

# Environmental Scientist – Contaminants



**MARLBOROUGH  
DISTRICT COUNCIL**



Only Marlborough

## Purpose of the position

This position contributes to the Environment Science and Monitoring Group to assist Council in fulfilling its statutory obligations pursuant to the Resource Management Act 1991 in relation to activities associated with environmental science and monitoring.

The primary responsibility of this role is to:

- Lead development and implementation of monitoring programmes, gather environment data and report on the state of Marlborough's natural and physical resources in relation to Contaminated Land and Air Quality.
- Manage the Listed Land Use Register (LLUR) database.
- Manage public enquires in relation to contaminated land information.
- Undertake and coordinate research and provide expert advice allowing MDC to manage the region's Contaminated Land, and Air Quality for the needs of future generations.
- Provide technical input into council policies, consents, compliance and LIM's
- Manage Land and Water Projects.

## Who you report to

Team Leader Land and Water.

## Hours of business

Council's hours of business are 8.00 am to 5.00 pm Monday to Friday. Your hours of work are as per your employment agreement or variation as recorded on your personnel file.

## Location

Marlborough District Council, Seymour Street, Blenheim and various other locations as required to perform the duties of the position.

## Person specification

Competencies	Ability to demonstrate
<b>Personal Qualities.</b>	<ul style="list-style-type: none"> <li>• That you have highly developed problem solving and analytical skills.</li> <li>• That you can participate both individually and as a team member in a collaborative work environment.</li> <li>• That you have well developed oral and written communication skills.</li> <li>• That you have a flexible personality with a performance focus.</li> <li>• That you are quality conscious and committed to facilitating positive results through others.</li> <li>• That you are self-motivated to keep abreast of technological advances in land use practices and investigations.</li> <li>• That you are able to work unsupervised.</li> </ul>
<b>Technical Skills.</b>	<ul style="list-style-type: none"> <li>• That you have well developed computer and software skills, including use of statistical analysis, GIS and data archive software tools.</li> <li>• That you have at least five years relevant tertiary qualification preferably at post-graduate level, in natural science discipline or equivalent.</li> <li>• That you have had experience with Contaminated Land and or Air Quality issue identification, investigation and development of practical solutions.</li> </ul>
<b>Qualifications and Work Experience Required.</b>	<ul style="list-style-type: none"> <li>• That you have a sound knowledge and appreciation of the natural and physical resources within the District.</li> <li>• That you have a level of experience preferably with the use of current equipment, techniques and processes in survey, data management, analysis and environmental reporting within Local Government requirements.</li> <li>• That you have a level of experience with Contaminated Land and natural science issue identification, investigation and development of practical solutions.</li> <li>• That you have had experience with interaction/collaboration with other professional and lay personnel.</li> <li>• That you have had experience contract management.</li> <li>• That you have knowledge in contaminated land management and air quality investigations in the environmental context, analysis, monitoring, resource evaluation and modelling.</li> <li>• That you have a high level of innovation, creativity and leadership skills.</li> <li>• That you have a sound understanding of the importance of the “Plan Do Monitor Review” loop in the context of continuous improvement in policy making.</li> <li>• That you have budgeting control, reporting and project planning and management skills.</li> <li>• That you have well developed skills for preparing and presenting at hearings.</li> </ul>

## Position description

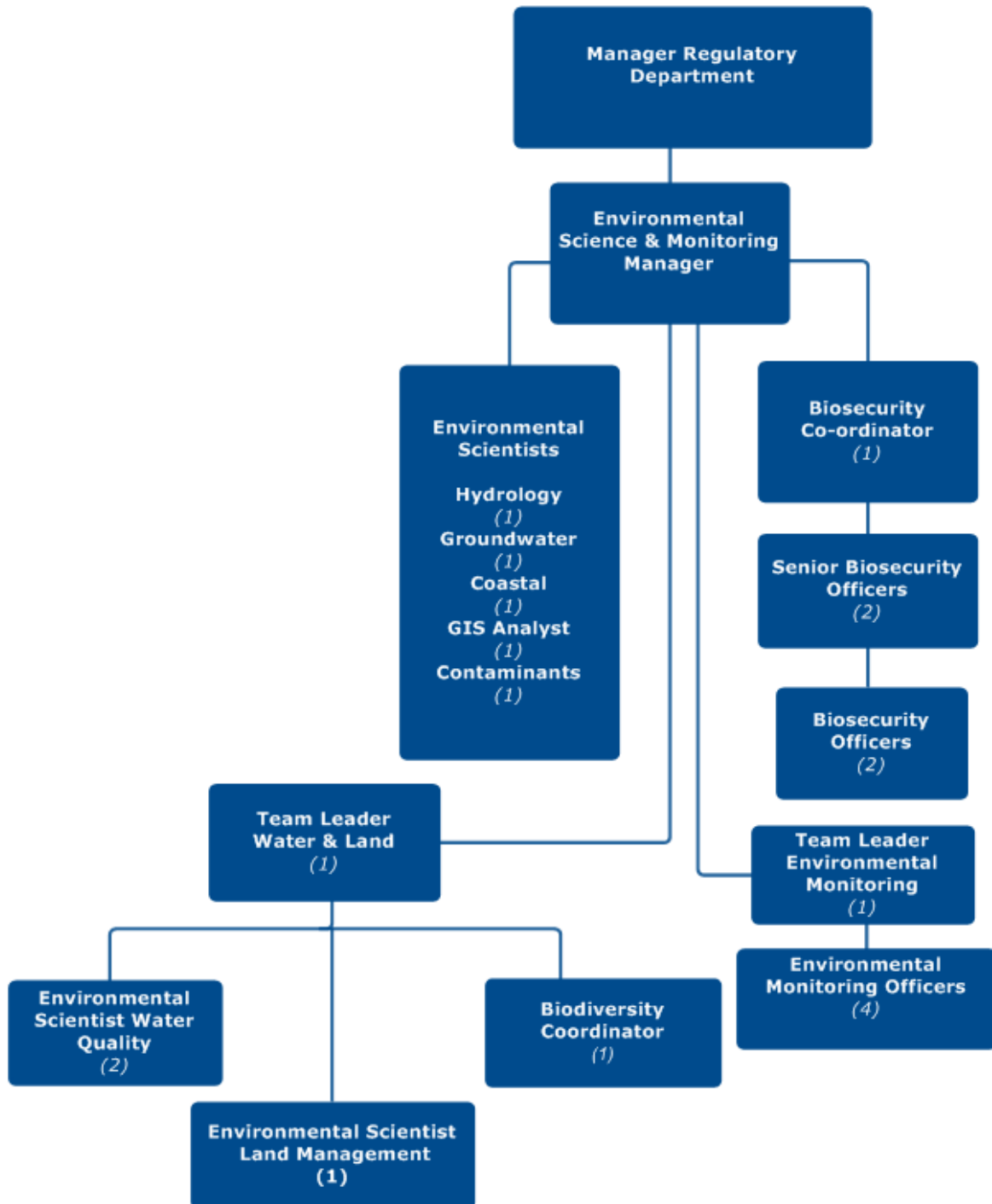
Key responsibilities	To achieve this you will need to	As a result we will see
<p><b>Environmental Monitoring</b> Strategic alignment of State of the Environment monitoring programmes.</p>	<p>Review of environmental monitoring programmes to meet the expectations of legislative requirements and ensure integration with all monitoring domains: For;</p> <ul style="list-style-type: none"> <li>• Contaminated land.</li> <li>• Air Quality (pm10).</li> </ul>	<p>Approved monitoring Plans sufficient to meet requirements of the Resource Management Act, Resource Management Plans, Long Term Plan and State of the Environment reporting.</p> <p>Satisfaction of Manager.</p>
<p>Implementation of monitoring strategies and programmes.</p>	<p>Determine data requirements for contaminated land and air quality monitoring programmes in consultation with Council and staff.</p> <p>Manage the collection and control the release of information from LURR of potentially contaminated sites.</p> <p>Ensure contaminated land data in LURR is up to date.</p> <p>Report annually to Mfe national monitoring system.</p> <p>Publicly notify air quality exceedances and provide annual reports to Mfe</p> <p>Develop options for an agriculture spray drift cumulative monitoring programme.</p> <p>Manage assigned Land and Water Projects.</p>	<p>Approved programmes are completed in a timely fashion.</p> <p>Budget forecasts completed.</p> <p>Agreed operating procedures carried out.</p> <p>Reporting to Mfe within agreed timeframes.</p> <p>Satisfaction of Manager.</p>

Key responsibilities	To achieve this you will need to	As a result we will see
LLUR data owner.	<p>Manage the database to ensure development meets data needs.</p> <p>Oversee, collect, analyse and archive resource data in the LLUR database</p> <p>Advocate access and use of LURR with Council staff</p> <p>Inform landowners of HAIL information</p>	Data to be available in appropriate formats for distribution or further analysis.
Data collection, analysis, distribution and archiving.	<p>Oversee, collect, analyse and archive resource data in conjunction with the Environmental Science and Monitoring Group to ensure the effective of delivery of quality services.</p> <p>Ensure HAIL site data is reviewed and current.</p> <p>Undertake comparisons between recent and historical data and provide technical reports to Council and outside agencies.</p> <p>Undertake quality data audits.</p> <p>Maintain resource monitoring data in an available electronic format for the public through seminars, the web and other media.</p> <p>Manage LAWA data requests</p>	<p>Data to be available in appropriate formats for distribution or further analysis.</p> <p>Reports appropriate for use by other staff, Council and outside parties.</p> <p>Minimal negative feedback as evaluated by the Manager.</p> <p>Data collection is integrated and cost effective.</p> <p>Data audits are completed.</p>
State of the Environment Reporting.	<p>Ensure SoE reports are completed to appropriate standards and within required timeframes.</p> <p>Ensure quality monitoring data is available in a format for Central Government requests.</p>	<p>Data and information is suitable for use in State of the Environment reporting.</p> <p>Compliance with Sections 35 of the Resource Management Act 1991.</p> <p>State of the Environment Reports and report cards are completed.</p>
New technology.	Maintain an awareness of new technology developments and where appropriate recommend and implement new technology.	Ongoing use of modern concepts and systems.
<p><b>Resource Investigations and Information</b></p> <p>Resource evaluation, investigations, policy and technical input.</p>	<p>Initiate, plan and lead research projects relating to contaminated land management, and air quality, identification of information gaps and research needs.</p> <p>Provide technical and expert advice</p>	<p>Resource evaluation to meet requirements of the Resource Management Act 1991.</p> <p>Technical reports completed.</p> <p>Approved programme</p>

Key responsibilities	To achieve this you will need to	As a result we will see
	<p>to the Compliance group, LIMs/PIMs and Building Control group contaminated land and air quality issues as required.</p> <p>Create and maintain partnerships with other research providers and external funding opportunities for research initiatives.</p>	<p>completed.</p> <p>Successfully completed tasks.</p>
Resource consent evaluation.	<p>Provide technical advice on resource consent issues.</p> <p>Provide specialist analysis when requested and reports for planners in support of section 42A reports.</p> <p>Provide specialist reports if necessary and advice to the Environment Court and Council hearing.</p> <p>Provide technical advice for the compliance group.</p>	<p>Advice to be appropriate for the purposes of the Resource Management Act.</p> <p>Reports completed and feedback received.</p>
Resource consent hearing and Court attendance.	<p>Provide reports, support, and technical advice to the hearing panel.</p> <p>Act as an expert witness to defend Council's position.</p>	<p>Professional advice given to hearings panel or commissioner which if necessary can be defended before the courts.</p> <p>Clear and succinct expression of technical matters is required.</p> <p>Successfully completed tasks.</p>
Information.	Provide information as required for customers.	<p>Reports completed.</p> <p>Minimal negative feedback as evaluated by Manager.</p> <p>Successfully completed tasks.</p>
Participation in national level science and professional forums.	Develop relationships and maintain an awareness of national legislative drivers and research needs.	Reports completed.
<b>Function Management</b> Project management.	Define project outcomes, milestones, deadlines and manage internal staff inputs and external resources.	Satisfaction of Manager.
Engage and manage consultants and contractors.	Prepare briefs, call for tenders or other approved selection process, assess and recommend preference, assist with/or manage consultant(s) and contractor(s) as required, to ensure timely, cost effective quality results.	<p>Conformance to Council contracting policy.</p> <p>Satisfaction of Manager</p> <p>Satisfied Audit office.</p>
Budget and	Prepare programme budgets, monitor, adjust forecasts and report	Approved Council budgets

Key responsibilities	To achieve this you will need to	As a result we will see
performance Indicators.	on budgets and annual performance indicators.	<p>completed.</p> <p>Monthly budget reports and annual financial statement.</p> <p>Achievement of performance indicators.</p> <p>Successfully completed tasks.</p>
Preparation of Council reports.	Prepare reports to specific standards within prescribed timeframes.	<p>Six weekly Council reports completed.</p> <p>Annual reporting and specific reports completed.</p> <p>Successfully completed tasks.</p>
Relationships.	<p>Work with other team members to align, prioritise and achieve shared projects</p> <p>Liaise with other Council staff, Councillors and outside agencies involved in environmental science and monitoring programmes to ensure that implementation of programmes are targeted, cost effective and without duplication.</p>	<p>A full awareness from Councillors, Council staff and outside agencies of Council's activity level and efforts in environmental monitoring.</p> <p>Cost effective monitoring, without duplication and maximised outputs is carried out.</p> <p>Successfully completed tasks.</p> <p>Satisfaction of Manager</p>
<b>Corporate Standards</b> ISO 9001:2008 standards.	Ensure all processes have been complied with and followed as detailed in the Policy and Operations Manual.	Relevant staff audits and management reviews show compliance in accordance with procedures (internal and external audits).
Continually review processes for improvement and efficiency.	Ensure the continuous improvement process is observed.	Relevant staff audits and management reviews show compliance in accordance with procedures (internal and external audits).
Emergency response.	Ensure you assist with clean-ups, mainly freshwater related e.g. oil spills into rivers/streams - oil booms etc.	Specific reports completed.

# Organisation chart



# Marlborough District Council

## Strategic Framework

Over the next decade, Marlborough will become a globally connected district of progressive, high-value enterprises, known for its economic efficiency, quality lifestyle, desirable location and natural environment. Marlborough will be “Smart and Connected”.

### The role of a local authority is defined in the Local Government Act 2002

Marlborough District Council (MDC) is a Unitary Authority required to carry out the functions of both a territorial authority and a regional council. Therefore Council has a wide range of activities that it undertakes – many of which it must carry out by law, including:

- Key infrastructure: roads, footpaths, water, sewerage, rivers and drainage, waste.
- Regulatory responsibilities: Resource management act policies, monitoring and consents, building consents, maritime navigation and safety, biosecurity, food and liquor.
- Community facilities and support: parks and reserves, libraries, community grants, emergency management, community housing.
- Regional Development: economic development, tourism and events, irrigation, car parking.

## Organisational values

### Staff Enjoy Working for MDC

MDC's values and behaviours are based on Respect, Professionalism and Integrity. MDC is committed to an environment that supports professional development, an equal opportunities workplace and a positive culture.

### Supporting Organisational Values

All staff are expected to endorse and support the Council's Strategy, Goal and Values and actively work to achieve them, behaving with the highest level of professionalism and integrity and exhibiting courtesy and impartiality towards colleagues and the community.

## Organisational responsibilities

Key Responsibilities	To achieve this you will need to	As a result we will see
<b>Continuous Improvement.</b>	Staff are required to continually seek opportunities to improve services for their customers.	Improvements suggested. Procedures and processes are re-designed and developed.
<b>Be aware of and comply with risk policy and giving advice.</b>	Everyone has a responsibility to understand, report and manage operational and compliance risk. All staff must familiarise themselves and comply with Council risk management policies and procedures.	No infractions.



<b>Key Responsibilities</b>	<b>To achieve this you will need to</b>	<b>As a result we will see</b>
<b>Corporate Contribution.</b>	Show support for organisation development initiatives, eg; systems thinking, culture reinforcement, and organisational values.	Active participation and contribution to continuous improvement.
	Be a team player adhering to, and compliance with Council's governance and corporate plans, policies and strategies, management plans, policy and procedure manuals, strategic and business plans.	Satisfactory audit results.
	Proactively participate in Performance Management process.	Active participation in agreed procedures.
	Participate and contribute to corporate projects and inter-departmental initiatives as agreed.	Active participation in initiatives. Follow all established procedures and use correct forms.
	Attend team meetings.	No meetings missed except for good reason.
<b>Deal with the general public in a courteous and positive manner.</b>	All enquiries are processed quickly and accurately in an appropriate manner.	Public and client satisfaction.
<b>Records.</b>	Council records are created and maintained in corporate information systems, meeting specified information management standards.	No infractions.
<b>Availability.</b>	Take responsibility for your availability by ensuring periods of unavailability such as meetings, holidays etc. are clearly marked in Outlook using your calendar and out of office message facility.	No infractions.
<b>Contribute to achievement of MDC Health and Safety goals.</b>	Take responsibility for your own and others safety and wellbeing. This includes following all safety and wellbeing procedures and instructions, including reporting hazards, incidents, accidents and near misses and participating in safety and wellbeing initiatives and programmes as required.	Regular reviews with your manager to identify any health and safety risks, hazards, accidents and incidents.
<b>Response in Emergencies.</b>	Willingness to be available to assist during emergencies as and when they occur. Staff work within their levels of competence and training.	Be available when called upon to assist as far as practicable.
<b>Other Duties.</b>	That any additional duties or special projects that may be assigned from time to time are effectively and efficiently performed.	Results specific to the duties.

Record No. 17136749[v2]

Date reviewed 1 June 2018