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| ***POSITION DESCRIPTION*** | |
| **POSITION TITLE** | Catchment Co-ordination Support Officer |
| **DEPARTMENT** | Environmental Science |
| **GROUP** | Catchment |
| **REPORTS TO:** | Team Lead – Catchment Co-Ordination |
| **DIRECT REPORTS** | Nil |
| **POSITION PURPOSE**  This position will support the activities and formation of catchment groups across the region to achieve improved freshwater outcomes.  The position will be supported by the Team Lead Catchment Co-Ordination and Regional Catchment Co-Ordinator to undertake environmental monitoring, restoration activities and administrative duties associated with catchment group formation and delivery.  This role will assist the Environmental Science and Regulatory & Policy groups to deliver the outcomes of the governments essential freshwater reforms. | |
| **DATE OF REVIEW** | February 2025 |
| **ORGANISATIONAL CONTEXT** |  |
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| ***KEY RELATIONSHIPS*** | | | |
| **EXTERNAL** | | **INTERNAL** | **COMMITTEE/GROUPS** |
| * Public * Other Local and Territorial Authorities * Government agencies * Iwi * Primary contractors (and subcontractors) * Consultants * Industry Peers | | * All staff | * Standing Committees of Council |
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| ***FINANCIAL RESPONSIBILITIES*** | | | |
| Controls a budget Y / **N**  Maximum that may spent without reference to manager ($) **Nil.**  Jobholder can spend unbudgeted capital Y / **N**. Amount ($) **Nil.**  Jobholder is responsible for committing the organisation to long term contracts Y / **N** | | | |
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| ***KEY ACCOUNTABILITIES*** | | | |
| KEY RESULT AREAS | EXPECTED OUTCOMES/PERFORMANCE INDICATORS | | |
| **Values** | At all times ensuring Council values are reflected in behaviours and professional delivery of role. | | |
| **Field work in support of catchment groups** | Assist the Team Lead Catchment Co-Ordination in supporting catchment groups with environmental restoration and monitoring programmes to achieve environmental outcomes for freshwater management.  Duties may include undertaking pest control on behalf of landowners**, i**nstalling and or maintaining riparian fencing, supporting landowners with restoration activities such as planting | | |
| **Technology use and data collection** | Use ESRI (ArcGIS) applications to collect and store data to support catchment groups with their environmental goals.  Use GPS devices to collect data in the field  Contribute to data storage and analysis for reporting where required. | | |
| **Administration support** | Assist the Team Lead Catchment Co-Ordination through administrative activities including minute taking, event coordination and logistical support. | | |
| **Community outreach and advocacy** | Assist the Regional Catchment Co-Ordinator in supporting and increasing landowner awareness of requirements of the National Policy Statement for Freshwater Management 2020 and related legislation.  Attend regional events to increase education and awareness of freshwater values.  Participate and lead outreach with school and community groups in communities where catchment groups exist | | |
| **Working with Mana Whenua** | Assist the Poutini Ngai Tahu Advisor with supporting, informing, and educating Council and the Community with Poutini Ngai Tahu values with respect to freshwater and government policy. | | |
| **Health, Safety and Wellbeing** | Provide leadership and direction in matters relating to Health, Safety and Wellbeing by understanding and implementing the requirements of the Health and Safety at Work Act, and Council’s policy and procedures. This includes:   * Maintaining Council’s safe working practices and procedures within your team and leading by example in all areas of health, safety and wellbeing. * Taking reasonable care for your own health and safety, as well as the safety of others, ensuring that your actions or omissions do not adversely affect anyone. * Cooperating with Council policies and procedures, including the use of necessary personal protective equipment and clothing. * Reporting any potential or actual risks, injuries, work-related illnesses, and incidents (including near misses) to facilitate investigation and mitigation. * Accurately reporting all work-related hazards, incidents, near misses and accidents, and promptly implementing corrective actions. * Providing support to the Health, Safety, and Wellbeing team in internal audits, assessments, and investigations as required. * Attending and completing Health and Safety training, ensuring all required certifications remain current. * Actively participating in Council’s health, safety, and wellbeing practices and projects. | | |
| **Additional Duties** | **Collaboration and Inclusion:** Demonstrate understanding and respect for work colleagues and customers. Actively support a diverse and inclusive workplace environment. Additionally, observe cultural protocols and safety practices to support initiatives, consultations, and relationships with Iwi.  **Emergency Management:** Participate in civil defence and emergency management training and activities as directed to fulfil the Council’s statutory responsibilities.  **Additional Duties:** Perform other duties as required, as appropriate.  Embrace change by being proactive in your learning and development to support both personal growth and the Council’s goals. Discuss and set development goals with your people leader, engage in on-the-job learning, and stay open to feedback and innovation. Collaborate across teams, share your ideas and strengths, and mentor others to enhance team outcomes. | | |

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| ***PERSON SPECIFICATION*** | | |
| **QUALIFICATIONS**  *(or equivalent level of learning)* | **Essential** | **Desirable** (for recruitment purposes only) |
| Full driver’s license (as travel to other West Coast Regional offices/sites will be required). |  |
| **EXPERIENCE**  *(Indicate years of experience required as appropriate)* | Hands-on experience or skills in fieldwork, data collection, or technical equipment maintenance. | |
| **SKILLS/ATTRIBUTES/JOB SPECIFIC COMPETENCIES**  *(Typically, be expected for 100% fully effective in role)* | Enthusiasm for Poutini Ngai Tahu freshwater values.  Interest in environmental and water quality improvements.  Excellent communication and interpersonal skills.  Accurate and thorough with attention to detail. Able to demonstrate initiative, having a methodical and common-sense approach to problem solving.  Positive attitude and strong motivation to achieve the best outcomes for West Coast landowners.  Behaves in a cooperative and supportive manner within the team, actively collaborating with information sharing, while remaining flexible to the needs of others.  Adequate physical fitness and strength to traverse rough terrain over short distances.  Computer literacy. | |

*To adapt to the evolving nature of our work environment, including technological advancements and statutory changes, it may be necessary to periodically review and update this job description. These updates can occur as part of the annual performance cycle's preparation or as needed. The manager of this position, in consultation with the position holder, may initiate these updates. This job description should be reviewed during the preparation phase of performance planning.*

Employee Name Date

Employee Job Title

Approved: Manager Name Date

Manager Job Title

