (SOPs) and safe work methods/practices relating to my functional work area at all times. ▪ Promote and support the safe and early return to work of injured employees. ▪ Ensure hazard management plan review is undertaken annually for your team. ▪ Ensure all hazards are identified and steps are taken to mitigate them. ▪ Ensure those staff issued with Personal Protective Equipment (PPE) receive correct and adequate training and are competent in the use of the PPE. 	<ul style="list-style-type: none"> ▪ All staff are trained in appropriate safe practices, procedures and emergency preparedness. ▪ All accidents involving staff or contractors are reported and investigated in a timely manner. ▪ Hazard identification, hazard assessment and risk management is coordinated and achieved effectively within your team and area. ▪ Hazard management processes are reviewed annually and implemented and monitored for your team. ▪ All staff and contractors are aware of all hazards relating to their relevant work practices and areas. ▪ All staff are provided with, and trained in, the use of appropriate PPE. ▪ Potentially high-risk hazards associated with emergency events are appropriately managed remote from Incident Controller. ▪ A high level of health and safety awareness is evident in all activities.
Portfolio Championing	
<ul style="list-style-type: none"> ▪ The effective coordination and management of areas of the team's business as agreed during the annual performance processes. These include process control and documentation, and improvement, project program setting and management, surface portfolio budget management requirements. <ul style="list-style-type: none"> - These portfolios may include (but not limited to) areas such as low flow gauging, water quality, water quantity, software development, training, new 	<ul style="list-style-type: none"> ▪ Systems are fully documented and all staff within the team understand and adhere to the systems. ▪ Training and documentation is provided and managed as required for the portfolios you manage. ▪ Contributions to National Environmental Monitoring Standards are comprehensive, meet international best practice and are adopted.

<p>technology, data standards, asset management and air quality.</p> <ul style="list-style-type: none"> ▪ Providing significant technical advice and contribution to the National Environmental Monitoring Standards in specialist areas. ▪ Providing direction and support to enable effective and efficient reporting of environmental data. 	<ul style="list-style-type: none"> ▪ All staff are aware of and adhere to documented processes and reporting requirements.
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Budgets and Project Management

<ul style="list-style-type: none"> ▪ Preparation and management of budgets for portfolio and capex activities. ▪ Development of scope and budget for any proposed Project works. 	<ul style="list-style-type: none"> ▪ Integrity and ethical expenditure aligned with Environmental Data Departments QMS and Horizons policies. ▪ All work responsible for is performed within budget. ▪ Project management is successfully undertaken and all documentation is completed.
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Environmental Site Management (Team Leaders)

<p>Environmental Site Management (For designated area of the Region – approximately 33%)</p> <p><i>Installation</i></p> <ul style="list-style-type: none"> ▪ Appropriate standardised installation of Environmental Recording Stations to meet their purpose, Health & Safety, and the physical location. ▪ Optimum design of installations utilising preferred equipment, hardware and software to meet the stations purpose within time and Capex constraints. ▪ Effective and efficient utilisation of available suppliers, contractors and staff resources from across the team in the installation of Environmental Recording Sites. <p><i>Operation</i></p> <ul style="list-style-type: none"> ▪ The utilisation of an array of available technologies in the collection of a diverse range of physical and environmental measurements. The day-to-day application of these technologies involves a broad skill base in diverse areas such as: surveying, electronics, programming, instrument calibration, data communication as well as hydrology data records. ▪ Appropriate maintenance and monitoring of structures, equipment, sensors and communication networks to ensure the continuity. ▪ All original record is collated and preserved in perpetuity. ▪ Cross team collaboration to ensure scheduling and prioritising of available resources, both staff and contractors, to meet agreed work plans and real time needs. 	<ul style="list-style-type: none"> ▪ Formulate monitoring solutions to meet customer goals, including adoption or development of new technologies and methodologies in-line with the departments QMS requirements. ▪ Meets Health & Safety standards. ▪ Training opportunities are available for staff from different units and collaboration is critical element of the Environmental Data Departments’ culture. ▪ Sites are installed within budget and on schedule to the required standard. ▪ Produce data appropriate to the customers’ requirements. <ul style="list-style-type: none"> ▪ Data is collected in an appropriate format, to the desired accuracy, in a timely manner that meets the agreed customer specifications and National Standards. ▪ Equipment is within calibration and as necessary, develop calibration methodologies appropriate to the technology. ▪ Design and develop complex data-logger software to enable the customers required deliverables. ▪ All infrastructure is maintained in a safe and workman-like manner. ▪ All relevant meta-data (Site Inspections, Calibrations & Surveys) is captured and collated to ensure long term data management objectives are met. ▪ Agreed work plans meet customer’s requirements. ▪ All original records are archived and fully documented in accordance with
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<ul style="list-style-type: none"> ▪ Accurate Reporting of Failures and Missing data. ▪ Consistent asset management approach is undertaken across the Environmental Data Department. ▪ Maintain operational ratings for flow estimation by the collection of relevant flow gauging for the sites purpose. ▪ Assist with the preparation of the Environmental Data Department's work programme and budgets as well as providing costings on customer's capex requirements. ▪ Effective management of between \$1 to \$2 million dollars of physical assets. 	<p>organisational systems and national standards and specifications.</p>
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Data Management (Team Leader - Delivery)

<p>Data Administration</p> <ul style="list-style-type: none"> ▪ Ensuring the acquisition and archiving of quality environmental data for use by internal and external customers through databases, IVR, website and inter-organisational data transfers. ▪ The archiving of original data by checking, verification and editing to an established methodology while maintaining audit trails with full documentation. ▪ Developing systems and procedures for all aspects of the work undertaken. ▪ Ensuring all data on final archives carry Quality Coding tags and relevant meta-data. ▪ Ensuring data is routinely audited. ▪ Effective management of approximately 200 million data additional data points/annum. ▪ Managing external data processing/QA/auditing contracts. <p>Archive Management and Security</p> <ul style="list-style-type: none"> ▪ Ensuring that the Environmental Archives are managed to ensure long term consistency and reliability. ▪ Ensuring systems are in place to maximise user access while minimising threats to archive security. ▪ Ensuring that the IT infrastructural requirements of the Environmental Data Department's IT network and Environmental Archives are fit for purpose. <ul style="list-style-type: none"> - Defining server requirements for successful operation. - Defining and administering user access security to Environmental Archives. - Maintenance and management of associated IT infrastructure is undertaken ▪ Ensuring the on-going integrity of this organisational asset. 	<ul style="list-style-type: none"> ▪ Customers have timely data that meets their needs. ▪ Solutions are formulated to meet customer information needs and define a specification for delivery. ▪ Positive feedback is received from customers on information reporting ▪ Develop systems to effectively manage environmental archives over the long term. ▪ Reporting systems to allow missing record and quality statistics to be reported on are designed, developed and integrated. ▪ Archived data is verified, accurate, audited and meets National Standards and/or agreed customer expectations. ▪ Data management plans are adhered to. <ul style="list-style-type: none"> ▪ Archive security is maintained ▪ Appropriate backup systems are in place and fully operational. ▪ Final environmental archives are fully Quality Coded to reflect National Standards and all relevant metadata is maintained to provide long term relevance. ▪ Constructive solutions are provided as input into council information strategies.
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Environmental Data Information Products

<ul style="list-style-type: none"> ▪ Interpreting customer needs ▪ Providing complex data analysis and advice to support the Science, Emergency Management, Consents, Compliance and River Management departments budgeted activities as well as those of a broad range of external data and environmental information consumers. ▪ Formulating solutions for the provision of environmental information, resolving complex data analysis and designing the presentation in an appropriate form and medium. ▪ Ensuring a proactive approach is applied to the implementation of systems and processes that transform and deliver data in a more efficient manner. ▪ Telemetry systems operating in accordance with agreed specification. ▪ Ensuring the development and operation of the Teams BCP systems. ▪ Flood forecasting and other models operating in accordance with agreed specification. ▪ Having a comprehensive operational understanding of the telemetry and modelling systems. ▪ Providing organisation wide user support and training for the Hilltop suite of software. 	<ul style="list-style-type: none"> ▪ Customer information requests/requirements are interpreted to provide what they actually need. ▪ Information is delivered in a form best digested by the customer. ▪ Complex scientific analyses are undertaken, are correct and documented for future application. ▪ Systems are developed to provide outputs in a cost effective and timely manner. ▪ Real-time data and information is supplied in a manner that allows successful management of extreme events by the River Management and Emergency Management Teams as well as external customers. ▪ Telemetry systems are operated to specification and provide timely real time information to internal and external customers. ▪ Hilltop user support and training is effective for the organisation's needs.
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Quality Assurance

<ul style="list-style-type: none"> ▪ Ensuring systems are operated to ISO 9001 standards and routinely reviewed and audited. ▪ Ensuring results are recorded for equipment calibrations, sensor relocations, data-logger program changes, site surveys and non-conformance reporting and available on council databases. ▪ Continuous improvement of procedures and methods by acting on Quality system outputs (ie. non-conformance reports and system audits). 	<ul style="list-style-type: none"> ▪ ISO accreditation is revalidated. ▪ Audit and review recommendations are incorporated into the Quality Management System. ▪ Formulate and develop systems in consultation with staff to improve product quality and efficiency of processes to ensure customer satisfaction. ▪ Corrective actions are undertaken, documented, communicated appropriately and monitored for residual risk.
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Strategic Direction of Products and Services

<ul style="list-style-type: none"> ▪ All investigation of new technologies for enhancement of products and services; are documented, signed off and budgeted. ▪ Improvement and modification to equipment and sensors to perform tasks more cost efficiently. ▪ Developing and upgrading complex software, processes and field methods to enable new customer monitoring requirements to be achieved. ▪ For ensuring that efficiency gains and improved output quality are enhanced and maintained. ▪ Working with customers to provide them with expertise and advice for their projects. 	<ul style="list-style-type: none"> ▪ Adopted technologies provide, expand or improve product and services with an associated cost benefit. ▪ New products and services are available to meet customers current and future needs. ▪ Staff are provided training opportunities and supporting SOPs and competencies are generated or updated. ▪ Positive feedback is received from customers on level and quality of product and services. ▪ Customers recognise the quality of the advice provided.
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Contract Management

<ul style="list-style-type: none"> ▪ Preparing managing and administering contracts in accordance with Horizons Regional Council procedures. ▪ Maintain Quality Assurance on all contracts. ▪ Ensuring contractors have necessary Health and Safety procedures in place. 	<ul style="list-style-type: none"> ▪ All contracts are administered and managed to approved procedures. ▪ Quality assurance standards are met on all contracts. ▪ Contractors Health and Safety procedures meet or exceed Horizons Regional Council requirements.
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Relationship Management

<ul style="list-style-type: none"> ▪ Effective and common Environmental Data Department reporting internally and externally. ▪ Effective consultation and communication with landowners, community groups, ratepayers and iwi on matters of hydrological importance. ▪ Building and maintaining effective working relationships with key technical service providers. ▪ Providing appropriate technical services to internal and external customers on a range of hydrological and environmental monitoring subjects. ▪ Speaking on behalf of Horizons Regional Council on matters of fact relating to the Environmental Data Department's activities. ▪ Effective utilisation of staff resources and facilitate in training and personal development. ▪ Promoting a team approach to all aspects of the job. 	<ul style="list-style-type: none"> ▪ Positive feedback from internal and external customers indicating customer satisfaction with service provided. ▪ Solid working relationships are maintained between staff, external agencies and ratepayers.
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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). <p>Team leader additional responsibilities:</p> <ul style="list-style-type: none"> ▪ Ensure the Business Continuity Plan (BCP) for the team / work group is maintained, and regularly reviewed and updated to ensure its currency. 	<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 for team reporting is completed timely and accurately. ▪ Organisational administration requirements are completed timely and accurately. <p>Team Leaders only:</p> <ul style="list-style-type: none"> ▪ BCP is maintained and updated as required, to reflect changes and ensure its currency within current and future team / group activities.

PERSON SPECIFICATION

Knowledge/Experience

Essential:

- Should have a Master's degree in a discipline, or disciplines, relating to hydrology, hydraulics, statistics, engineering or natural, physical or applied information sciences.
- Alternatively, the job holder may have significant (not less than 10 years) experience in one or more of the above disciplines.
- Previous leadership experience.
- A sound set of mathematical and statistical skills.
- Advanced software and fundamental IT skills (computer networks and software operation)
- A sound knowledge of Hydrological and Hydraulics.
- Competence with analytical / statistical software and data management systems.
- A good understanding of database and metadata management and quality management systems and document management and be able to work comfortably within such systems and maximize benefits for continuous improvement and knowledge transfer.
- A current "Class 1 - with no restrictions" motor vehicle licence.
- Understanding of our Treaty of Waitangi obligations.

Highly desirable:

- A robust knowledge of environmental monitoring within New Zealand or other internationally recognised environmental monitoring agency.
- Clear communication, written and verbal.
- Experience in the application of GIS and/or spatial modelling programmes.
- Comprehensive understanding of water related environmental issues.
- Have a comprehensive technical understanding of information technology infrastructure, security and archive administration.
- A working knowledge of water quality and groundwater science.
- Experience and ability to develop the interests and skills of staff and provide training to these staff over a wide range of disciplines.
- Sound knowledge of analysis techniques as applied to environmental and time-dependant data
- Demonstrated ability to produce readily understood technical/scientific reports, documentation and information.
- A demonstrable ability to create tools that utilise advanced statistical software (eg. Python and "R").

KEY JOB COMPETENCIES

Expert Knowledge

- Staff management, budgeting and workload planning.
- Expert knowledge of all aspects within the environmental information acquisition, management and scientific analyses fields in the fields of Hydrology, groundwater, water quality & air quality monitoring.
- Communication, reporting and presentation skills
- Programming and system development
- Data-logger operation and programming
- Sensor technology and operation

Advanced Knowledge

- Research methodology and data analysis
- Statistical software packages
- IT Infrastructure
- Telecommunications
- Surveying
- Quality Management Systems
- Project management (including financial management)
- Coaching, mentoring and leadership of staff

Working Knowledge

- Quality Management and Continuous improvement
- Database management
- Safe work practices
- Staff and contract supervision
- ESRI GIS and data management

Awareness

- Sensitivity to differing cultural perspectives.
- Community and political awareness.
- Legislation that effects local government

PERSONAL ATTRIBUTES

- Mature, responsible and have good judgement.
- Have a high level of interpersonal skills and excellent communication skills both verbal and written.
- A good level of physical fitness.
- Strive for quality and efficiency improvements at all times.
- Attention to detail and accuracy.

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 relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

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.
Leadership	Creates a clear direction, inspires a shared commitment and leads by example.
Developing and Managing Performance	Builds an environment that is focused on enhancing the skills and performance of individuals and teams.

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: ___/___/___