



Position Description Wastewater Compliance Officer

This position reports to: Water Services Quality and Compliance Lead **Career Level:** 17

Position purpose: As a member of the Water Services Delivery Team the Wastewater Compliance Officer is responsible for and accountable for:

- Supporting the Water Services Quality and Compliance Lead in monitoring and managing compliance for Council's wastewater infrastructure assets.
- Monitoring, auditing, and reporting on performance, compliance with all resource consents, legislation, standards, bylaws and policies including investigation of any non-compliance.
- Leading the development and implementation of Council's Wastewater Risk Management and Quality Management Plans.
- Providing support to the Wastewater Team including analysis of system performance and providing input to the future planning based on network demand and growth.
- Promote teamwork, inter-team co-operation and knowledge sharing and to keep internal staff informed of changes to the legislative environment.
- Promoting safe work practices and a safe work environment at all times.

This role plays a vital part in protecting our environment, supporting Council to meet compliance standards, and contributing to the sustainability of the community.

The functional areas of responsibility include:

- **Wastewater Quality Monitoring & Analysis:** Manage the collection and analysis of wastewater sample results required for all Council wastewater consents. Monitor and report on all quality parameters and regulatory consent conditions, identifying any potential issues. Develop and implement a comprehensive auditing processes to identify issues of significant risk and compliance related matters to Council's wastewater network and/or treatment.
- **Compliance:** Monitor, audit, and report on performance, compliance with resource consents, bylaws and policies. Lead consent renewal applications and support new consents applications, working closely with the Asset Management Team. Liaise closely with the Wastewater Team, the Network Maintenance Contractor and sampling contractor to implement appropriate corrective actions, to ensure compliance with all wastewater treatment discharge resource consent conditions. Monitor and interpret compliance reports and validation certificates relating to critical equipment. Monitor and audit the supervision of contractor performance with respect to wastewater compliance. Investigate the reason any for non-compliance and implement recommendations for improvement with the Wastewater Team and Network Maintenance Contractor.
- **Reporting & Documentation:** Ensuring that the appropriate records are kept for all wastewater resource consent conditions. Prepare comprehensive reports on compliance findings, inspections, and analysis, including annual reporting and investigation requirements. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems.
- **Technical Delivery:** Provide technical input to operational aspects of capital projects and asset management to ensure compliance with consent requirements. Liaise closely with the Wastewater Team and the Network Maintenance Contractor to provide input into the operations and maintenance programme and the direction for Council's wastewater assets.
- **Risk Assessment & Quality Management:** Implement, review and update Wastewater Risk Assessments and Quality Management Plans. Supporting wastewater staff to access and assess quality assurance documentation and to support process improvements and optimisation. Actively participate in the development of educational information to support staff, Council's Network Management Contractor and the community.
- **Customer Service:** Deliver quality customer service as part of a team to external and internal customers. Assist with the

provision of effective communication with industry and other stakeholders and ensure relevant external stakeholder communications are delivered and/or responded to in a timely and appropriate manner.

- **Health, Safety and Wellbeing:** Promoting and maintaining safe work practices and a safe work environment at all times.

Direct reports: N/A

Deliverables

Big Picture

- Have awareness of strategies, contribute to plans and KPIs for self, team and other teams as required
- Stay up to date with legislation and practices as appropriate to role
- Understand the intent/ethos of local government and the services provided by other parts of the Council
- Stay informed of organisational activities and decisions through being attentive to communications
- Show understanding and commitment to Te Tiriti o Waitangi (The Treaty of Waitangi) principles, know how these Principles are relevant to your work

Performance

- Achieve performance goals and expectations and follow leadership instruction on time and to a high standard consistently
- Report on progress to plan, and against own KPIs
- Take an active role in own goal setting, learning and development
- Correctly and appropriately use technology as required for role, including new technologies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Comply with all legislation and Council policies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Set a positive example for punctuality, attendance and work ethic

People & Culture

- Act in ways that align with and promote Council values
- Be a positive and constructive team member
- Collaborate on cross team/discipline projects and teams as required
- Constructively and successfully adapt to changes
- Take positive actions to keep self and others physically and psychologically safe and well
- Attend, be prepared for and engage constructively in all meetings
- Deliver exceptional customer service consistently (make every interaction count)
- Build effective, sustainable relationships at all levels
- Have consistently positive interactions externally and with Community Boards and Elected Members (as required for role)

Requirements for all staff

- Selwyn District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partner to deliver on our obligations under Te Tiriti o Waitangi.
- Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault.
- Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies.
- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Selwyn District Council policies and processes.

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human

Be brave – think
differently

Better
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Emergency Management requirements for all Council Staff

- Selwyn District Council has a legislative responsibility to respond to an adverse event occurring within our communities. As such, any staff member may be required to assist the Emergency Management Team respond to such an event. Family circumstances and BAU roles will be taken into account.
Required assistance may include:
 - Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.
 - Respond to civil defence emergencies or adverse events wherever possible and if it is safe to do so.
 - Participate in any required Civil Defence exercises to ensure that essential services are maintained.

Authorities

- Authorised to commit the Council to a course of action by signing external correspondence within approved delegation levels. For courses of action which will exceed the delegation levels, this must be done in conjunction with your manager.
- Comply with all other relevant sections of the Delegations and Policies manuals and their amendments.

Personal Attributes

- Passion for environmental conservation and community service.
- Strong problem-solving skills and attention to detail.
- Ability to handle multiple tasks and work under pressure.
- Commitment to promoting and maintaining a positive public image of the Selwyn District's reserves.

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none">• Relevant experience in wastewater or environment monitoring (5+ years)• Experience in collating data for reporting purposes and to provide workable solutions• Demonstrable experience working with Water Services infrastructure assets• Experience with wastewater, auditing or industrial wastewater processes• Excellent customer/client relationship skills, with the ability to communicate clearly and appropriately for a range of audiences, including with stakeholders and at a technical level with internal and external integration partners and Operations staff• Experience working in a local government environment• Strong knowledge of ecological and environmental principles• Ability to work independently and collaboratively as part of a team• High level of honesty, integrity and ability to maintain confidentiality and neutrality	<ul style="list-style-type: none">• Strong understanding of environmental legislation and regulations• Experience working in a local government environment• Familiarity with Council procedures/protocol• Experience working with Infrastructure Data• Experience monitoring and analysing of SCADA data

Key relationships

External	Internal	Committees/groups
Council customers and Selwyn residents	Chief Executive	Committees of Council
Te Taumutu Rūnanga	Executive Leadership Team	Business organisations and networks
Te Ngāi Tūāhuriri Rūnanga	Council staff	Special interest groups and committees
External contractors	Mayor	
Territorial and Regional Authorities	Elected Councillors	
Taumata Arowai	Elected Community Board Members	
Government Agencies (incl MfE, MBIE, Work safe NZ)		
Non-government agencies		

Individual Contributor Competencies



Eats problems for breakfast. When faced with a new situation or setback, uses initiative and takes appropriate action.



Does Change Well. Is open-minded about change and prepared to adapt. Moves forward positively and constructively.



Builds Togetherness. Is equally open and friendly with all people, and respectful of individual differences. Works effectively in teams.



Rocks the messaging. Keeps those who need to know 'in the know'. Communicates clearly and appropriately.



Tackles the tough stuff. Prepared to constructively share an opinion and get involved in conversations on challenging matters. Takes ownership of mistakes.



Delivers the goods. Reliable, conscientious, disciplined and organised. Delivers to a manageable high standard consistently.



Brings out the best. Enjoys learning and improving their skills to be the best they can be. Embraces opportunities to identify and address development needs. Recognises and celebrates the achievements of others.



Sets the tone. Can keep functioning and stay calm when under pressure. Is a positive influence in the team.

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Education, Qualifications, Memberships

Essential	Desirable
<ul style="list-style-type: none">• Bachelor's degree in Engineering, Environmental Science or a related field or with an equivalent experience• Full current unencumbered driver's licence	

The information contained in this position description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time, it may be necessary to consider changes to the position description in response to the changing nature of our work environment.