

# ENVIRONMENT SOUTHLAND

## Resource Management Officer - Monitoring

### Role description

### About us

#### Our mission

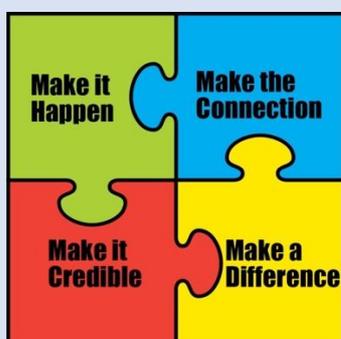
Working with the community to enhance Southland's environment.

#### Our vision:

A thriving Southland (Te taurikura o Murihiku)

#### Our values:

Here at ES, we -



### Role purpose

The **Resource Management Officer - Monitoring** contributes to the overall performance of the **Resource Management Team** by providing...

Emphasis is on:

- Providing 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.
- Responding to pollution events during working hours and as part of the after-hours pollution roster to minimise and prevent environmental harm and degradation.

## About your role

Grade: 14

Pathway: T3

**Group/Division:**  
Regulatory Services  
Resource Management

**Reports to:**  
Team Leader Resource  
Management – Monitoring &  
Enforcement

### Who you will be working with

#### Direct reports:

- Nil

#### Indirect reports:

- Nil

### Key stakeholders

#### External:

- Ratepayers
- Community / Members of the Public
- Iwi
- Territorial authorities
- Primary industry organisations
- Environmental agencies
- District health boards
- Other government agencies

#### Internal:

- Resource Management team
- Regional Planning team
- Other staff at Environment Southland

### Delegations

In line with the Environment Southland Delegations Manual

## Your leadership profile – Individual Contributor

*Your crucial challenge as an Individual Contributor is to find a way to add value while working effectively with others.*

*To be an effective **Individual contributor**, aim to:*

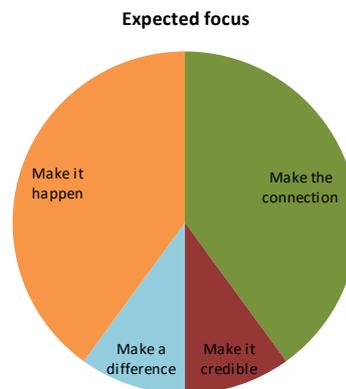
**Make it Happen** – Show initiative, take accountability and deliver high-quality work on time.

**Make the Connection** – Focus on meeting your customers' needs and work collaboratively as part of your team.

**Make it Credible** – Communicate clearly, show integrity, and focus on building your professional skills.

**Make a Difference** – Show curiosity, make thoughtful and evidence-based decisions, and aim to understand the wider context for your work.

While all elements of the Environment Southland Leadership Competency Framework are important, as an **Individual Contributor**, you will have a stronger focus on Make it Happen and Make the Connection.



## Your accountabilities

<p><b>Education and advice</b></p>	<ul style="list-style-type: none"> <li>• Provide advice and education on regional plan rules, National Environmental standards and promote/encourage the adoption of best practice:             <ul style="list-style-type: none"> <li>➤ identify areas of best practice which could be improved upon and provide advice, instruction or referral to industrial representatives.</li> <li>➤ 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.</li> <li>➤ provide technical advice and information to the Policy &amp; Planning team during plan creation and review to ensure enforceable and robust rules.</li> <li>➤ provide technical advice and information to the Consents team during consent processing to ensure consent conditions are robust and enforceable.</li> <li>➤ provide onsite field training to Planning, Consents and other teams at Council upon request when work programmes allow.</li> </ul> </li> <li>• Appropriate advice, instruction and information is provided in a clear, consistent and timely manner.</li> <li>• Support the implementation and delivery of Council’s strategy.</li> </ul>
<p><b>Inspection/audit</b></p>	<ul style="list-style-type: none"> <li>• Undertake resource consent monitoring across Southland:             <ul style="list-style-type: none"> <li>➤ inspections are thoroughly and accurately completed to required numbers and timeframes.</li> <li>➤ grade inspections consistently and accurately and identified breaches are clearly noted and recorded.</li> <li>➤ identify non-compliance and use discretion to obtain best environmental outcome while remaining consistent and fair.</li> <li>➤ promptly record and update Council systems with completed inspections sheets and information.</li> <li>➤ provide accurate progress reports within specified timeframes.</li> </ul> </li> <li>• 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.</li> <li>• Identify of environmental breaches and/or environmental harm and degradation:             <ul style="list-style-type: none"> <li>➤ identify significant non-compliance which requires consideration for further investigation and ensure this is referred for action.</li> <li>➤ record identified breaches and refer them for enforcement consideration;</li> <li>➤ collect the required evidence in regard to identified breaches including, but not limited to, samples, photographs, videos, statements and recorded locations.</li> </ul> </li> <li>• Collect evidence and maintain the chain of custody in accordance with the Evidence Act 2006.</li> </ul>

<b>Pollution roster</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Use discretion, or freedom to decide, on the job to make decisions that are consistent and fair.</li> <li>• Respond to urgent incidents and complete to fullest extent: <ul style="list-style-type: none"> <li>➤ attend reported or located incidents within specific priority timeframes which vary from 1 hour to 6 months;</li> <li>➤ prioritise my work load and deal with many incidents and decide on outcomes and resolve the incident within legislative or council time frames.</li> </ul> </li> <li>• Deal with all complainants with empathy and in a professional manner.</li> <li>• 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.</li> </ul>
<b>Strategy and vision</b>	<ul style="list-style-type: none"> <li>• Support the implementation and delivery of Council's strategy</li> </ul>
<b>Project management</b>	<ul style="list-style-type: none"> <li>• Participate in projects which may be financial, transformational, strategic and/or leadership focused from time to time</li> <li>• Application in line with Council's corporate project management systems and processes.</li> </ul>
<b>Finance (budgets)</b>	<ul style="list-style-type: none"> <li>• Consider financial implications of actions.</li> </ul>
<b>Continuous improvement</b>	<ul style="list-style-type: none"> <li>• Continually seek opportunities to improve services for your customers (internal or external).</li> <li>• Show flexibility, adaptability and a willingness to change and are open to feedback as an opportunity to improve.</li> </ul>
<b>Stakeholder relationships / customer service</b>	<ul style="list-style-type: none"> <li>• Develop strong and effective relationships with internal and external stakeholders.</li> <li>• Respond appropriately.</li> <li>• Understand situations from the customer's perspective.</li> <li>• Keep customers up to date about progress of queries/requests/projects</li> <li>• Maintain clear communication</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• Any other duties as may be required from time to time.</li> </ul>

## Your health, safety and wellbeing

- 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, Get Home Safe)
- 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.

## Working with Māori

- Engage with iwi in a way that demonstrates understanding of the nature of the relationship between iwi and Council as reflected in the principles of Te Tiriti o Waitangi and Council's values, policies and practice.
- Communicate and engage with mana whenua and mataawaka, demonstrating an understanding of tikanga, and on the basis of informed understanding of issues of significance to Māori throughout Murihiku.

## Your civil defence and emergency response responsibilities

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.

- Fulfil allocated Civil Defence and emergency response roles, as assigned.
- Manage or assist with other emergency responses that are required.
- Participate in Civil Defence and emergency response initiatives and programmes as required.

## Confidentiality, privacy and recordkeeping

All staff of Environment Southland are required to collect, retain, and maintain sensitive, confidential and personal information. Training will be given as appropriate to:

- Manage all information with care and respect in accordance with the Public Records Act 2005, Privacy Act 2020, Local Government Official Information and Meetings Act 1987 and all other relevant Local Government legislation.
- Retain information, regardless of format, e.g. records and data in official organisational systems.
- Ensure no sensitive, confidential, or personal information is inappropriately shared internally or externally without the appropriate approval.
- Report a privacy breach to the organisational Privacy Officer if a situation should occur.

## Your experience, knowledge and qualifications

### Knowledge/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.
- Highly accurate and keen eye for detail.
- Clean, full, current driver's license.

### 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.
- Honesty, integrity and commitment to preserving confidentiality.
- Ability to exercise sound judgment and initiative.
- Excellent communication and customer service skills with the ability to interact with Councillors and staff at all levels within the organization.

### 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.

## Performance Review

- We have a Professional 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 team member and their people leader, along with a six-month review and regular monthly catch-ups.

## Acknowledgement

I \_\_\_\_\_ have received a copy of the job description and have read and understand the duties and responsibilities and key relationships described therein.

Signature \_\_\_\_\_ Date \_\_\_\_\_