

Job Description



My Position

Position:	Compliance and Investigations Officer
Section:	Regulatory
Group:	Environmental Services
Responsible to:	Team Leader – Compliance & Investigation (Land & Air)
Job Purpose:	<ul style="list-style-type: none">• To develop, refine and implement designated compliance monitoring programmes to ensure all environmental resource use activities within the Tasman District comply with consent conditions and permitted activities.• To enforce the rules contained in the Tasman Environmental Plan (TEP), and Council Bylaws.• To investigate incidents, including statutory offences relating to the provisions of the Resource Management Act (1991) and related legislation including HSNO (2001), Local Government Act (1974, 2002), Litter Act (1979), Bylaws and National Environmental Standards, and to gather, prepare and present evidence for potential court proceedings.• To provide technically and legally sound documentation recommending the appropriate course of action for non-compliance and environmental incidents.• To provide professional advice to resource consent holders, their consultants and representatives and the general public to achieve desired compliance programme outcomes.

Our Council

Our District Vision:	Thriving resilient Tasman <i>Kia manawaroa te tai o Aorere</i>
Our Purpose:	Delivering Public Value <i>Kia whai hua mā te marea</i>

Our Values

We support our Vision and Purpose through living our values.

Auahatanga – Innovation. *I orea te tuatara, ka patu ki waho. A problem solved by continuing to find solutions.*

- We love ideas, big or small
- We deliver differently
- We learn and grow
- We give it a go
- We are brave and challenge the status quo

Manaakitanga – Caring/ Sharing. *Te tohu o te rangatira, he manaaki. The sign of a leader is how they support, protect and respect others.*

- Helpfulness and respect guide us
- Our mana encourages and lifts others up
- Care and empathy are a priority
- We are always welcoming
- We freely share knowledge

Kawenga – Responsibility. *Kia ū ki te pai. Stay resolute to that which is good.*

- We honour our commitments
- We act professionally with integrity
- We are honest and open
- We bring the right attitude to work
- Safety and wellbeing come first

Whanaungatanga – Relationships. *He aroha whakatō, he aroha puta mai. If kindness is given then kindness shall be received.*

- We connect, listen and involve
- We believe in collective success
- Our stories create shared meaning
- We embrace diversity
- We are kind and nurturing

My Group

Role of the Environmental Services Group

The Environmental Services Group are the Tasman region's front-line providers of environmental information, science expertise, and natural infrastructure management. We provide respected specialist expertise across a range of land, water and ecological disciplines, and serve as the region's natural hazards advisor during times of emergency. Our dedicated teams also carry out extensive environmental control and protection work across the region, including biosecurity, catchment enhancement, coastal erosion, and river management works.

The Group also looks after most of the Council's regulatory functions which facilitate the development and use of land, water, and coastal resources, and which regulate activities in order to protect and improve public health and safety and the environment, and to minimise nuisance and harm to people and places. The functions undertaken include building control, resource consenting and compliance, environmental health (including food safety), alcohol licensing, animal control, parking control, biosecurity and maritime safety.

We achieve this by demonstrating the principles of Te Tiriti, investing wisely in business process improvement, data management, people, tools, and science, and by respecting, supporting and enabling those that rely on our work. Our information systems and specialist advice provide a wealth of environmental understanding, enabling our Council and communities to make empowered decisions.

My Key Result Areas

My Priorities	
What am I supposed to do?	How well am I supposed to do it?
<p>Monitoring</p> <ul style="list-style-type: none"> • Implement a compliance monitoring programme for resource consents and permitted activities under a tailored monitoring programme or as otherwise assigned. • Undertake the supervision of resource consents and permitted activities to ensure compliance with Tasman Environmental Plan (TEP) conditions. This includes providing advice, peer review and feedback of consents and plan rules. • Demonstrate a thorough working knowledge of all relevant legislation, plan provisions, national regulations and Environmental Standards pertinent to the role. This includes the knowledge to source and research the necessary provisions when required. • Respond to non-compliance with resource consents and permitted activity rules under the TRMP or relevant Bylaws by carrying out compliance promotion, monitoring and enforcement action. 	<p>Monitoring</p> <ul style="list-style-type: none"> • Monitoring and administrative processes undertaken against consents and permitted activities under the assigned programme can be shown to be at an appropriate standard and level for the activity and its priority status • Preparation and delivery of accurate reports to Council and committees on programme or activity performance is undertaken • There is evidence of effective knowledge, feedback and peer review of plan rules and consents • There is evidence of the application of expert analytical skills in critiquing, assessing and approving plans, reports and technical documents • There is evidence of the application of effective educational and compliance advocacy to the public and consent holders in all matters that involve compliance monitoring

<ul style="list-style-type: none"> • Provide technical advice and assistance to the Team Leader to develop and every three years review a Compliance Monitoring Strategy for Council's resource management functions. 	
<p>Investigations</p> <ul style="list-style-type: none"> • Investigate complaints or breaches under the Resource Management Act 1991, Litter Act 1979, Local Government Act 2002, Hazardous Substances and New Organisms Act 1996 and any other regulation enforced by Council as part of its duties. • Lead investigations in the case of environmental incidences, including gathering of evidence, production of case files and providing recommendations as to appropriate response to the level of offending. • Undertake and record witness statements including victim impact statements and offender interviews in full accordance with the provisions of the Evidence Act 2006 and the Bill of Rights Act 1990 to ensure any evidence obtained is admissible in criminal proceedings. • Apply for and execute search warrants in accordance with the Search and Surveillance Act 2012 and Resource Management Act 1991 to ensure any evidence obtained is admissible in criminal proceedings. • Provide an educational and compliance advocacy role in matters that do not justify other enforcement actions. • Store information required for investigations in line with the Evidential Gathering Policy. 	<p>Investigations</p> <ul style="list-style-type: none"> • Consistent use of effective investigation practices to achieve required outcomes is evident. • Documents and files are produced to the prescribed standards sufficient to report on or successfully proceed to further enforcement. • In-depth and current knowledge of relevant legislation and amendments, case law and precedents necessary to undertake the role of investigator is evident. • All evidence including samples and other exhibits will be suitably stored, handled and disposed of in accordance with policy and procedures to maintain evidential integrity.
<p>Enforcement</p> <ul style="list-style-type: none"> • In accordance with the Enforcement policy undertake enforcement action in cases where there has not been adequate response to non-compliance, or the scale of the breach is such that enforcement action is necessary. • Interact with Council's legal counsel to progress case files and assist them to successfully achieve desired enforcement outcomes on behalf of Council. • Prepare applications for Enforcement Orders. This will include preparing affidavits and summaries of fact and appearing as a witness in court as required on behalf of Council. • To advise and work with government and other external agencies to ensure a coordinated effective response to emergency incidents. • Maintain a thorough knowledge of the relevant legislation and case law and investigation best practice in respect to criminal proceedings, including but not limited to; Bill of Rights Act (1990), Summary Proceedings Act (1957), and Sentencing Act (2002) and apply these in cases. • Have a good working knowledge of other legislation, relevant national regulations and Environmental Standards pertinent to the job. This includes the ability to source and research the necessary provisions. 	<p>Enforcement</p> <ul style="list-style-type: none"> • Selection of appropriate responses to the level of non-compliance in order to achieve correct outcomes. • There is evidence of a professional and objective approach to difficult face-to-face confrontational situations in achieving outcomes • Enforcement files and documentary evidence are prepared to the standard sufficient to allow Councils lawyers to proceed before the courts. • Demonstrates an ability to achieve desired enforcement outcomes in the most cost effective manner and recover costs where appropriate.
<p>Reporting Systems</p> <ul style="list-style-type: none"> • Ensure that systems and processes required for administration of the monitoring programme are 	<p>Reporting Systems</p> <ul style="list-style-type: none"> • All data is recorded in an accurate and timely manner and where lacking, implement new

<p>functional and where no such system is in place to facilitate or assist in its development.</p> <ul style="list-style-type: none"> • Ensure data is recorded in an accurate and timely manner in accordance with Councils Compliance Strategies. • Identify and implement new processes/databases to assist Council's management of data and information. This includes ensuring efficient reporting procedures are in place. • Develop and maintain procedures manuals where need is identified including conducting annual reviews of content for relevancy and accuracy. • Develop and implement quality audit processes to ensure data is accurate and efficiently captured particularly in the fields of resource consent MaigQ administration. • Prepare and present information as requested to the Environment and Planning Committee meetings or workshops as requested including annual status reports on the specific monitoring programmes under their control. • Provide input into Council's Annual Compliance and Enforcement Monitoring reports. 	<p>processes/databases to assist Council's management of data and information.</p> <ul style="list-style-type: none"> • Quality audit processes are in place to ensure data is accurate and efficiently captured. • Procedure manuals are developed and maintained including conducting robust reviews of content for relevancy and accuracy • There is current and relevant web based information and education on sustainable resource management through the development, implementation and maintenance of web pages relevant to your monitoring programmes
<p>Liaison – External Contacts</p> <ul style="list-style-type: none"> • Encourage, facilitate and participate in feedback, education and liaison as required. This will include training and liaison with key external stakeholders. • Represent Council on national special interest groups providing technical advice where applicable. • Maintain effective rapport with resource consent holders, their consultants and representatives to achieve desired compliance programme outcomes. • Provide an educational and compliance advocacy role to the public to assist with enquiries surrounding Council's roles, responsibilities, rules, monitoring, and enforcement procedures. • Provide sound technical and legal advice to external parties and other Councils concerning the implementation of policy, rules and legislation. • Advocate, lead and implement best environmental practices with stakeholders. 	<p>Liaison – External Contacts</p> <ul style="list-style-type: none"> • Evidence of consistent use of educational and compliance advocacy to the public surrounding Council's roles, responsibilities, rules, monitoring, and enforcement procedures.
<p>Liaison – Internal Contacts</p> <ul style="list-style-type: none"> • Encourage, facilitate and participate in feedback, education and liaison as required. This will include training with key internal stakeholders. • Provide training and mentoring to new compliance staff on monitoring and enforcement policy and procedures. • Liaise with and advise Councillors and other staff with respect to monitoring and enforcement principles and procedures and assist with enquiries surrounding these matters. • Provide technical advice to Consents and engineering staff surrounding complex environmental monitoring data, plans and reports that are submitted via AEE's or condition of consent. • Provide input to and peer review of resource consents and building consents during the 	<p>Liaison – Internal Contacts</p> <ul style="list-style-type: none"> • Effective input into and peer review of resource consents and building consents during the consenting process to ensure legally robust and enforceable consents issued is evident. • Evidence of effective liaison and advice to Councillors and other staff with respect to monitoring and enforcement principles and procedures and assisting with enquiries surrounding these matters

<p>consenting process to ensure legally robust and enforceable consents are issued.</p> <ul style="list-style-type: none"> • Provide feedback to Policy regarding the effectiveness and enforceability of proposed or existing policy provisions. 	
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My Contribution	
Accountability	<ul style="list-style-type: none"> • I take responsibility for my performance, decisions and actions and how these impact on others. • I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it. • I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable. • I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.
Customer Focus	<ul style="list-style-type: none"> • I focus on the needs of our customers and provide all of them with outstanding service. • I treat all people with respect, and I deliver on the commitments I make. • My actions are fair and build trust with my colleagues, customers and our community.
Relationship Building	<ul style="list-style-type: none"> • I build and maintain genuine relationships with my colleagues, customers and our community. • I actively listen to others and am supportive, friendly and helpful. • I respect all cultures and act in ways that make others feel included and valued.
Resilience & Adaptability	<ul style="list-style-type: none"> • I support new ways of working and am able to be flexible and calm when facing change or difficult situations. • I am digitally confident and participant in opportunities to learn how to apply digital business technology and tools to my work. • I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.
Motivation & Drive	<ul style="list-style-type: none"> • I take responsibility for my own learning and development and welcome feedback to improve my performance. • I effectively plan, manage and prioritise my work and deliver it on time. • I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.
Collaboration & Inclusion	<ul style="list-style-type: none"> • I actively contribute to the achievement of team goals and objectives. • I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.
Civil Defence Emergency Management	<ul style="list-style-type: none"> • I provide assistance and support during civil defence / emergency management activities. • I participate in civil defence and emergency management training.
Working within te ao Māori	<ul style="list-style-type: none"> • I have the appropriate level of knowledge and understanding of the principles and application of Te Tiriti o Waitangi for my role. • I have the appropriate level of knowledge of Tikanga Māori (customs and practices) and Te Reo Māori (Māori language) for my role. • I have the appropriate level of knowledge of Council's engagement protocols with the whānau, hapū and iwi of te Taihū for my role. • I foster a culturally inclusive environment by actively engaging with and respecting Māori perspectives and practices in my work.

My Delegations

I have no staff or financial responsibilities. However, the Council may from time to time delegate to me specified powers and duties which I must exercise with due care and diligence.

My Competencies

My Qualifications and Experience:

- A Degree in resource management, the natural or physical sciences, law, investigations, policing or any equivalent qualification is required.
- A minimum of three years in the regulatory environmental field or in an investigatory capacity that includes investigation of offences, preparation of cases for prosecution and giving evidence in proceedings.
- Demonstrated ability in criminal investigation (Local Government, Police, Fisheries etc.) and subsequent law enforcement processes is highly desirable. This would include the ability to interpret legislation, legal opinions, and case law.
- An excellent understanding and working knowledge of statutes associated with both local government and outside law enforcement agencies which include the Resource Management Act (1991), Local Government Act (1974, 2002), Bill of Rights Act (1990), Sentencing Act (2002), Crimes Act (1961) and Evidence Act (2006).
- Knowledge of water, air and land pollution and effective pollution response and management.
- Demonstrable ability to analyse information and produce written reports of a high standard.

My Personal Attributes:

- Be able to deal with difficult and hostile situations and have strong negotiation skills and the ability to facilitate outcomes.
- Excellent written and oral communication skills with the ability to effectively communicate with multiple agencies and stakeholders.
- Highly developed problem solving, analytical skills with an eye for detail.
- Initiative and good judgement skills.
- Good organisational skills and an ability to plan and schedule your own work, and to work with limited supervision and under tight time constraints.
- An ability to relate to a wide range of people and a proven commitment to quality customer service and teamwork.
- The ability to adjust frequently and successfully in a changing work environment.
- The ability to work as part of a team
- The ability to make sound decisions in respect to personal safety.

My Agreement

My Name:

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My Signature:

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Date:

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