



JOB DESCRIPTION

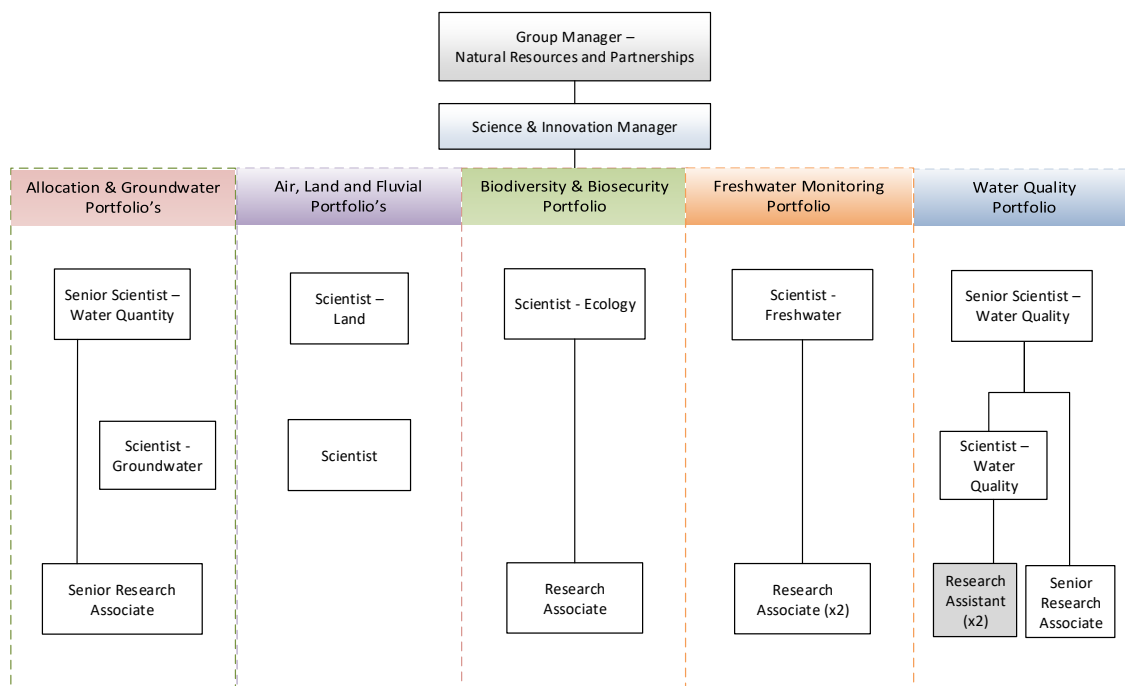
Job Title: Research Assistant – Part time (Fixed term)
 Work Unit: Natural Resources and Partnerships Group (NRP)
 Responsible to: Scientist – Water Quality
 Responsible for: This job exists to:

- Undertake monitoring of swim spots in the Horizons Region.
- Provide field support for science research and monitoring programmes, and land and freshwater implementation programmes.
- Provide data management support for the science team including data processing, quality assurance and analysis.

Collation, reporting and communication of results, findings and conclusions to a wide range of audiences.

Date: September 2019

ORGANISATIONAL CONTEXT





FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ TAs ▪ Public ▪ Public Health Officers ▪ Other Regional Councils ▪ Universities and Research Institutes (including CRIs) 	<ul style="list-style-type: none"> ▪ Communications ▪ Consents ▪ Compliance ▪ Information Management ▪ Catchment Data ▪ Natural Resources and Partnerships Group

PURPOSE

The core function of this role involves working alongside our scientists to collect, collate and manage data from our swimming spots across our region. The aim of the swimming spots monitoring programme is to:

- Determine the suitability of freshwater and marine sites with regard to the health risks of swimming;
- Determine the safety of gathering shellfish in the coastal environment; and
- Monitor water quality policy effectiveness.

In addition to the swimming spots monitoring you will, work alongside our scientists on other monitoring programmes and engage with members of the public in conversation to discuss aspects of water quality.

You will be required to:

- Adhere to Horizons staff policies and procedures at all times.
- Travel across the region (From Waikawa in the South to Taumarunui in the North and out to both the East and West Coasts, a full drivers license is required).
- Work 2.5 days per week at least one day during the weekend (generally Sunday), a full day Monday and half a day of your choice (Tuesday-Friday).



PERSON SPECIFICATION

Qualifications

Essential

- A passion for and be studying or have studied in appropriate natural science discipline (e.g. natural resource management, environmental science, geology, freshwater ecology) or other appropriate qualification.

Preferred

- A Bachelor level degree or equivalent in an appropriate natural science discipline (e.g. natural resource management, environmental science, geology, freshwater ecology) or other appropriate qualification.

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.
- 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: ___/___/___