

POSITION DESCRIPTION

Effective from: September 2019

Position Title	Environmental Data Officer – Fixed Term
Reporting To	Manager Consent Systems and Administration
Directorate	Regulatory
Location	Dunedin
Supervising	None

Our Organisational Values and Behaviours

Caring <i>We take great care in all we do</i>	Collaborative <i>Great relationships enabling great outcomes</i>	Accountable <i>Deliver on our promises</i>	Trustworthy <i>We do what we say we'll do</i>	Creative <i>Seeking better ways of doing things</i>	Open & Honest <i>Encouraging openness and honesty</i>
<ul style="list-style-type: none"> ▪ Taking due care ▪ Using resources appropriately ▪ Kaitiakitanga ▪ Responsiveness 	<ul style="list-style-type: none"> ▪ Common vision ▪ Sharing knowledge and resources ▪ Partnerships with common goals ▪ Team work 	<ul style="list-style-type: none"> ▪ Having honest conversations ▪ Doing the right thing ▪ Trustworthiness ▪ Ownership 	<ul style="list-style-type: none"> ▪ Speaking with courage ▪ Acting ethically and with mana ▪ Following up ▪ Enabling great outcomes for all 	<ul style="list-style-type: none"> ▪ Challenging the 'status quo' ▪ Continuous improvement ▪ Creative problem solving ▪ Understanding the 'why' 	<ul style="list-style-type: none"> ▪ Speaking up ▪ Being approachable ▪ Speaking with integrity ▪ Inviting differing points of view

Purpose

The purpose of this position is to provide a high level of effective data processing and quality control for the Consent System and Administration team, with the primary focus on consent compliance related data.

The Environmental Data Officer will process and analyse data provided by consent holders as part of meeting their requirements under the conditions of their consents.

The Environmental Data Officer position will provide a high level of technical support to the various compliance teams and other sections of Council, specifically with regard to the interpretation of data relating to water usage, water and air quality as well as bore log information.

Results Area	Activities	Expected Outcome
Data processing and data collation	<p>Receive, collate, archive and process compliance data, relating to air discharges, water quality, water metering, bore log returns and gravel extraction.</p> <p>Liaise with various third-party data providers who submit daily or yearly water usage data and maintain a steady and complete flow of water usage data.</p>	<ul style="list-style-type: none"> • Data is collated and processed in a timely manner, in line with ORC policy and legislative standards. • Daily received water usage data for 900+ sites via telemetry that is up-to-date and correct. • Maintain and improve data streams for water metering and water quality data • Data integrity is maintained and

	<p>Report on progress of data received and data gaps</p> <p>Liaise with relevant internal parties for whom the data is prepared mainly in the form of Performance Review reports as part of the overall Compliance reporting for each consent.</p> <p>Collate data according to the procedures and standards.</p> <p>Respond to data and information requests from the public, consultants and internal staff.</p> <p>Assist Environmental Officers with the preparation and interpretation of the data when necessary for their reports and site visits.</p>	<p>data is viable for further analysis.</p> <ul style="list-style-type: none"> • Procedures are followed consistently and improved where needed. • Information is provided for the public on request in a timely manner • Compliance officers arrive on site with all data at hand and understanding any data related issues.
<p>Quality Assurance</p>	<p>In collaboration with Environmental Monitoring staff, develop and maintain processes for Quality Assurance of the collected and archived data.</p> <p>Conduct regular checks on the daily progress of data processing especially the telemetry data.</p> <p>Report on the progress of compliance data collection and processing.</p> <p>Report any data issues to the manager and propose solutions to resolve the issues.</p> <p>Help with the implementation of NEMS for water usage and water quality data</p> <p>Design and implement QA systems for water quality, water metering and bore log information.</p>	<ul style="list-style-type: none"> • Quality assurance procedures are up-to-date and reflect current best practice and applicable legislation. • Daily checks are undertaken in line with ORC policy with anomalies or issues identified and appropriate action is taken. • Data errors or issues are corrected in a timely manner. • Data contained in Council systems in reliable and accessible.
<p>Database Maintenance</p>	<p>Help maintain up-to-date Environmental and Compliance databases with all relevant staff in ORC .</p> <p>Liaise with the Environmental Monitoring team on the overall integrity of all Environmental data systems.</p>	<ul style="list-style-type: none"> • The Consents/Compliance Database is consistently up-to-date and contains reliable information. • Data integrity is maintained, any issues are highlighted to relevant sections.

	<p>Design and build both regular and ad hoc reports.</p> <p>System documentation is developed and kept up to date.</p>	
Compliance	<p>Provide support to consents and policy staff for consent renewals information as required.</p> <p>Check compliance of received data within appropriate timeframes.</p> <p>Escalate compliance issues as necessary.</p>	<ul style="list-style-type: none"> • Consents and policy staff receive accurate data in a timely manner. • Non-compliant data is graded and escalated appropriately.
Other Duties	<p>Contribute to the flexibility, agility and adaptability of your team and the wider Organisation, by undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Otago Regional Council in all that you do.</p>	<ul style="list-style-type: none"> • Respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • Produce work that complies with ORC processes and reflects best practice. • Where you are unsure, questions are asked to ensure policy and best practice is maintained. • Maintain the reputation of the ORC in all that we do.
Professional and Career Development	<p>Identify, in conjunction with your manager, areas for both personal and professional development, in line with your career development plan.</p>	<ul style="list-style-type: none"> • Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annually with your manager. • You actively seek feedback and accept constructive criticism. • A minimum of two performance related meetings [outside of the formal review process] annually.
Health & Safety	<p>Always have the wellbeing of self and others as a priority.</p> <p>Champion, support, implement and adhere to H&S policies and procedures.</p>	<ul style="list-style-type: none"> • H&S policies and practices and other related policy and initiatives are complied with. • Works in a safe manner at all times to avoid harm to self and others.

<p>Champion a culture that supports and maintains 'Doing Safety Differently', (the well-being of all ORC employees, and all those that we work with) environmental and sustainability practice and management.</p> <p>Promote a safe and environmentally sound working environment and a culture of safe and responsible behaviours and attitudes.</p> <p>Report all risks identified and contribute to their elimination or minimisation.</p> <p>Actively contribute to H&S initiatives.</p>	<ul style="list-style-type: none"> • All incidents, accidents and near misses are promptly reported. • All risks effectively managed and no outstanding compliance issues. • There are no preventable work-related injuries and/or incidents. • Appropriate PPE gear is worn as required by ORC/legislative policy.
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Relationships

- Staff within the Consent Systems and Administration Team
- Manager Consent Systems and Administration
- Compliance Team
- Consent Team
- Environmental monitoring staff
- Science and Planning teams
- Consent holders and applicants
- Representatives of consent holders (water services providers)
- Ratepayers and members of the public
- Other Local and Territorial Authorities within Otago

Person Specification

The expertise and competencies required for a person to reach full competency in the role.

	Essential	Desirable
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> • A degree in Environmental Sciences, Hydrology or database management and/or equivalent level of experience [includes Diploma]. 	
Experience	<ul style="list-style-type: none"> • 5 years' experience in a related/relevant field. • Understanding of data collection, processing and record archiving principles. • Experience in following and maintaining data procedures. 	<ul style="list-style-type: none"> • SQL Manager and SQL Reporting Services or other reporting software. • Experience with Hilltop Manager or other Time Series Archiving and Analysis software (e.g. Hydstra, Aquarius, Hydrotel, Envista). • Experience maintaining bat file processes, CSV formatting, WML2 and/or XML formatting, (Windows) task scheduler and automatic FTP processes.

		<ul style="list-style-type: none"> • GIS user level. • Experience with consents or workflow related databases or systems. (e.g. Accela) • Advanced knowledge of Microsoft MExcel and/or MSAccess (VBA, Macro's).
Knowledge and Skills	<ul style="list-style-type: none"> • Strong organisational skills and processes. • Attention to detail. 	
Personal Qualities	<ul style="list-style-type: none"> • Can build effective relationships with all levels of the organisation. • Self-managed and can take the initiative. • A strong customer focus including the ability to develop solutions that provide 'value for money'. 	

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment and business needs.