

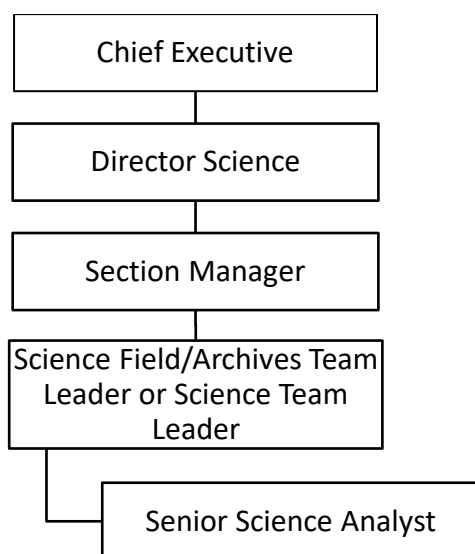
Senior Science Analyst



Aronga | Purpose

To design and maintain data storage and quality assurance processes, and to interpret and analyse data, providing information to support Environment Canterbury in managing the region's natural environment.

Nohoanga | Position



Ngā Haepapa | Accountabilities

- Undertake advanced data analysis, developing and/or using appropriate techniques to interpret data, identify issues with data received and ensure data quality.
- Plan and implement programmes for the processing, storage, archiving, quality control and release of data gathered for Environment Canterbury's science research and monitoring programme.
- Work with Science and Information Systems staff to ensure that database software functionality is suited to the organisation's needs and to develop systems to make the data accessible to staff across the organisation and to the general public.
- Provide advice and information, responding to complex data requests by the public and other external enquiries and to undertake education and advocacy initiatives to support Environment Canterbury's science delivery responsibilities.
- Provide technical advice to Environment Canterbury staff so that issues can be resolved with the benefit of accurate, well communicated and timely information.
- Provide training and plan and implement training programmes on the collection of accurate data and the use of Environment Canterbury databases.
- Design and implement investigations to evaluate the accuracy of data obtained, so that Environment Canterbury is confident that the data is sufficient to allow informed decisions.

Hononga ā-Mahi | Working Relationships

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Kai rō Kaunihera | Within the organisation

- Work with staff within Science, Consents, Strategy and Planning teams to ensure the accuracy and integrity of the data, information and advice being collected and disseminated.
- Maintain close working relationships with team members team 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

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- A master’s degree in a relevant field plus 2 years professional experience, or a bachelor’s degree plus 5 years professional experience is essential.
- A current driver’s licence.

Mātau ā-wheako | Experience

- Demonstrated advanced ability with a range of computer software, including databases and spreadsheets.
- Good programming skills.
- Excellent 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 Senior Science Analyst will be required to accept and carry out other duties.

Band 5 **Position Code** INMO.011

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Schedule B – Job Description

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

Name/Ingoa: _____

Signature/Tohu: _____

Date Signed/Wā haina: _____

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