

# ENVIRONMENT SOUTHLAND

## Resource Management Investigator

### Role description

### About us

#### Our mission

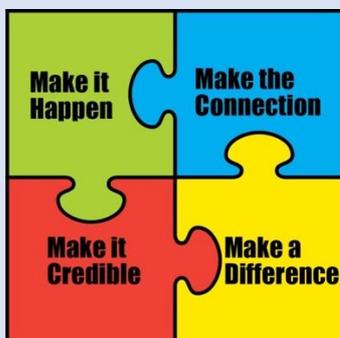
Working with the community to enhance Southland's environment.

#### Our vision:

A thriving Southland (Te taurikura o Murihiku)

#### Our values:

Here at ES, we -



### Role purpose

The role of the **Resource Management Investigator** is to initiate formal investigations into Environmental breaches gathering relevant information to an evidential standard with appropriate enforcement action recommended and actioned through to completion.

Emphasis is on:

- Being an enforcement specialist with demonstrated ability in criminal investigation and managing complex prosecutions through to conclusion of court process.
- Initiating formal investigations into regulatory breaches, gathering all relevant information to a beyond reasonable doubt evidential standard, reporting findings with recommendations to the appropriate forum and then pursuing any enforcement actions to their ultimate conclusion.
- Having the knowledge and ability to inform individuals, companies and other regulatory authorities of enforcement outcomes which can result in a maximum sentence of 2 years imprisonment and \$600,000 fine with professionalism while maintaining inter-agency relationships.

### 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.

## About your role

Grade: 17

Pathway: T5

**Group/Division:** Strategy & Regulation Group / Resource Management Team

**Reports to:** Team Leader  
Resource Management  
Enforcement & Incident  
Response

### Who you will be working with

#### Direct reports:

- Nil

#### Indirect reports:

- Nil

### Key stakeholders

#### External:

- Consents holders and applicants
- Complainants
- Court and Court staff
- Council solicitors
- Councillors
- General public
- ES Contractors
- Laboratory Manager
- Peers in other local authorities and organisations

#### Internal:

- Regulatory Services Group
- Land Sustainability 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:*

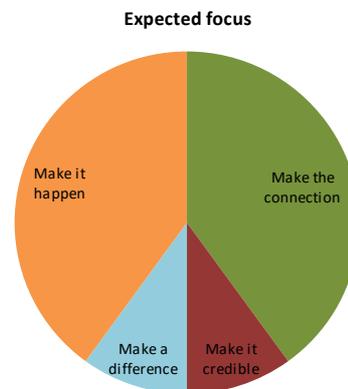
**Make it Happen** – Show initiative, take accountability and deliver high-quality work on time.

**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

<b>Investigation</b>	<ul style="list-style-type: none"> <li>• Fully investigate alleged breaches of the Resource Management Act 1991 to the appropriate evidential standard.</li> <li>• Make justifiable recommendations as to the appropriate action to be taken as a result of the investigation.</li> <li>• Undertaking and managing enforcement action when appropriate and as directed.</li> <li>• Complete discussions with defence counsel and instruct ES legal counsel on enforcement decisions.</li> <li>• Assume responsibility for large investigations to conclusion.</li> <li>• Organise and oversee alternative enforcement actions.</li> </ul>
<b>Compliance Enforcement</b>	<ul style="list-style-type: none"> <li>• Be able to assess severity of incidents and apply the appropriate response albeit no action, directive or punitive outcomes.</li> <li>• Provide incident response and mitigation advice.</li> <li>• Actively participate in on call roster</li> </ul>
<b>Team Support</b>	<ul style="list-style-type: none"> <li>• To contribute to the effective functioning of the Resource Management team.</li> <li>• Ensure compliance with all legal and statutory requirements and Environment Southland policies.</li> <li>• Actively role modelling excellent customer service internally and externally.</li> <li>• Ensure appropriate risk management is applied to mentored staff investigations</li> <li>• Providing mentoring, training and assistance to other Environment Southland staff as they deal with incidents of non-compliance.</li> </ul>
<b>Pollution Roster</b>	<ul style="list-style-type: none"> <li>• Participate in on-call roster including after hours upon rotation 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 workload 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

- Demonstrated knowledge to fulfill requirements of the key accountabilities specified for this position.
- This role requires 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.
- Relevant tertiary qualification or equivalent experience.
- 5 years+ experience in compliance or enforcement.
- Working knowledge of the Resource Management Act 1991, Criminal Procedures Act 2011 and other relevant legislation.
- Excellent communication skills – written and verbal.
- Demonstrated ability in criminal investigation and managing complex prosecutions through to conclusion of court process.
- 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.
- Ability to deliver in a political environment that could be high pressure and rapidly changing.
- Demonstrated ability to train and mentor others.
- Experience of:
  - preparing/briefing witnesses
  - interviewing witnesses and taking formal statements
  - presenting evidence in Court
  - prosecution case management and related Court procedures.
- Knowledge of the agricultural sector and farm systems/soils/effluent management.
- Knowledge of industries in the Southland region.
- NZ Coordinated Incident Management System (CIMS).
- Experience undertaking witness statements according to the PEACE model.
- Supervision of contractors.
- Budgetary and project management experience.
- Must have a clean criminal history to be a warranted officer.
- Experienced in the collection and presentation of evidence.
- Full current driver's license (and the ability to drive a manual vehicle)
- 4WD experience preferred.

### Attributes

- Inspired by Environment Southland's values.
- Able to work unsupervised.
- Strong interpersonal skills.
- Able to negotiate and resolve conflict.
- Able to analyse and interpret data.
- Able to relate to a cross-section of the community, especially the rural sector and iwi.
- Reasonable degree of physical fitness is required.
- Ability to work in highly pressured and rapidly changing situations.
- Honesty, integrity and commitment to preserving confidentiality, i.e. can be trusted with confidential information.
- Ability to exercise sound judgment and initiative.

- Able to work effectively as part of a team, but without close supervision.

## 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 \_\_\_\_\_