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| ***POSITION DESCRIPTION*** | |
| **POSITION TITLE** | Natural Hazards – Summer Student |
| **DEPARTMENT** | Environmental Science |
| **REPORTS TO:** | Principal Natural Hazards Analyst |
| **DIRECT REPORTS** | nil |
| **POSITION PURPOSE**  This summer, the West Coast Regional Council is offering an exciting 12-week paid position for a student currently studying towards (or recently graduated with) a qualification in environmental science, geography, geology, or natural hazards/climate change adaptation — ideally with a GIS component.  The role offers the chance to gain valuable experience working within our Environmental Science team, mentored by Senior Natural Hazard staff in a real-world setting, applying your knowledge at the interface of science and regional government. You’ll contribute to improving how we manage, analyse, and communicate natural hazards information for the benefit of the public, councils, Civil Defence, and other stakeholders. | |
| **DATE OF REVIEW** | September 2025 |
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| **ORGANISATIONAL CONTEXT** | |

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| ***KEY RELATIONSHIPS*** | | | |
| **EXTERNAL** | | **INTERNAL** | **COMMITTEE/GROUPS** |
| * Public * Consultants * Industry Peers * Other service providers | | * Senior Natural Hazards Analyst * Environmental Science Team * Engineering/Catchments teams | * Standing Committees of Council |
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| ***FINANCIAL RESPONSIBILITIES*** | | | |
| As per the Financial Delegations Register   * Jobholder can spend unbudgeted capital Y / **N.** Amount ($) * 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** | The best interest of the organisation are represented at all times ensuring Council values are reflected in behaviours and professional delivery of role. | | |
| **Maximising the use of existing natural hazard data and information** | Contribute to the development of a natural hazards communication plan to help communities understand natural hazard and climate change risks.  Help develop WCRC natural hazards website content and plain-language summaries of natural hazard data and information for communication with relevant communities.  Help develop and update internal registers and databases of hazard information. | | |
| **Development of website and hazard data portal content** | Scope and review existing natural hazards spatial datasets and how they might be best communicated and managed for public use in a spatial data portal  Develop and maintain internal geospatial databases of environmental and hazards information. | | |
| **Health, Safety and Wellbeing** | Demonstrates a strong understanding of the Health and Safety at Work Act and adheres to Council's health, safety, and wellbeing policies and procedures. This includes:   * Promoting and maintaining safe work practices within the team, consistently leading by example. * Ensuring compliance with all reasonable health and safety policies and procedures issued by Council. * Taking reasonable care for your own health and safety and that of others, avoiding actions or omissions that could cause harm. * Following Council procedures, including proper use of personal protective equipment (PPE) and safety gear. * Promptly reporting all hazards, incidents, injuries, work-related illnesses, and near misses to support effective risk management. * Ensuring timely and accurate documentation of all health and safety events and taking appropriate corrective action. * Supporting internal audits, assessments, and incident investigations as required by the Health, Safety and Wellbeing team. * Attending mandatory health and safety training and maintaining current certifications. * Actively engaging in Council-wide health, safety, and wellbeing initiatives and continuous improvement efforts. | | |
| **Organisational Contribution and Engagement** | **Collaboration and Culture Engagement**  Foster a respectful, inclusive, and culturally aware work environment. Support diversity and inclusion initiatives and uphold the Council’s obligations under the Treaty of Waitangi and the Treaty Settlement Act, including observing cultural protocols when engaging with iwi and other stakeholders.  **Emergency Management Participation** Participate in civil defence and emergency management activities as required, contributing to the Council’s statutory emergency preparedness and response obligations.  **Additional Responsibilities** Undertake additional duties as reasonably required. Embrace change through continuous learning, setting personal development goals with your people leader, and staying open to feedback and innovation. Actively share knowledge, mentor colleagues, and contribute to cross-team collaboration to support organisational goals and enhance overall performance. | | |

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| ***PERSON SPECIFICATION*** | | |
| **QUALIFICATIONS**  *(or equivalent level of learning)* | **Essential** | **Desirable** (for recruitment purposes only) |
| Currently studying or recently graduated with a relevant tertiary qualification in environmental science, geography, geology, GIS or natural hazards | Postgraduate qualification (or studying towards) in natural hazards/climate change adaptation |
| **SKILLS/ATTRIBUTES/JOB SPECIFIC COMPETENCIES**  *(To be fully effective in role)* | * Knowledge of spatial data management, and GIS web solutions. * Proficiency in geospatial data analysis and interpretation (e.g. GIS, LiDAR, DEM analysis). * Excellent communication skills — written and verbal — with demonstrated ability to present complex technical concepts clearly. * Strong interest in science communication and innovative ways to present complex data to general audiences. * Self-motivated and able to work independently at times. * Good organisational and time management skills. * Awareness of tikanga and Te Tiriti o Waitangi, and a willingness to learn. * Genuine passion for protecting the natural environment and supporting community resilience | |

**What We Offer**

* Hands-on experience in a high-paced, diverse government organisation.
* Mentoring and support from experienced natural hazard professionals.
* Flexible start and finish dates to accommodate exams.
* A chance to gain insight and build networks in the geospatial and environmental field — giving your career a valuable head start.

*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

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