

Job Description

Job Title:	Resource Management Officer – Monitoring
Job Evaluation (SP10):	Grade: 14 Pathway: T3
Directorate:	Integrated Catchment Management (ICM)
Division:	Regulatory Services - Compliance
Reports to:	Team Leader Resource Management - Monitoring & Enforcement
Position Purpose:	<p>To provide information and advice internally and to the public, undertake inspection and audits, determining breaches of resource consents, plan rules and the Resource Management Act. Conduct initial site inspections and evidence collection in accordance with Criminal Procedures, Act, Bill of Rights Act and Evidence Act within statutory timeframes.</p> <p>To respond to pollution events during working hours and as part of the after-hours pollution roster to minimise and prevent environmental harm and degradation.</p>
Date Prepared/Reviewed:	January 2022

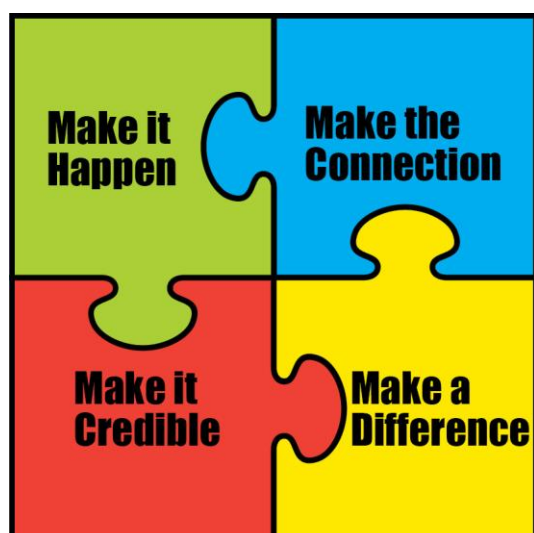
Environment Southland's Vision and Purpose

Vision – A thriving Southland...Te taurikura o Murihiku

Mission – Working with our communities to improve Southland's environment

As a regional council, Environment Southland is responsible for leading the sustainable management of Southland's natural, physical resources – water, land, air and the coast. These resources are vitally important because they underpin both our regional economy and our quality of life. This means our work is about people and working with others to ensure the region's natural resources are in the best possible condition they can be for future generations of Southlanders to use and enjoy.

Environment Southland's Values



Role Snapshot

As a Resource Management Officer - Monitoring, you will have a sound level of environmental and farming knowledge as well as the ability to manage and reprioritise ever changing workloads. You will develop relationships throughout Council, with consent holders, the general public and industry representatives. You will be comfortable working in unknown situations dealing with complex compliance issues exercising discretion in non-compliance situations to obtain best environmental outcome, retain organisational goals and values and maintain consistency with legislation, while maintaining professional relationships and maintaining your own safety and wellbeing.

Important Functional Relationships

Internal

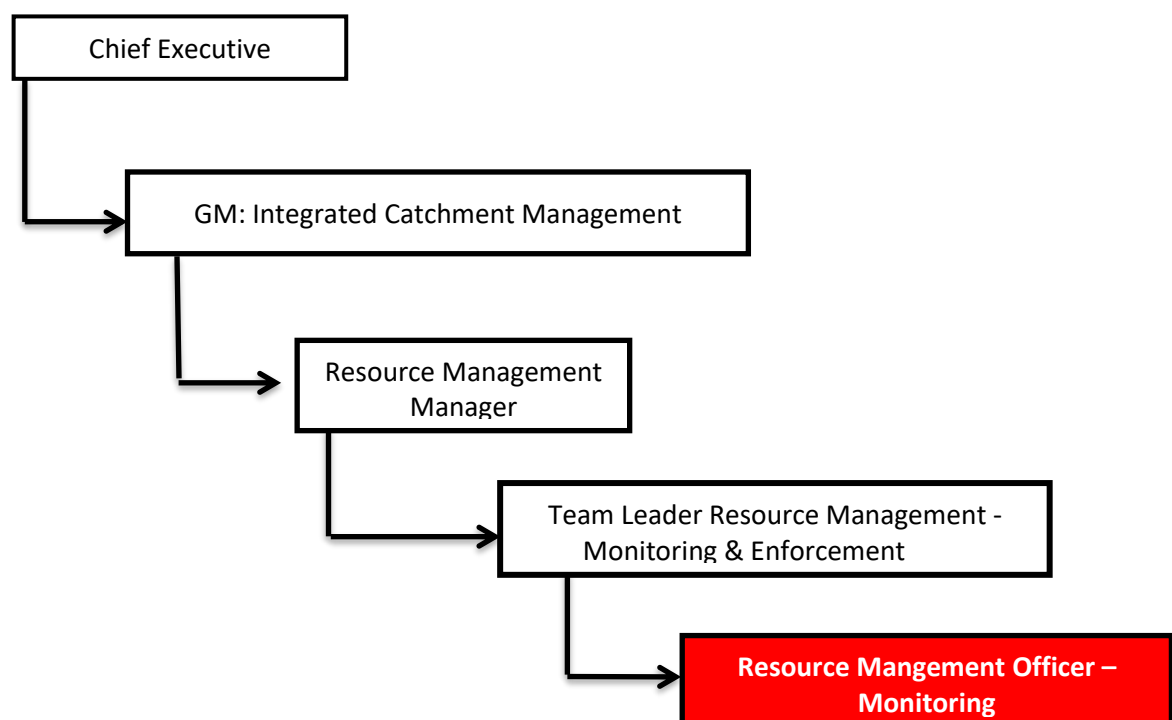
Team Leader Resource Management
Monitoring and Enforcement
Resource Management team
Other ICM Managers and Team Leaders
Policy & Planning team

External

Territorial authorities
Iwi
Primary industry organisations
Environmental agencies
District health boards
Other government agencies
Community / members of the public
Present evidence in court in relation to prosecutions

A working knowledge of the different legislations, national environment standards and plan rules that can be breached and an ability to inform individuals, companies and other regulatory authorities of environmental breaches which can result in a maximum sentence of 2 years imprisonment and \$600,000 fine with professionalism while maintaining inter-agency relationships.

Compliance Organisational Chart



Work Profile

Key Results Areas:

Education and advice

- Provide advice and education on regional plan rules, National Environmental standards and promote/encourage the adoption of best practice:
 - identify areas of best practice which could be improved upon and provide advice, instruction or referral to industrial representatives;
 - provide advice or instruction on regional plan rules, National Environmental standards (eg: NES-FW, NES-PF) and Acts ensuring members of the community are informed, compliance is obtained and environmental harm is reduced or prevented ;
 - provide technical advice and information to the Policy & Planning team during plan creation and review to ensure enforceable and robust rules;
 - provide technical advice and information to the Consents team during consent processing to ensure consent conditions are robust and enforceable;
 - provide onsite field training to Planning, Consents and other teams at Council upon request when work programmes allow.
- Appropriate advice, instruction and information is provided in a clear, consistent and timely manner.
- Support the implementation and delivery of Council's strategy.

Inspection/audit

- Undertake resource consent monitoring across Southland:
 - inspections are thoroughly and accurately completed to required numbers and timeframes;
 - grade inspections consistently and accurately and identified breaches are clearly noted and recorded;
 - identify non-compliance and use discretion to obtain best environmental outcome while remaining consistent and fair;
 - promptly record and update Council systems with completed inspections sheets and information;
 - provide accurate progress reports within specified timeframes.
- Audit/review documentation provided as a requirement under Regional Plan Rule, National Environmental Standard or resource consent and determine compliance with these rules, standards and consents.
- Identify of environmental breaches and/or environmental harm and degradation:
 - identify significant non-compliance which requires consideration for further investigation and ensure this is referred for action;
 - record identified breaches and refer them for enforcement consideration;
 - collect the required evidence in regard to identified breaches including, but not limited to, samples, photographs, videos, statements and recorded locations.
- Collect evidence and maintain the chain of custody in accordance with the Evidence Act 2006.

Working with Māori

- Engage with iwi and tangata whenua to achieve work goals aligned with the Principles of the Treaty of Waitangi
- Demonstrate an understanding of the implications of the Treaty on the work, the role and the Regulatory team

Pollution roster

- Participate in on-call roster including after hours and day response. Be available to attend reported or located incidents over a 24/7 time period when required.
- Use discretion, or freedom to decide, on the job to make decisions that are consistent and fair.
- Respond to urgent incidents and complete to fullest extent:
 - attend reported or located incidents within specific priority timeframes which vary from 1 hour to 6 months;
 - prioritise my work load and deal with many incidents and decide on outcomes and resolve the incident within legislative or council time frames.
- Deal with all complainants with empathy and in a professional manner.
- The role will sometimes require work beyond normal hours without notice to ensure a successful outcome, appreciating that in the case of a prosecution, taking statements, collecting samples and other evidence will be judged in a district court (or higher court) to a beyond reasonable standard.

Continuous Improvement

- Continually seek opportunities to improve services for your customers (internal or external).
- Show flexibility, adaptability and a willingness to change and are open to feedback as an opportunity to improve.

Stakeholder Relationships/Customer Service

- Develop strong and effective relationships with internal and external stakeholders.
- Respond appropriately.
- Understand situations from the customer's perspective.
- Keep customers up to date about progress of queries/requests/projects.
- Maintain clear communication.

Health & Safety

- Work safely and take responsibility for keeping self, colleagues, contractors and customers free from harm.
- Report all incidents, near-misses, hazards and accidents promptly.
- Communicate whereabouts when out of the office (e.g. use Where Am I).
- Activity risk assessments are completed as part of planning for all field-based activities prior to work being undertaken, with relevant parties.
- Know what to do in the event of an emergency.
- Participate in safety and wellbeing initiative and programmes as required.
- Attend required health and safety training and induction sessions.

Any other duties as may be directed by the Compliance Manager or Team Leader Resource Management - Monitoring and Enforcement from time to time.

Person Specification

Applicants for this position may be asked to demonstrate their abilities in some or all of the following areas.

The following attributes and experience are sought for this position.

Knowledge, Skills and Experience

- A tertiary qualification in a relevant science and/or resource management discipline or New Zealand Certificate in Regulatory Compliance (Operational Knowledge & Practice Level 4), Diploma in Policing or other regulatory qualification.
- An understanding of resource consents, application process and associated management issues.
- Experience in monitoring, inspection and sampling procedures and the collection and presentation of evidence.
- A minimum of three years working experience in a relevant environmental, legislative or enforcement field.
- An ability to communicate effectively in both written and oral forms, with Council staff associates and peers, and the public generally.
- An understanding of the Resource Management Act 1991, Criminal Procedures Act, Victims of Offences Act, Criminal Disclosure Act, Crown Law Prosecution Guidelines, Evidence Act and Sentencing Act.
- An ability to consult, liaise and develop and maintain valued and effective working relationships with Resource Consent Holders, business owners and members of the public.
- An ability to deal with conflict and knowledge of how to resolve it in a non-adversarial manner.
- Be competent in the use of computers.
- Hold a current, full, clean drivers licence with the ability to drive a manual vehicle.

Personal Qualities and Attributes

- Have a genuine interest in, and commitment to, resource management and the environment generally.
- Be able to work in both a team environment, and alone when the situation requires.
- Be self-motivated and set high personal standards.
- Be a supportive team member.
- Have an ability to develop and maintain good professional networks.
- Have an ability to work without close supervision, and exercise judgment on when to consult others and seek advice.
- Be willing to promote and demonstrate the values of Environment Southland.
- Be willing to share information.
- Be willing to pursue personal and professional development initiatives.
- Be versatile, open-minded, and innovative.

Authorities

This position requires the successful application to hold a Warrant which allows functions and powers to be exercised under the Biosecurity Act 1993, Resource Management Act 1991, Local Government Act 2002, Local Government Act 1974 and Building Act 2004. As such a clean criminal record is required and is to be maintained during employment in this position.

Additional Information

Civil Defence Duties

All staff of Environment Southland may be required to undertake Civil Defence or Biosecurity duties in the event of an emergency. Training will be given as appropriate.

Performance Review

We have a Performance Development Programme (PDP) that is the basis for performance assessment at all levels of the organisation. There is at least one formal meeting, annually, between the employee and their supervisor/manager, along with a six-month review and regular monthly catch-ups.

Remuneration

Salary will be paid in the range according to the requirements of the position.

Signed

_____ Job Holder Date: _____

_____ People Leader Date: _____