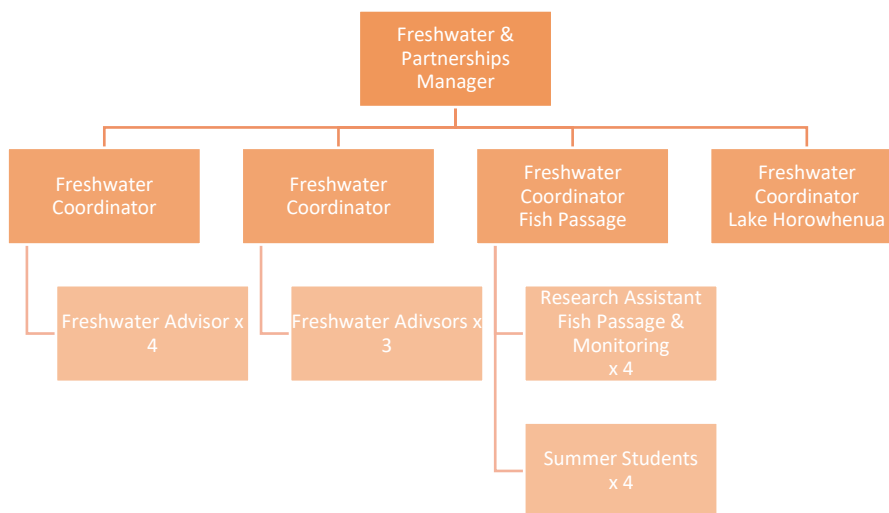




JOB DESCRIPTION

Job Title:	Research Assistant –Fish passage and monitoring - Fulltime (Fixed term – till 30 th June 2024)
Work Unit:	Natural Resources and Partnerships Group (NRP)
Responsible to:	Freshwater Coordinator – Fish Passage
Responsible for:	This job exists to: <ul style="list-style-type: none"> ▪ Undertake stream walking identifying and assessing barriers to fish migration, and completing fish and kakahi monitoring in the Horizons Region. ▪ Oversee the design, and implementation of designs to remediate high priority fish barriers; ▪ Provide field support for freshwater and land implementation programmes, and science research and monitoring programmes. ▪ Provide data management support for the freshwater and partnerships team including data processing, quality assurance and analysis. ▪ Collation, reporting and communication of results, findings and conclusions to a wide range of audiences.
Salary:	\$50,000 – \$56,000
Date:	August 2020

ORGANISATIONAL CONTEXT





PURPOSE

The core function of this role involves walking lengths of the Regions rivers, and streams, undertaking fish and kakahi monitoring. Alongside our freshwater team you will collect, collate and manage data on the presence of barriers to fish migration across our region. The aim of the fish passage monitoring programme is to:

- Determine the presence of barriers to fish migration within the regions waterways;
- Undertake an assessment of Horizons owned in-river structures and the ability for fish to be able to migrate past them;
- Undertake monitoring looking at fish and kakahi populations to determine the severity that a identified barrier might provide to migration;
- Undertake monitoring of previously remediated barriers to monitor the effectiveness of solutions;
- Develop, implement, and maintain databases and records for identified barriers;
- Undertake works to help prioritise barriers across the region for remediation;
- Undertake work to help the team design, and implement remediation to known fish barriers; and
- Report on works that have completed.

In addition to the fish passage monitoring you will work alongside other freshwater team members and the organisations scientists to support other monitoring programmes. There is an expectation that this role will be at least partially public facing, and may require you to engage with members of the public in conversation to discuss aspects of the work that the Regional Council undertakes.

FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Land and asset owners; ▪ TAs; ▪ Public; ▪ Other Regional Councils ▪ Universities and Research Institutes (including CRIs) 	<ul style="list-style-type: none"> ▪ River Management; ▪ Communications; ▪ Consents; ▪ Consents monitoring; ▪ Information Management; ▪ Catchment Data; ▪ Science and Innovation; ▪ Natural Resources and Partnerships Group



KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
1. Technical / Field Operations	
<ul style="list-style-type: none"> ▪ Assessing the technical requirements (inputs) of a project 'in the field' to ensure all aspects of the project are addressed and the desired outputs and outcomes are achieved. ▪ Develop project plans or briefs as necessary. ▪ Recording the results of inspections and / or project assessments as appropriate in Council database or records. ▪ Undertake data management, analysis and reporting tasks to support the Freshwater programme. ▪ Provide technical support and technical solutions for projects. ▪ Report on projects as required. 	<ul style="list-style-type: none"> ▪ Field work and field inspections assessments are carried out, recorded, are accurate and up-to-date. ▪ Project plans or briefs deliver outputs on time, in full to desired standard. ▪ Data is captured and stored in an appropriate manner. ▪ Appropriate reports are received in a timely manner to agreed standards
2. Advisory	
<ul style="list-style-type: none"> ▪ Encourage and assist land occupiers, clients or project partners in the delivery of projects for environmental management programmes. ▪ Communicate effectively with landowners and interest groups. ▪ Promoting and encouraging all aspects of HRC business with a focus on NRP activities. ▪ Appropriate use of non-regulatory and regulatory tools to manage customer's expectations. ▪ Contributing to the development of Horizons plans and strategies where required. ▪ Ensure land occupiers are aware of their obligations under various Acts and/or Council's plans, strategies or rules. 	<ul style="list-style-type: none"> ▪ Landowners are persuaded and motivated to adopt non-regulatory programmes promoted by HRC and industry. ▪ Landowners and clients are satisfied with the quality and timeliness of the advisory service provided. ▪ Reporting on projects is timely and accurate.
3. Contract Management and Supervision	



<ul style="list-style-type: none"> ▪ Obtaining cost estimates for programmed works. ▪ Selection and induction of contractors. ▪ Supervising work programmes and monitoring for results. ▪ Ensure relevant legislative rules and requirements are met. ▪ Ensure corporate standards, policies and operating procedures are met. ▪ Manage corporate resources as required. 	<ul style="list-style-type: none"> ▪ Prepare, implement and administer relevant contracts following procurement procedures. ▪ Ensure contractors comply with relevant legislation.
<p>4. Public Liaison</p>	
<ul style="list-style-type: none"> ▪ Facilitate, prepare and promote HRC, NRP and individual projects to the public, interest groups and project partners. ▪ Prepare articles for publication following HRC communication procedures. ▪ Support all HRC strategies and plans with an emphasis on NRP operational plans and individual project targets. ▪ Respond to complaints, general inquiries and requests for action. ▪ Organise and attend field days (e.g. formal or informal public events or focus groups). ▪ Provide presentations to public. 	<ul style="list-style-type: none"> ▪ Community involvement is achieved by facilitating diverse groups, identifying and clarifying unresolved issues, recommending action and modifying behaviour. ▪ Articles are submitted as required. ▪ Customers receive up-to-date and relevant information. ▪ Requests for information are responded to promptly. ▪ All customer contacts and queries are recorded in an appropriate database on a timely basis.
<p>5. Corporate Contribution</p>	
<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 activities as required. ▪ Maintain Council plant and equipment. ▪ Fulfil administration-reporting requirements (eg. timesheets, vouchers, reporting). ▪ Report and where appropriate action any wider non-conformance with Council plans or policies (eg. Obvious non-compliance with Council rules). 	<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. ▪ Administration requirements are completed timely and accurately. ▪ Health & Safety requirements are met.



PERSON SPECIFICATION

Qualifications

Essential

- A relevant tertiary qualification to degree level, or
- A relevant undergraduate certificate or diploma; or
- At least two years direct industry experience in a relevant environmental management discipline.
- A **current** "1" class motor vehicle licence.

Desirable

- A proven track record of working with land owners, iwi/hapu, and community groups.
- 4WD certificate;
- Electro-fishing certificate;
- 1st Aid certificate.

Knowledge/Experience/Attributes

- Responsible and reliable, with an ability to follow instructions and adhere to workplace health and safety requirements.
- Able to relate to a wide range of people.
- Excellent communication skills (verbal and written).
- Good organisation skills, being able to self-initiate work, set own priorities and schedules and work to strict deadlines.
- Enjoy working in the outdoors in all weather conditions.
- Be physically fit and confident working safely in and around water.
- Full drivers licence.

OTHER REQUIREMENTS

Be prepared to:

- 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.



KEY JOB 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.



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.

Horizons Regional Council Core Values

Values are the essence of this organisation's philosophy for achieving success. They are the bedrock of our culture and our view of how Horizons Regional Council staff should behave. They also provide us with a common direction and guidelines for day-to-day behaviour.

Professionalism

Professionalism at Horizons Regional Council is delivering what is promised in a skilled, timely and appropriate manner.

Teamwork

Teamwork at Horizons Regional Council is successfully achieving shared goals through dialogue, cooperation and respect for others.

Integrity

Integrity at Horizons Regional Council is being honest with others; respectful of their race, gender, age beliefs or values.

Self-Responsibility

Self-responsibility at Horizons is highly valued. All individuals are responsible for actively managing their own behaviour, learning, developing, and performing, including accepting responsibility for actions.

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

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