

Job Description

Te whakatakotoranga tūranga

Hydrology Data Specialist

Pūtake Tūranga - Scope

Lead the Northland Regional Council Hydrology Team's hydrometric data management work streams in accordance with the Hydrology Team's Quality System and the National Environmental Monitoring Standards.

Identify and implement opportunities for continual improvement and ongoing development of the Hydrology Team's Quality System and hydrometric data management processes.

This role contributes directly to council's area of focus (community outcomes), continuous improvement of water quality and security of supply, a strong regional economy, safe and resilient communities, efficient and effective service delivery, and updating and maintaining the council hydrometric data archive.

Nga Whaingā - Key responsibilities

Hydrometric Data Management

Lead, and assist the Hydrology Manager to coordinate, the Hydrology Team's primary hydrometric data management work streams including data processing and data archiving into the Hilltop time series database. The data primarily consists of continuous telemetered data, collected by a hydrometric network of over 120 recording stations, including rainfall, surface water level, flow, groundwater level, soil moisture, and water quality data, and includes discrete flow gauging data and continuous flow ratings.

Quality Assurance and Data Audits

Ensure the Hydrology teams data, and data management systems and processes, comply with the relevant Quality System and National Environmental Monitoring Standards. Develop a Data Auditing Programme and conduct periodic audits on the council's hydrometric data archive to ensure data is high quality and identify any data that may need correction or re-work. Provide advice to other Council staff on best practice for hydrometric data management. Provide feedback to field staff to ensure that data collection practices are best practice to ensure quality data.

Hydrometric Data Requests

Coordinate and oversee the Hydrology Teams efficient response and provision of data to both internal and external data requests. Ensure data is of sufficient standard for purpose and data quality is communicated clearly to customers.

Hydrometric Data Analysis and Reporting

Lead the Hydrology team with performing scientific and statistically sound data analysis on hydrological data sets as required by the Hydrology Manager, and on occasion for both Internal and External customers. Assist the Hydrology Manager with the development of hydrological data report templates and with the production of reports.

Continual Improvement and Development

Lead the continual improvement and development of the Hydrology Team's Quality System and hydrometric data management processes by staying up to date and maintaining expert working knowledge on relevant National Environmental Monitoring Standards and with new emerging data management technologies.



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Technical Support and Representation

Provide advice, expertise, and/or training to other Northland Regional Council Departments on best practice for hydrological data management systems and processes, as requested by the Hydrology Manager. Represent the Hydrology Team as required on the National Environmental Data Special Interest Group (ED-SIG), and potentially on inter-council working groups for the update or development of new National Environmental Monitoring Standards.

Hydrometric Data Competency Development and Training

Lead in the development and assessment of hydrology staff competency levels for field data collection, data processing, data archiving, data analysis, and reporting. Develop training modules and provide training and mentoring for staff on specific data management skills and procedures as agreed with the Hydrology Manager.

General/Other Duties

Ensure compliance with all of NRC's relevant policies, systems, procedures, and codes of conduct. Actively participate in organisational processes including staff meetings, Personal Performance and Development (PDP) Programmes, project teams and other initiatives. Establish and maintain close working relationships with internal and external contacts ensuring effective, professional relationships and partnerships are developed and maintained. Actively seek continuous improvement in all aspects of the role. Undertake other duties that may be assigned by the Hydrology Manager from time to time.

Health and Safety

Adhere to all safe working procedures and instructions, taking care of oneself and others. Having a commitment to health and safety as detailed in the NRC policies and guidelines, and as defined by the Health and Safety Legislation.

Tō Pukenga - About you

Qualifications, skills and experience:

- Tertiary qualification in a related discipline (e.g., science, hydrology, environmental monitoring etc.).
- 5+ years' experience in hydrological data collection and flow gauging.
- 5+ years' experience in hydrological data processing and archiving to the National Environmental Standards.
- Expert working knowledge of continuous hydrometric data, flow ratings, and time series software such as Hilltop.
- Strong proficiency in the analysis of hydrological data for the description of trends and extremes.
- Proficiency in communicating hydrological data, including report writing, and presenting to audiences.
- Proficiency with Microsoft applications particularly Word, Excel & Outlook.
- Experience with working to Quality Systems.
- Experience with developing data management procedures.
- Experience in training and mentoring staff.
- Experience in local government is preferable.
- Full drivers' licence.

Personal attributes

- Highly developed analytical and organisational skills
- Excellent relationship management skills - relate well to all kinds of people and build constructive, positive, and productive relationships.
- Ability to work well independently and as part of a team.
- Ability to communicate (written and oral) with staff and elected representatives in an objective, regular, timely, easily understood way and in a professional manner.
- Ability to establish and maintain professional relationships with external service providers and enforcement bodies.



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- Exceeds personal and team focused goals successfully.
- Looks for and accepts challenges, seizing more opportunities than others.
- Actively committed to continuous improvement.
- Displays cultural empathy and awareness.
- Displays personal and professional integrity.
- Committed to H&S and organisational values.
- Sound understanding of Māori culture.

Reports to: Hydrology Manager
Group and Department: Environmental Services Group, Natural Resources Unit, Hydrology Team
Location: NRC Whangarei Office
Date: July 2024

Declaration

I have read and understood the contents of this Job Description.

Name:

(Please print full name)

Signature:

Date:



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