

Technical Assistant - Intern

Purpose | Te arotahi mātua

The Technical Assistant - Intern role is to assist in the delivery of a range of field monitoring activities including monitoring of air quality, land and soils, surface and groundwater, freshwater biology, coastal and marine environments. This includes working collaboratively and cohesively within the Environment Quality group, providing technical assistance to the Taranaki Regional Council scientists and Team Leaders.

Role dimensions | Te ahū mahi

Responsible to: Team Leader – Technical Support
Responsible for: Nil
Primary location: Stratford, although travel throughout the region will be required as part of your daily duties

Organisational context | Te horopaki whakahaere



Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only.

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| Technical support | <ul style="list-style-type: none">• Deliver assigned field monitoring activities to assist the Taranaki Regional Council Scientists in compliance and state of environment monitoring programmes. |
| Science standard | <ul style="list-style-type: none">• Delivery of products and/or services on behalf of the Taranaki Regional Council that meet the required standard.• Ensure that systems, processes and equipment are used in accordance with requirements set out in any applicable standards for which the Taranaki Regional Council has attained, or is working towards achieving accreditation. |
| Quality assurance | <ul style="list-style-type: none">• Support the delivery of products and/or services on behalf of the Taranaki Regional Council that meet the required high standard of quality. This includes:<ol style="list-style-type: none">1. Ensuring that work is fit for purpose to meet all internal and external monitoring and reporting obligations.2. Continually ensuring that work conforms to the requirements of any applicable standards for which the Taranaki Regional Council has attained or is working towards achieving accreditation.• Documentation, maintenance of and adherence to procedures for quality assurance as required and assigned. |
| Māori relationships | <ul style="list-style-type: none">• Work effectively with tangata whenua and Māori in relation to the work of the Environment Quality Group and support the delivery of Taranaki Regional Council strategic priorities.• Maintain an understanding of the relationships, and work that Taranaki Regional Council has underway, with tangata whenua and Māori groups across the region. |
| Special Requirements: | <ul style="list-style-type: none">• May be required to work in isolation, and in/around streams.• Must be able to undertake the physical requirements of the position.• May be required to work with hazardous and toxic materials.• Current drivers licence. |





Organisational areas of responsibility | Ngā wāhanga whakahaere

- **Be a team player** – Contribute to the greater team and organisational goals by completing projects and tasks in an efficient and effective manner, including any additional activities as directed by your People Leader.
- **Be flexible and adaptable** – Flexible work arrangements meet the needs of our customers, the Council and the individual and may include the need to work outside normal office hours from time-to-time.
- **Look after yourself and others** – Work within the Council's health and safety systems, policies and procedures at all times to limit risk and keep yourself and those around you safe.
- **Work with integrity** – Maintain high professional and ethical standards that align with relevant legislation, Council policies and our values.
- **Develop yourself and others** – Proactively seek out opportunities for your own professional development and work alongside others to develop them, including actively taking part in Our TRC.
- **Be culturally aware** – Show appreciation and understanding of Māori culture and values and put these into practice in your work.
- **Be an agent for change** – Always be on the lookout for ways to do things better, faster or smarter and be an active participant in the continuous improvement culture.
- **Be digitally savvy** – Understand and be competent in the use of digital technologies relevant to your role, including processing and storage of Council information in line with relevant policies.
- **Emergency planning and response** – Where required, participate in emergency management training exercises and support Council during an emergency management response, having due regard to the safety of your family.
- **Live our values** - Be aware of and demonstrate our values in ways that support inclusivity in every aspect of our work.

Delegations of authority | Te tuku mana

Delegations for all roles are set out in the **Taranaki Regional Council Delegations Manual** as appropriate.

Personal specifications | Ngā whakaritenga whaiaro

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| Qualifications | <ul style="list-style-type: none">• A qualification in environmental science or a field that is relevant to the specialisation of this role is preferred. |
| Experience | <ul style="list-style-type: none">• Have technical and practical proficiency and competency relevant to this role's specialisation.• Experience working in isolation, and in and around streams and large rivers and coastal and marine environments, in remote locations. |
| Skills | <ul style="list-style-type: none">• Strict attention to quality control, data management and accurate record keeping.• Able to quickly grasp new processes and technologies. |
| Knowledge | <ul style="list-style-type: none">• Awareness of the Resource Management Act 1991, national policy statements, regulations and standards, and other relevant legislation.• Awareness of environmental monitoring techniques• Awareness of Mātauranga Māori and the tools or methodologies by which it is given effect to in environmental monitoring and assessments. |
| Personal attributes | <ul style="list-style-type: none">• Collaborative – can connect with others, listens, reads people and situations, communicates tactfully.• Goal orientated – shows commitment and ambition.• Strategic thinker – ability to think analytically and critically, with the big picture in mind.• Integrity – leads with purpose and inclusiveness.• Resilience – displays resilience, maintains composure.• Self-aware and agile – able to receive feedback on own performance, can self-assess, adapts approach, and commit to own growth and development.• Excellent judgement and initiative, able to make decisions.• Open-minded, practical problem solver.• Proven interpersonal and conflict resolution skills. |

Functional relationships | Te whanaungatanga mahi

Build, maintain and role model meaningful effective and sustainable relationships with;

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| Internal | <ul style="list-style-type: none">• All Taranaki Regional Council staff• Environmental Quality staff |
| External | <ul style="list-style-type: none">• Iwi and Specialist Interest groups• General public |



Our key messages | Ko ā mātou kōrero mātua

Taranaki Regional Council works with the Taranaki community:



Improving lifestyles Supporting livelihoods Taking Taranaki forward

Our mission | Tō tātou mihana

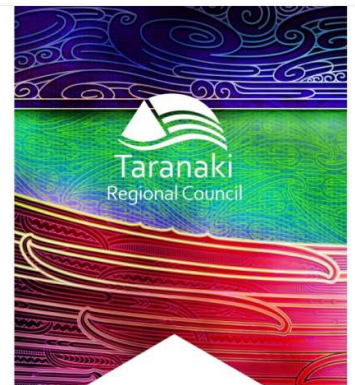
To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources.
- Safeguarding Taranaki's people and resources from natural and other hazards.
- Promoting and providing for significant services, amenities and infrastructure.
- Representing Taranaki's interests and contributions to the regional, national and international community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

Our values | Tō tātou whanonga pono

- **Integrity** | We do what it is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence, embracing change as an opportunity for innovation.



Our health and safety | Tō tātou Hauora me te haumarū

The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

There are two key points to health and safety:



We will achieve these by:

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning