

# Senior Environmental Scientist

## Part one: job description

**Job title:** Senior Environmental Scientist

**Location:** Wellington or  
Masterton

**Status:** Permanent

**Effective:** 1<sup>st</sup> October 2012

**Group:** Environment Management

**Department:** Environmental Science

### 1. Role of the Environmental Science Department

The Environmental Science Department provides scientific, monitoring and investigative services to the council spanning:

- Land quality and associated terrestrial ecosystems
- Air Quality
- Climate
- Freshwater quantity and quality including associated ecosystems. This includes the inter-relationships of groundwater and surface water and by extension the effect of land management on water quality
- Marine quality and associated ecosystems

The information and skill base is used to assist in:

- Monitoring performance of plans and revision of plans including limit setting,
- Assessing resource consent applications and activities,
- Undertaking integrated monitoring of the effects of activities on ecosystems and natural resources.
- Determining the effectiveness of environmental restoration and rehabilitation programmes
- Determining the state of the environment from a natural resource perspective
- Assist in developing fit for purpose monitoring programmes utilising in-house and external scientific and technical providers and providing the monitoring expertise to collect and store that information

- Providing scientific analysis and interpretation and expert witness capability
- Providing a hydrological network for flood management and water supply purposes

## **2. Purpose of role**

The Senior Environmental Scientist, is responsible for providing scientific expertise and advice in relation to their areas of expertise & targeted investigation programmes for the Wellington region, and to ensure that the science and monitoring needs in these subject areas are met.

The Senior Environmental Scientist is responsible for the following functions

- Providing high quality scientific expertise and advice on a specialist area of expertise i.e. terrestrial ecosystems, hydrology, aquatic ecosystems, air quality & climate for use by Greater Wellington to fulfil s35 RMA requirements, internal service level agreements, and external client needs
- Undertakes or oversees scientific investigations including quality and monitoring programmes
- Works with Environmental Monitoring Officers & Team Leader to review or develop relevant environmental monitoring strategies or programmes
- Provides mentoring & support to team members
- Providing and maintaining a robust and timely flood warning service (NB only applicable to those in the Hydrological team)
- Supports the formulation of Greater Wellington's policies, objectives and rules relevant to a specialist area of expertise, and assisting with assessing their effectiveness
- Disseminates information to the council and the public to keep them informed on matters relating to their scientific discipline and the use and quality of the specialist area of expertise
- Provide expert evidence and represent Greater Wellington as an expert witness in their area of scientific expertise
- Quality assurance and validity checking of relevant scientific data
- Provides scientific advice on environmental management activities

## **3. Working relationships/reporting lines**

The Senior Environmental Scientist, reports directly to the Team Leader, Environmental Science (within their specialist area).

The Senior Environmental Scientist, is required to work closely with members of the Environmental Science Department including, but not limited to:

- Staff in the Environmental Regulation, Environmental Policy, Biosecurity, Biodiversity, Land Manager, & Flood protections Departments, and within the Water Supply Group
- Science Advisory & Science Steering Committees
- Other regional councils and territorial authorities.
- Central government departments including the Ministry for the Environment and Ministry of Primary Industries.
- Research providers and tertiary institutions.
- Regional public health authorities.
- External consultants.
- Members of the public, relevant community groups & catchment based committees

#### 4. Key results and tasks

Key results	Key tasks
<b>Scientific Investigations &amp; Monitoring Programmes in Specialist area:</b> <ul style="list-style-type: none"> <li>• Undertakes, develops or oversees scientific investigations</li> <li>• Maintains an up-to-date record of monitoring &amp; investigations.</li> <li>• A technical report is written for the State of Environment report.</li> <li>• An annual report and/or report card are produced as and when required.</li> </ul>	<ul style="list-style-type: none"> <li>• Works with EMO's &amp; Team Leader to review or develop relevant environmental monitoring strategies or programmes</li> <li>• Works with the Science Strategy &amp; Information Team &amp; Team Leader to maintain records relating to the monitoring programmes including procedures, protocols, site characteristics, and recorded data.</li> <li>• Reviews relevant monitoring programmes at regular intervals to ensure they are supplying the information necessary for the Council to fulfil its functions with respect to managing the quality of the region's resources.</li> <li>• Prepares summaries of resource related information for dissemination via the Greater Wellington web site as required.</li> <li>• Carries out annual analysis of data and documents this in a report and/or report card as</li> </ul>

	<p>required.</p> <ul style="list-style-type: none"> <li>Oversees the relevant sites database to ensure that appropriate information is entered as soon as practicable after it is collected.</li> <li>Carries out/oversees site-specific studies where this is necessary to fulfil the Council's obligations</li> </ul>
<b>Project Management</b> <ul style="list-style-type: none"> <li>Provide fully documented programmes including resource requirements and scheduling.</li> <li>Develop and report against programme milestones</li> </ul>	<ul style="list-style-type: none"> <li>Ensures programmes are effectively resourced &amp; meet predetermined timeframes</li> <li>Use appropriate project management software to minimise the administrative aspects of project management</li> <li>Report on a regular basis against milestones (including budgets and quality assurance)</li> <li>Provide reviews on a regular basis in accordance to the teams and councils research strategy and work programmes.</li> </ul>
<b>Provision of Professional Advice</b> <ul style="list-style-type: none"> <li>Providing high quality scientific expertise &amp; advice on a specialist area of expertise</li> <li>Supports the formulation of GW's policies, objectives and rules relevant to a specialist area of expertise, and assisting with their effectiveness</li> <li>Represent Greater Wellington as an expert witness in their area of expertise</li> </ul>	<ul style="list-style-type: none"> <li>Ensures that the input of monitoring and investigation information into the policy development and consent management process is timely and relevant.</li> <li>Provides expert evidence &amp; represents GW as an expert witness in their area of expertise</li> <li>Oversees the provision of information to internal and external clients when requested, including any limitations appropriate to the request.</li> <li>Liaises with the ICT Department/Science, Strategy &amp; Information team to ensure appropriate and accurate information is displayed on Greater Wellington's website to meet the community/decision makers needs</li> </ul>
<b>Contributing to the Environmental Science Department</b> <ul style="list-style-type: none"> <li>The Environment Science Department operates in an effective manner and members of the Environment Science Department support each other.</li> <li>Stakeholders and clients experience a seamless service across the Environment Science Department.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates a commitment to, and enthusiasm for, an overall contribution to the Environment Science Department, including provide back up support for other staff when required including filling in for the Team Leader as required.</li> <li>Appropriate, effective and timely interaction, contribution and support to team/departmental/group programmes, projects &amp;</li> </ul>

	<p>initiatives.</p> <ul style="list-style-type: none"> <li>• Contribute to reviews of the systems and processes used by Environmental Science department to ensure that they are effective and efficient.</li> <li>• Contribute to effective management of a wide variety of relationships with stakeholders and interested parties, Greater Wellington management and staff, support staff, contractors, consultants, suppliers and other agencies</li> <li>• Leader or actively participates in relevant environmental science &amp; interdepartmental project teams, or relevant science advisory groups or science steering committees</li> </ul>
<p><b>Leadership, Mentoring and Coaching</b></p> <ul style="list-style-type: none"> <li>• Other Environmental Scientists &amp; Environmental Monitoring Officers receive appropriate scientific guidance and support,</li> <li>• Leadership is demonstrated in relevant environmental science and inter-departmental projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Acts as a mentor to environmental science staff, providing constructive peer review of reports, hearing evidence and other outputs, as required.</li> <li>• Leads or actively participates in relevant environmental science projects and inter-departmental project teams where required and appropriate to the position, including presentations of scientific information to external agencies and the public.</li> </ul>
<p><b>Quality Assurance</b></p> <ul style="list-style-type: none"> <li>• Effectively measure performance against the Council's statutory plans, including the Annual Plan and Long Term Plan (LTP).</li> <li>• Effectively measure performance of programmes against relevant guidelines, standards and quality assurance procedures. Ensure appropriate level of peer review is undertaken on all aspects of work programmes.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepares and maintains programmes for soil monitoring and investigations in the Wellington Region that meet the requirements of the Council's Regional Policy Statement, regional plans, and annual and strategic plans.</li> <li>• Provides a quality assurance function including providing advice on work practises, techniques &amp; peer reviewing technical reports</li> </ul>
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>• Effective relationships are developed and maintained with internal and external stakeholders.</li> <li>• An awareness of the context within which Greater Wellington operates is demonstrated.</li> <li>• Maintains active involvement in appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Recognises and values the importance of establishing and maintaining excellent working relationships with internal stakeholders.</li> <li>• Recognises and values the importance of establishing and maintaining excellent working relationships with staff in other regional councils, territorial authorities, government organisations</li> </ul>

professional networks	<p>and other external stakeholders.</p> <ul style="list-style-type: none"> <li>• Liaises with other local authorities and agencies to promote efficiency and the co-ordination of related land and water contamination programmes and functions.</li> <li>• Demonstrates an awareness of the environment within which Greater Wellington operates by ensuring that information and presentations are delivered with the appropriate level of professionalism and are tailored to the level of understanding of the audience.</li> </ul>
<b>Self Management</b> <ul style="list-style-type: none"> <li>• Demonstrates continuous improvement in performance /personal development.</li> </ul>	<ul style="list-style-type: none"> <li>• Is open to consultation and seeks regular feedback from Team Leader in line with Greater Wellington's performance management system.</li> <li>• Maintains contact with professional peers to keep abreast of current knowledge relating to their specialist area</li> <li>• Identifies opportunities for training and development.</li> <li>• Complies with Safety and Health legislation and policies.</li> </ul>
<b>Sustainable Resource Management</b> Demonstrates a commitment to sustainable resource management.	Promotes sustainable resource management and the Council's role and achievements in this area, including making effective and efficient use of resources available to the Department.
<b>Health &amp; Safety</b> <ul style="list-style-type: none"> <li>• A safe and healthy working environment is maintained</li> <li>• GWRC's health and safety policies are observed</li> </ul>	<ul style="list-style-type: none"> <li>• Actively engages in health and safety matters</li> <li>• Practices safe work methods and follows health and safety procedures</li> <li>• Protects themselves, their fellow employees and any other party, from unsafe situations by working in a safe and responsible manner, in accordance with policy and procedural requirements</li> <li>• Participates in safe work planning, hazard identification, risk assessment and developing recommendations for corrective actions</li> <li>• Reports all incidents, including near misses and hazards, whether or not these incidents involve injury</li> </ul>

## **5. Dimensions (employees, budget, expenditure)**

The Senior Environmental Scientist, has no staff and no allocated budget responsibilities.

## **Part two: person specification**

### **1. Qualifications, skills and experience**

- An applicable post graduate degree qualification (or equivalent experience) majoring in environmental science or related area, with an understanding of air, climate, soil, water and coastal quality & monitoring or equivalent relevant work experience, particularly in environmental monitoring and interpreting environmental data, coupled with relevant experience
- Ability to produce and present high quality written and oral reports at a professional level
- Experience with planning and implementing programmes to predetermined timeframes
- A thorough understanding of relevant Resource Management legislation, particularly at a local and regional governmental level
- Sound computer skills with literacy in word, excel, databases, GIS, and other discipline related software packages

### **2. Personal attributes and behavioural competencies**

- Demonstrated experience mentoring staff
- Strong project management skills to manage competing priorities, with the ability to take the lead in work and wider departmental/organisational wide project work (or taking the lead in project work) and manage on time within budget
- Strong attention to detail & analytical skills
- Good communication skills and interpersonal skills (flexibility, listening skills, persuasive)
- Creative, innovative, practical and able to solve problems
- Ability to work as part of a team, as well as to work independently

- Ability to manage workload and meet deadlines
- Understands the importance of building and maintaining positive durable working relationships both internally and with external stakeholders
- Honesty, integrity, enthusiasm and energy
- Values and respects other people's contributions, work pressures and responsibilities
- Awareness and understanding of tikanga Māori

### **3. Physical requirements**

- A current full New Zealand driver's licence.
- The ability to use safely a computer without causing or aggravating an injury.
- The jobholder must be able to physically carry out the functions of the position.

### **Date and signatures**

Job holder: \_\_\_\_\_

Date:\_\_\_\_\_

Manager: \_\_\_\_\_

Date:\_\_\_\_\_