

Student – Coastal Technician

Role description

Job title	Student – Coastal Environmental Monitoring Technician (x 2)
Directorate	Science, Policy & Information (SPI), Environmental Monitoring
Reports to	Team Leader – Ecology
Responsible for [# of staff]	Nil
Job purpose	To support the Environmental Monitoring and Coastal Science section in undertaking coastal water quality and coastal ecology monitoring tasks using standardised methodologies.
Direct reports	Nil
Date	July 2026

Organisation Context

Directorate

Science, Policy & Information

This directorate supports WRC's mission by leading the preparation, monitoring & reviewing of strategies & policies for the Waikato region. The directorates work is based on high quality science & information that informs robust strategic thinking and proactive policy advice to decision makers & stakeholders.

Te Tiriti

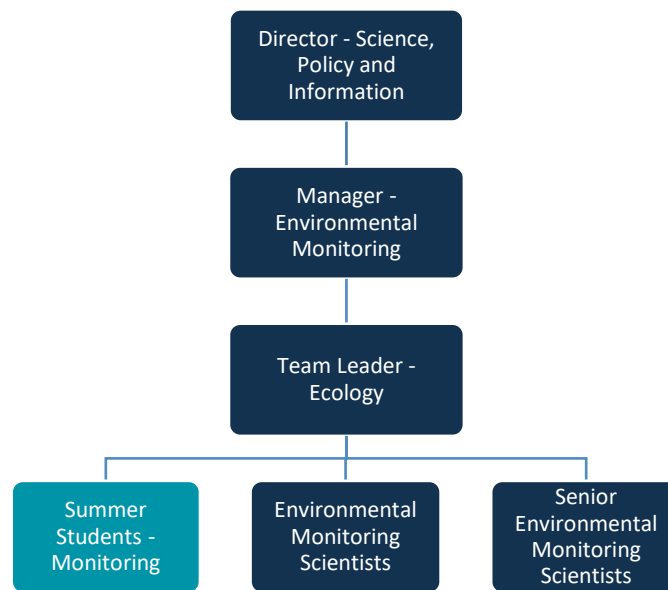
Our purpose is *Working together for a Waikato region that has a healthy environment, strong economy and vibrant communities*. We do this in partnership with tangata whenua in our region, and all roles at Waikato Regional Council have a contribution to make to how we uphold our Te Tiriti o Waitangi responsibilities.

He taiao mauriora ▲ Healthy environment

He hāpori hihiri ▲ Vibrant communities

He ōhanga pakari ▲ Strong economy

Org Chart



Key Result Areas

Job holder is responsible for	Job holder is successful when
Own area of work	
- Collect weekly water quality samples and take field measurements on Coromandel and West coast swimming beaches, and at freshwater swimming sites. - Hand held instruments are maintained and calibrated weekly. - Sort estuarine benthic macrofauna samples collected in spring for the REMP (Regional Estuary Monitoring Programme). - Assisting environmental monitoring and science staff with other projects as they arise and associated field or office work	- Key deliverables are met. - Water quality samples and data is collected to standard operating protocols and NEMS standards. - Instruments are calibrated to NEMS standards - REMP samples are sorted to standard operating protocols and 10% of samples pass the required 95% sorting efficiency. - They understand what their data is used for. - Correct and Accurate data is loaded into databases in a timely manner
Corporate citizenship	
- Ensure compliance with all legal and statutory requirements and WRC policies. - Actively demonstrating excellent customer service in support of Council's customer engagement strategy and customer promise. - Undertake civil defence training and assist the CDEM department fulfil their objectives.	- No significant noncompliance events; audits indicate a high level of knowledge of Council policies. - Council's customer centric organisational culture is understood and supported.

• Ensure appropriate risk management.	• Customer service (internal / external) is respectful, professional, helpful, accessible, transparent and consistent. • Timely and accurate communication is provided to all customers. • Civil defence training is completed and assistance provided as necessary. • Risks are identified and mitigation plans are in place.
Health and safety	
• Contributing to and participating in a positive health and safety culture.	• All work environments are safe; work is undertaken safely and effectively. • H & S policies / procedures followed. • Personal protective equipment worn as necessary. • Hazards are reported and recorded; active participation in the hazard management review process. • Work related incidents / near miss events reported and recorded promptly. • Actively participate in and co-operate with H&S activities and investigations.
Te Tiriti o Waitangi and partnerships with tangata whenua	
• Contribute to the council's Te Tiriti o Waitangi legislative responsibilities, including upholding Treaty settlements in the Waikato region. • Appropriate to the role, identify opportunities for partnership with tangata whenua, and act to enable this partnership. • Understand and apply te ao Māori values and concepts, and tangata whenua priorities and aspirations to work. • Undertake regular learning and development for the role set out in the cultural competency framework.	• Work has a targeted consideration of Te Tiriti o Waitangi and settlement commitments in the Waikato as part of planning and delivery. • Tangata whenua aspirations and priorities are applied to work. • Advice and operational delivery is informed by te ao Māori and includes a clear focus on Māori outcomes. • Role specific relevant cultural competencies are identified and learning development opportunities are proactively sort to attain these.
• The job holder may also be required to perform any other reasonable tasks as required to support the team and achieve organisational goals.	

Accountabilities and Delegations

Financial and statutory delegations will be exercised appropriately and within the defined parameters in the [Delegations Manual](#).

Operational delegation	Nil
Capital delegation:	Nil
Statutory delegations:	Nil
Management delegations:	Nil

Work Complexity

Most challenging duties typically undertaken or most complex problems solved:

- Collecting accurate data
- Following standard operating procedures for sample collection
- Processing data in a timely fashion
- Problem solving while in the field to enable data collection
- Interactions with public
- Physical fitness to access sites
- Maintaining documentation and procedures
- Driving long distances
- Teamwork
- High level of self motivation and attention to detail

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies. Examples are given below.

Qualifications (or equivalent level of learning)

Essential	Desirable
• Ideally working towards completing or have recently completed a science degree with a major in environmental sciences. • Full Driver License	• Existing First Aid certification.

Knowledge / Experience

Essential	Desirable
• Excellent communication skills – written and verbal. • Strategic and tactical thinking skills. • Confident and safe while working around water. • Previous experience in collecting water samples • Attention to detail – high degree of accuracy. • High level of self-motivation. • Strong level of computer literacy. • Political awareness and skill in dealing with sensitive and confidential issues (including bi-cultural sensitivity). • Proven success at building relationships and resolving issues with internal and external stakeholders.	• Previous experience with field or laboratory work would be advantageous. • An interest in coastal ecology.

Work Function/Activity

Work Function
Repetitive Use Ongoing or frequent episodes of repetitive tasks, such as hand and finger movements when typing, using a computer mouse, or writing.
Driving (frequent) Regular need to drive a vehicle for work purposes. Significant distances travelled.
Outdoor work (heavy) Regularly works outdoors in all weathers. Protective clothing required. Moderate to heavy physical exertion, including lifting and carrying. NB: A pre-employment medical check would typically be required.
Mental activities Include a high level of cognitive functioning with communication, interpersonal, administration, interviewing, assessment, information gathering, evaluation, negotiation, planning, report writing, organisational problem solving and decision-making capabilities.

Competencies

Core Competencies
Collaborates - Te mahi tahi Building partnerships and working collaboratively with others to meet shared objectives. Te mahi tahi kia tutuki ai ngā whāinga
Customer focus - Te tirohanga kiritaki Building strong customer relationships and delivering customer-centric solutions. Te whakakaha i ngā hononga ki ngā kiritaki me te whakaea i ngā hiahia kiritaki.
Drives Results - Te ū tonu kia eke rā anō Consistently achieving results, even under tough circumstances. <i>Te ū tonu, ahakoa te taumahatanga o ngā mahi.</i>
Communicates effectively Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
Decision quality Making good and timely decisions that keep the organisation moving forward.
Demonstrates self-awareness Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses.

Key Relationships

External

- Landowners
- Councillors
- Local Government agencies
- Peers in other local authorities and organisations
- Members of the public

Internal

- Managers and staff

Change to role description

From time to time it may be necessary to consider changes in the role description in response to the changing nature of our work environment– including technological requirements or statutory changes. This role description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required. No significant changes to this role description will be made without consultation.