



Kia Ora Applicant,

Thank you for your interest in the advertised position with our Council. This document tells you a little bit more about who we are, the role here and some things about our District and Region.

About our Organisation

Our Character

The South Taranaki District Council (STDC) is a mid-sized local authority with around 220 staff (208 FTEs). We are a rural local authority operating in one of New Zealand's most vibrant economic regions and are responsible for a wide range of local services including roads, water reticulation, sewerage and refuse collection, libraries, parks, recreation services, local regulations, community and economic development, and town planning. The Council's main office is based in Hāwera (population approx. 12,000) and there are several satellite offices in towns throughout the district.

We are a progressive, values-based organisation, which is dedicated to providing quality services and facilities for our communities. We place a strong emphasis on our organisational culture, which is in turn supported by high levels of employee engagement.

Living our Values

We see our values as more than just guidelines, they are the foundation of our organisation's culture. We encourage all of our employees to adhere to the Council's values. This means behaving with a high level of professionalism and integrity, showing respect towards colleagues and the community.

Values and Common Purpose



About our District

South Taranaki, a better lifestyle

South Taranaki is one of the three districts which make up the greater Taranaki region – which was voted the *2nd best region in the world* to visit in 2017 by Lonely Planet. South Taranaki is situated on the west coast of the North Island with the main centre, Hāwera (pop 12,000) roughly midway between Whanganui and New Plymouth. The district has a population of approximately 30,400 people spread throughout seven towns and a number of smaller rural and coastal communities, all of which have a strong sense of community.

In terms of lifestyle, it doesn't get much better than South Taranaki. Recreational opportunities abound and everything is at your doorstep - the mountain and the sea are only a stone's throw apart. The rugged coastline offers some of the best surfing and windsurfing in New Zealand (Surf Highway 45 is considered one of the best surf coastlines in the world) and the fishing off the South Taranaki coast is just superb. The breath-taking Mount Taranaki provides great walking and tramping opportunities.

South Taranaki has an amazing number of high-quality facilities that districts our size would usually struggle to have. From a state-of-the-art multi-purpose sport, events and recreation complex to modern cinemas, function centres, libraries, art galleries, museums, parks and aquatic centres - South Taranaki boasts all the benefits of a city without the hassles. Add to that, minimal traffic, low unemployment, affordable housing and safe, caring communities and you'll see why South Taranaki is the perfect place to raise a family and call home.



What this job involves

Nature and Scope

South Taranaki District Council wishes to appoint a person with an interest in the essential services that underpin modern communities.

We are seeking a suitably experienced and qualified Trade Waste Officer to join our network team. The role is responsible for the efficient and effective administration of Trade Waste Bylaws and for ensuring compliance to those Bylaws by monitoring and control of industrial discharges, and for the administration of appropriate cost recovery. The Trade Waste Officer is also responsible for working with the industry on waste minimisation and cleaner production and will manage the continued development of Trade Waste functions in the district and the supporting systems.

The focus will be on establishing a relationship with the major customers and management of their records and billing. The position is also responsible for providing Trade Waste Services including processing and auditing Trade Waste Consents and investigating non-compliance with the primary focus of avoiding compliance failures and ensuring public health and minimal asset and environmental impact from trade waste discharges

If you are interested in joining a small, friendly group, have an understanding or experience of wastewater and related treatment systems, waste minimisation, calibration and sampling and have great people skills, this could be the position you are looking for.

A positive attitude, an emphasis on quality customer service, a willingness to work in a busy team environment and the ability to communicate with a wide range of people is also required.

Other Duties

The employee will undertake other activities, duties or internal projects as directed by their Manager/Group Manager in an efficient and effective manner.

The Position

This is a permanent full-time 40 hour per/week position based at the Eltham Wastewater Treatment Plant in Eltham and will become part of the Infrastructure Works Delivery Utilities Unit. This unit works as a multi-skilled team, supporting each other and providing a high level of customer service.

Salary and Conditions

The Council operates under a Total Remuneration Strategic Pay grading system and the grade for this position is **14**. The salary range for this position is between **FTE \$79,650pa and FTE \$88,500pa** and the appointed starting level will be dependent on skills and experience and will be discussed during interviews with shortlisted candidates.

Hours of Work

Council's offices are open to the public from 8.00am to 5.00pm, Monday to Friday. Hours of work for the position to be filled will be discussed at the interview.

Relocation Expenses (Permanent Positions Only)

The Council may assist with relocation expenses for household goods only on the basis of at least two competitive quotes. Should the appointee leave the Council's employment for any reason within a period of two years of the appointment, the Council will require the appointee to refund the removal cost on a pro rata basis.

Applications

If you would like to join NZ's most "Can Do Council", please apply online via the Council's website, www.southtaranaki.com under Council Vacancies. The deadline time and date for applications is stated on the Application Form.

If your application is successful, the information on your application form will become part of the Council's personnel records.

Thank you again for considering joining Council's staff and if you would like more information on this position or to discuss what it's like to work for an outstanding rural local authority, ring us on 278 0555 (local) or 0800 111 323.

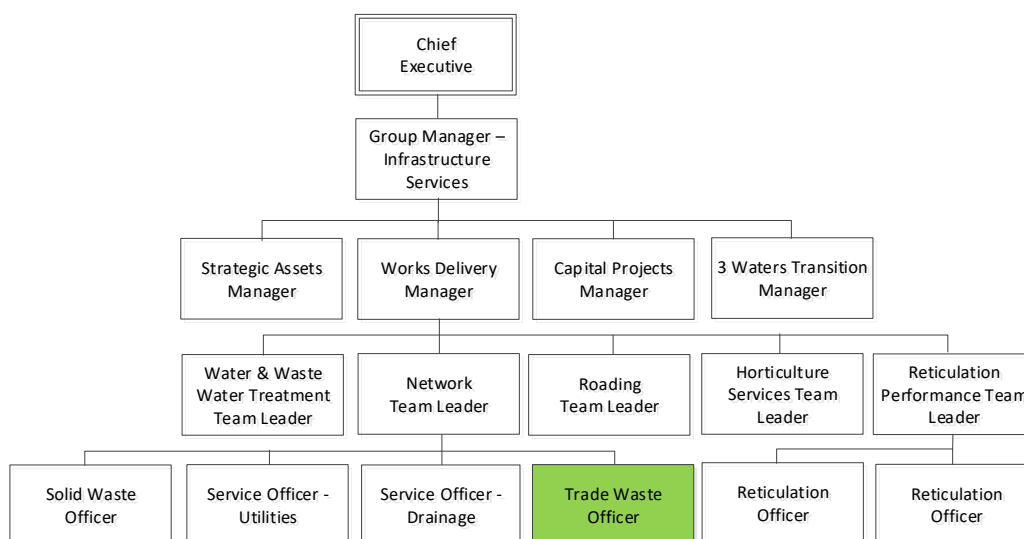
You will find the job description for the position and Council's Vision and Values on the next few pages.

PEOPLE & CAPABILITY TEAM

Position Description

Position Details			
Title:	Trade Waste Officer		
Unit:	Works Delivery Utilities	Group:	Infrastructure Services
Position Reports to:	Network Team Leader		
Salary Grade:	14	Hours of Work:	40 per week
Special Conditions:	Nil		
Staff Management:	Nil	Budget Responsibility:	\$5000
Position Occupant:	Vacant		
Date Created:	27 July 2016	Date Last Reviewed:	April 2025

Position Objective
<p>The purpose of this job is to:</p> <ul style="list-style-type: none"> • Be responsible for the efficient and effective administration of Trade Waste Bylaws and for ensuring compliance to those Bylaws by monitoring and control of industrial discharges, and for the administration of appropriate cost recovery financial systems. • To implement and continuously monitor the compliance management system for trade premises. • To facilitate in managing an effective cost recovery financial system for trade waste consent holders. • To work with the industry on waste minimisation, water conservation and cleaner production. • To manage the continued development of the Trade Waste function in the district and the supporting systems.



Key Duties and Functions

Engineering Specific Customer Service

- Respond to internal and external enquiries providing expert advice and assistance.
- Carry out administration tasks as required by the Network Team Leader or the Works Delivery Manager.
- Actively promote and demonstrate Council's organisational values
- Provide support in developing and reviewing the infrastructure policies and plans related to trade waste bylaw and drainage bylaw.
- Provide support on wastewater treatment standards to industries and trade waste premises discharging into the Council network.

Customer Management and Advice

- Customers are provided with accurate advice
- To respond in a timely manner to all customer enquiries, and requests for service with a helpful can-do attitude
- Effectively communicate current activities and policies
- Prepare and review the service level agreements with trade premises.
- Effectively manage and enforce the existing agreements with trade premises.
- Negotiate and liaise with the industries, stakeholders and interested parties regarding source control management plans, policies and procedures.

Plant and Equipment Operation

- Responsible for calibration of sampling and online instruments.
- Verify settings and operational information.
- Test and facilitate other operations and consent monitoring.
- Interpret test results and advise the Wastewater Treatment Supervisor of recommended actions.
- Record data, analyse and report.
- Liaise with Taranaki Regional Council.
- Liaise with industries.

Equipment Maintenance

- Ensure good maintenance of equipment

Sampling, Testing and Reporting

- Prepare schedule for sampling, flow gauging and monitoring.
- Manage and carry out scheduled sampling, gauging and monitoring.
- Interpret, evaluate and upload sampling data to reporting database.
- Programme and produce reports.
- Complete all required reporting accurately and in a timely manner to ensure compliance with reporting requirements.

Wastewater Systems

- Facilitate liaison meetings.
- Note and advise on best practices to follow.
- Undertake audits as required to review compliance with Council's/customers management and contingency plans and associated Bylaws and policies.

Ensure trade waste discharges are monitored and audited to against consent conditions and the Trade Waste Bylaw.

Relationship Management

- Establish, build and maintain relationships and develop linkages with key organisations (e.g. TRC, conditional customers and iwi).
- Negotiating and persuading where appropriate.
- Positively influence industry to ensure improved compliance
- Liaising with working parties and communities in the course of the above work.

Special Projects

- Undertaking special projects or investigations as directed by the Network Team Leader or Works Delivery Manager.

- Asset data gathering and analysis of data in terms of condition, performance and utilisation for strategic planning.
- Assist in Council wide projects and strategies as required.

Risk Management

- To manage risks so that potential opportunities and adverse effects are identified and recorded.

Health and Safety

- Actively understanding and promoting the Council's Health & Safety Policy and Management System.
- Reviewing and improving Health and Safety practices and providing advice on Health & Safety management for trade waste related tasks.
- Induction and on-the-job training.
- Accurate reporting and recording of accidents, injuries and incidents.
- Contractor H & S (when this is a requirement of the position).
- Assist with review of wastewater safety practices.

Financial Management

- Bill trade waste consent holders.
- Manage and follow up on debts on trade waste accounts.
- Generate trade waste consents.

Attributes and Capabilities

Analytical/Research Skills

- Reviews and analyses a wide variety of information.

Attention to Detail

- Ensures information is complete and accurate.

Change Management

- Understands the need for change; the change process; and supports change management efforts.

Communication skills

- Listens actively, writes and speaks clearly.

Computer Literacy

- Computer- literate with software proficiency covering a variety of applications.

Cultural sensitivity and awareness

- Recognises and values the benefits of the diversity of people, ideas and cultures.

Customer Service

- Actively promotes and demonstrates Council's Customer Service Standards.
- Strives for high customer satisfaction, going out of the way to be helpful and pleasant, making it an easy and positive experience for the customer.

Decision Making Skills

- Makes decisions exhibiting judgement and understanding of the issues.

Driver's License

- When a driver's licence is required for the position.

Negotiation/Conflict Resolution

- Utilizes appropriate interpersonal styles and methods to gain agreement or acceptance of an idea, plan, activity or service

Personal Efficiency and Organisation

- Plans ahead, managing time well and is on time.
- Develops self and continuously learns and up skills.

Physical Ability

- Fitness, agility and mobility to safely carry out use of necessary tools and perform heavy lifting in accordance with WorkSafe guidelines.

Political Acumen

- The ability to exhibit confidence and professional diplomacy, while effectively relating to people at all levels

internally and externally.

Problem Identification and Solution Skills

- Identifies and defines problems by gathering relevant information and developing practical alternative solutions.

Relationship Building

- Establishes a productive, cooperative and inclusive environment with others.

Teamwork - "Spirit of Oneness"

- Works with and helps others to accomplish objectives.

Working Independently

- The ability to work independently, with minimal supervision.

Knowledge, Experience, Qualifications & Skills

Essential

- Diploma in Environmental Science/Chemistry or Biology.
- Minimum of 2 years work experience in a similar field.
- Knowledge of sampling and laboratory testing processes.
- Knowledge and understanding of wastewater processes, systems and networks.
- Health and safety awareness in wastewater systems.
- Clean valid NZ Driver's Licence.

Desirable

- Degree in Environmental Science/Chemistry or Biology.
- Trade Waste and/or Local Authority experience.
- Experience with enforcement action as a result of non-compliance.