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| ***POSITION DESCRIPTION*** | |
| **POSITION TITLE** | Principal Natural Hazards Analyst |
| **GROUP** | Catchment Management |
| **REPORTS TO:** | Group Manager – Catchment Management |
| **DIRECT REPORTS** | 1 |
| **INDIRECT REPORTS** | Nil |
| **POSITION PURPOSE**  To lead the coordination, investigation, analysis, and strategic management of natural hazards and multi-hazard risks across the West Coast region. The Principal Natural Hazards Analyst provides scientific leadership and expert technical advice, ensuring the most current and defensible hazard information is used to support community safety, emergency preparedness, resilience planning, and informed decision-making across Council functions.  The role fosters innovation in hazard monitoring and analysis, builds collaborative partnerships with iwi, territorial authorities, and scientific agencies, and ensures hazard information is accessible and well-communicated to stakeholders and the wider community.  The position supports integration of hazard risk insights into statutory planning, emergency management, and infrastructure decisions, contributing to a resilient and well-informed West Coast community. | |
| **DATE OF REVIEW** | June 2025 |
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| **ORGANISATIONAL CONTEXT** | |

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| ***KEY RELATIONSHIPS*** | | | |
| EXTERNAL | | Purpose and frequency of contact | |
| * Public | | Consultation | Weekly |
| * Other Local and Territorial Authorities | | Seeking information, collaboration | Weekly |
| * Iwi | |  |  |
| * Primary contractors (and subcontractors) and consultants | | Seeking information, products and services and reviewing work | Weekly |
| * Industry Peers | |  |  |
| * Other service providers | | Seeking information | Monthly |
| INTERNAL | | | |
| * All staff | | Seeking information and project support | Daily/weekly |
| COMMITTEE/GROUPS | | | |
| * Standing Committees of Council | |  | Monthly |
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| ***KEY ACCOUNTABILITIES*** | | | |
| KEY RESPONSIBILITIES | EXPECTED OUTCOMES/PERFORMANCE INDICATORS | | |
| **Values** | The best interests of the organisation are represented at all times ensuring Council values are reflected in behaviours and professional delivery of role. | | |
| **Hazard Information Planning and Reporting** | Lead the investigation, analysis, and synthesis of natural hazards and multi-hazard risks for the West Coast region.  Ensure hazard datasets and spatial layers are updated, quality assured, and easily accessible through internal systems and public platforms.  Deliver the Natural Hazards Information Strategy in accordance with the Council-approved work programme.  Monitor emerging trends and innovations to inform Council’s hazard information products and decision-making frameworks.  Ensure hazard information supports community resilience, emergency planning, and risk-informed Council decisions.  Integrate hazard information into the Regional Policy Statement, District Plans, emergency management frameworks, and land use planning. | | |
| **Hazard Analysis and Technical Advice** | Lead the preparation of multi-hazard management plans and deliver scientifically robust hazard risk assessments to inform Council’s policies, statutory planning, infrastructure, and climate adaptation.  Provide technical assessments that are based on sound science and robust analysis.  Apply advanced hazard analysis methods to support well-informed decision-making.  Actively engage with the three territorial authorities to foster a collaborative approach to natural hazard risk management.  Provide sound scientific advice to hearings, Environment Court processes, and other statutory forums  Maintain up-to-date knowledge of relevant case law, legislative changes, and emerging trends to support robust and well-informed decisions. | | |
| **Team Collaboration and Hazard Risk Assessment** | Provide technical leadership within Council’s multi-disciplinary project teams to advance natural hazard risk assessment and resilience planning.  Be an active contributor to a collaborative team, supporting group discussions and decision-making processes.  Ensure hazard data and insights are effectively integrated across Council functions, including emergency management, asset planning, and land use policy.  Mentor colleagues and foster continuous improvement and scientific excellence within the hazards team. | | |
| **Relationship Management and Community Engagement** | Build and maintain strong relationships with iwi, territorial authorities, scientific partners, central agencies, communities, ratepayers, landowners, consultants, contractors to ensure Council’s natural hazards science is well-integrated into risk management decisions.  Help build strong, trusted relationships with communities and key stakeholders, ensuring Council’s work is well understood and respected.  Represent Council at public forums, iwi hui, and technical workshops, communicating complex scientific information in clear, accessible ways to diverse audiences.  Actively participate in public consultation processes and help make technical information accessible and relevant to the community.  Develop partnerships with research institutions and external experts to advance natural hazards science and enhance Council’s capability.  Enhance Council’s professional reputation as a trusted and credible source of natural hazard and risk advice. | | |
| **People Leadership and Management** | Provide scientific leadership and strategic direction for the hazards function, fostering a culture of technical excellence, accountability, and innovation.  Coach and develop team members to maintain advanced capabilities in natural hazards science, climate change risk, and resilience planning.  Promote continuous learning and engagement with emerging scientific developments and best practice.  Ensure all team members have well-defined roles, responsibilities, and performance objectives.  Conduct regular performance appraisals and one-on-one meetings to support individual growth and ensure the team delivers to a consistently high standard.  Embed leading scientific insights into Council’s climate resilience planning, statutory frameworks, and risk management strategies. | | |
| **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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| ***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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| ***FREEDOM TO ACT*** |
| Guidelines and support available to assist the job holder to make decisions e.g. policy documents, standard procedures, reference to Manager or senior employees. If job holder can make decisions without approval from anyone else, please note that authority.   * The Principal Natural Hazards Analyst operates with a high level of professional autonomy in delivering natural hazards investigations, risk assessments, and technical advice. * Decisions on scientific methods, project management, and technical outputs are made independently, within Council’s approved policies and work programmes. * Guidance from the Group Manager and senior leadership is sought for matters of significant public, legal, or reputational sensitivity. Statutory advice and evidence for hearings are reviewed collaboratively to ensure alignment with Council policy and legal frameworks. |

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| ***WORK COMPLEXITY*** |
| Most challenging duties typically undertaken:   * Apply advanced technical expertise across multiple hazard domains (hydrological, hydraulic, coastal, geotechnical, seismic) to inform risk management and resilience planning. * Lead complex multi-hazard investigations and translate scientific findings into practical risk reduction strategies. * Present complex technical issues clearly to Council, stakeholders, and the community. * Exercise sound judgement in hazard risk communication and emergency response decisions that may impact community safety and critical infrastructure. * Maintain up-to-date knowledge of evolving natural hazards science, legislative requirements, and best practice. |

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| ***PERSON SPECIFICATION*** | | |
| **QUALIFICATIONS**  *(or equivalent level of learning)* | **Essential** | **Desirable** (for recruitment purposes only) |
| * Tertiary qualification in earth science, environmental science, engineering, resource planning, or a closely related discipline. * Full New Zealand driver’s licence (as travel across the West Coast region is required). | * Postgraduate qualification (Honours, Masters, or PhD) in a relevant field such as natural hazards, engineering geology, environmental engineering, or climate resilience. |
| **EXPERIENCE**  *(Indicate years of experience required as appropriate)* | * Minimum five (5) years post-qualification experience in natural hazards assessment, risk analysis, or resilience planning. * Proven ability to lead multi-disciplinary hazard investigations and deliver technically robust risk assessments. * Experience applying hazard and risk information to statutory planning, infrastructure decision-making, and emergency management. * Strong track record of communicating complex scientific information clearly to both technical and non-technical audiences. | * Experience in local government, central government, or a similar public sector environment. * Familiarity with relevant New Zealand legislation (RMA, NBA, CDEM Act) and national policy frameworks. * Experience with climate change risk assessment and adaptation planning. |
| **SKILLS/ATTRIBUTES/JOB SPECIFIC COMPETENCIES**  *(Typically, be expected for 100% fully effective in role)* | * Advanced knowledge of natural hazard risk assessment and management methodologies. * Sound knowledge of financial and budget management processes, and ability to manage project budgets effectively. * Proficiency in geospatial data analysis and interpretation (e.g. GIS, LiDAR, DEM analysis). * Sound understanding of hydrological, hydraulic, geotechnical, and/or coastal hazard analysis techniques. * Strong project management skills, with the ability to lead complex investigations and manage contractors. * Excellent communication skills — written and verbal — with demonstrated ability to present complex technical concepts clearly. * Strong interpersonal skills with the ability to build effective working relationships internally and externally. * High level of organisational, time management, and problem-solving ability. * Demonstrated initiative and innovation in advancing hazard science and its practical application. * Ability to mentor colleagues and contribute to the professional development of the hazards team. * Commitment to continuous professional learning and maintaining up-to-date knowledge of advances in the field. * Ability to produce high-quality work under pressure and meet deadlines. * Willingness to participate in after-hours emergency response activities when required. | |

*From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning.*

Employee Name Date  
Employee Job Title

Approved: Manager Name Date  
Manager Job Title

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