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| Job description |
| **Technical Officer** |
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| **Job summary** |  |  |  |  |  |  |
| To provide technical assistance to TRC Environmental Scientists in all areas of the Council's responsibilities under the Resource Management Act 1991 and associated regulations, while being responsible for the management and implementation of small scale consent compliance monitoring programmes. This role has a specific focus on monitoring of groundwater at various sites including petrochemical industries. |
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| **Schedule of duties** |  |  |  |  |  |
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| 1. | Assist in the design, implementation and reporting for assigned monitoring and research programmes/projects. This will specifically include the following duties and deliverables:1. Day to day programme management of assigned programmes, including liaison with relevant external and internal individuals and financial management2. Undertaking inspections/investigations, sampling, record keeping, database entries and collation of information3. Analysis of data and interpretation of results4. Preparation of high quality reports, including effective recommendations |
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| 2. | Delivery of products and/or services on behalf of the Council, that meet the required high standard of quality. This includes: 1. Ensuring that work is fit for purpose to meet all internal and external reporting obligations.2. Continually ensuring that work conforms to the requirements of any applicable standards for which the Council has attained or is working towards achieving accreditation.3. Documentation, maintenance of and adherence to procedures for quality assurance as required and assigned. |
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| 3. | Contribute to the range of work undertaken by the Policy and Planning, Inspectorate and Consents Sections by:1. Assisting in the delivery of this work where assigned by the Science Managers.2. Having a working knowledge sufficient to provide advice to external parties in regards to Council policies, plans, strategies as well as the processes associated with the work. |
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| 4. | Provide guidance to industries and the public on matters of environmental management. |
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| 5. | Foster constructive relationships with external parties who are involved and affected by the activities undertaken as a responsibility of this role including community members, resource users, and Tangata Whenua. |
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| 6. | Any other duties as and when required by the Science Services Managers, Director – Environment Quality or Chief Executive. |
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| **Person specification** |  |  |  |  |  |  |
| **I Specialisation** |  |  |
| Environmental science |
| **II Key responsibilities** |  |  |
| Compliance monitoringState of the environment monitoringProgramme management and reportingData management and quality controlAdministration & financial management |
| **III Preferred qualification** |  |  |
| An appropriate qualification relevant to the area of specialisation of this role. |
| **IV Requirements** |  |  |
| Have technical and practical proficiency and competency relevant to this role’s specialisation.Strict attention to quality control, data management and accurate record keeping.Ability to analyse data relevant to this role’s specialisation.Have a professional, conscientious work ethic and attitude to duties. Ability to plan and complete work on time and within budget.Competence to undertake work within legislative, accreditation and Council policy requirements.Willingness to adapt to change and modify work approach to accommodate innovation and revised strategies.Being a good team player - showing respect for colleagues, both personally and professionally. Cooperative manner that accommodates others and allows for effective sharing of resources.Good team coordination skills that allow for effective work prioritisation and job management.Communication methods that are respectful, allows active listening and efficient sharing of information.Demonstrate empathy and assist in building the confidence of the other team members. Ability to identify and resolve conflict successfully. Good knowledge and understanding of the Resource Management Act 1991 and other applicable legislation.Good computer literacy with a range of software skills.An understanding and appreciation of Maori cultural and spiritual values, and protocol.Current driver’s licence and ability to drive manual and 4-wheel drive vehicles.Due to the fieldwork requirements of this role, good physical fitness and good eyesight. |
| **V Preferred experience** |  |  |
| Experience in scientific monitoring techniques, data analysis and technical report writing.Proven ability to communicate effectively with a diverse range of individuals, groups, organisations, and commercial entities. |
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| **Position details** |  |  |  |  |  |  |
| Number | 469 |
| HolderStatus | Vacant Permanent Part time (0.5FTE) |
| Department | Environment Quality |
| Section | Science Services |
| Responsible to | Science Manager - Hydrology & Biology |
| Subordinate staff | Nil |
| Functional relationships | Other Science Services staffResource Management department Corporate Services departmentOther regional and local authority staffResource consent applicants, holders and their consultantsGeneral public, iwi and special interest groups |
| Location | Based at the Regional Council premises in Stratford and may be required to travel throughout the Taranaki region as part of their duties. |
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| **Salary range** |  |  |  |  |  |  |  |
| A market salary for the position will be negotiated, depending upon experience, qualifications and aptitude. The salary is subject to annual general market adjustment and review. |
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| **Standard conditions of appointment** |  |  |  |  |
| 1.  | Special conditions of appointment may apply to particular positions. These may include motor vehicle, special allowances, and other non-standard employment arrangements. Where such conditions apply, they will be separately added to the Job Description for the position concerned. |
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| 2.  | The appointee must, at all times, abide by the terms and conditions contained in the Council’s in-house manual entitled Working for the Taranaki Regional Council. |
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| 3. | The appointee must, at all times, abide by the terms and conditions of the Taranaki Regional Council Collective Employment Agreement and amendments and variations thereto. |
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| 4. | Appointment to this position with the Taranaki Regional Council shall be subject to a probationary period of six (6) months from the date of taking up the position. |
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| 5. | Specific to this position, the appointee must acknowledge: |
|  | a. | A requirement to work outside normal working hours and to be ‘on-call’ from time to time. |
|  | b. | May be expected to work under conditions in which health and safety hazard and risks are present for example working around waterways or working with hazardous or toxic materials. In all instances, it is expected that these hazards and risks are addressed in accordance with TRC health and safety guidelines and procedures and Council Policy and that employees adhere to the requirements of the Health and Safety at Work Act 2015. |