

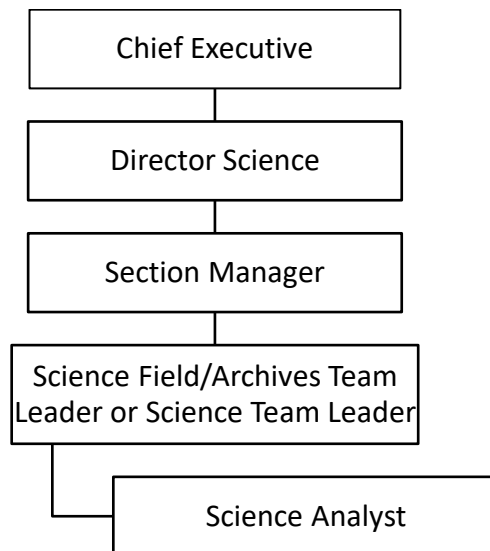
Science Analyst



Aronga | Purpose

To analyse and interpret data, providing information to support Environment Canterbury in managing the region's natural environment.

Nohoanga | Position



Ngā Haepapa | Accountabilities

- Undertake analysis of data, using appropriate techniques to interpret data, identify issues with data received and ensure data quality.
- Assist in the design and implementation of data storage and analysis techniques that provide information for decision makers.
- Contribute to data reporting through the production of graphics, tables, data summaries etc.
- Respond to data requests by the public and undertake education and advocacy initiatives to support Environment Canterbury's responsibilities.
- Provide technical advice to Environment Canterbury staff so that issues can be resolved with the benefit of accurate, well communicated and timely information
- Undertake field work to collect data, samples and information.

Hononga ā-Mahi | Working Relationships

Kai rō Kaunihera | Within the organisation

- Staff within Science, Consents, Strategy and Planning teams for the accuracy and integrity of the data, information and advice being collected and disseminated.

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| | |
|----------|----|
| CE | TD |
| Employee | |

- Maintain close working relationships with team members and develop networks with all staff involved directly or indirectly with matters relating to the position to ensure effective delivery of science services and key deliverables.

Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within the Canterbury rohe and Te Rūnanga o Ngāi Tahu. To demonstrate our council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
- Establish and maintain effective links and engage regularly with external organisations and stakeholders, contractors and clients to collectively deliver on job responsibilities within the Region.

Ngā Herenga Motuhake | Special Conditions

- Occasional work outside of normal business hours and overnight stays may be required
- Work outdoors under a range of weather conditions

Hauora me te Marutau | Health and Safety

Environment Canterbury is proactive in advocating robust Health and Safety practices; we take health, safety and wellbeing very seriously.

So far as it is reasonably practicable you need to ensure the Health and Safety of yourself, your team, contractors and visitors. You must comply with current Health and Safety legislation, regulations and guidelines, organisational policies, procedures and our code of conduct.

Māngai Whakahaere | Delegations and Authorities

Delegated authority to make decisions in accordance with Council approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media related activities.

Ngā Āheitanga | Capabilities

Tohu Mātauranga | Qualifications

- A master's degree in a relevant field, or a bachelor's degree plus 2 years professional experience is essential.
- A current driver's licence.

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Mātau ā-wheako | Experience

- Demonstrated ability with a range of computer software, including databases and spreadsheets.
- Programming skills would be desirable.
- Good written communication skills.

Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Team Member level beneath each of the following organisational competencies. To identify the competency expectations at this level view the competency framework in the HR Kete or the Environment Canterbury Careers website.

| | |
|---------------------|---|
| Customer Focus | Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation. |
| Business Acumen | Using an understanding of the organisation’s position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers’ perspective. |
| Achieving Outcomes | Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results. |
| Leading Change | Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services. |
| Common Purpose | Working towards a compelling view of the future by engaging with the organisation’s vision; understanding and aligning to the common purpose. |
| Building Capability | Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities. |

The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. However, from time to time the Science Analyst will be required to accept and carry out other duties.

Band 4 **Position Code** INMO.004

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I agree to undertake the responsibilities detailed in this job description:

Ingoa | Name: _____

Waitohu | Signature: _____

Rā | Date Signed: _____

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