

ENVIRONMENT SOUTHLAND

Senior Pollution Prevention Officer

Role description

About us

Our mission

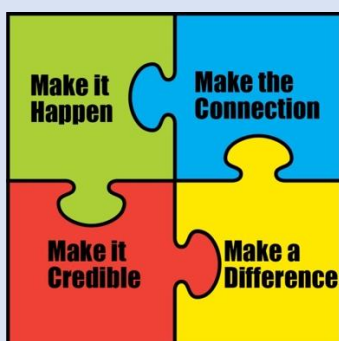
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at Environment Southland, we -



Role purpose

The **Senior Pollution Prevention Officer** contributes to the overall performance of the **Resource Management Team** by planning, managing and implementing the Pollution Prevention Work Programme including hazardous substances, waste disposal and contaminated land. Providing advice and assistance to industry and the urban community throughout the region.

Conduct site inspections and evidence collection in accordance with Criminal Procedures, Act, Bill of Rights Act and Evidence Act within statutory timeframes.

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

Emphasis is on:

- Having a sound level of environmental knowledge on air quality, water quantity and quantity.
- The ability to manage and reprioritise ever changing workload and develop relationships throughout Council, with consent holders, the public and industry representatives.
- Being comfortable working in unknown situations dealing with complex issues to obtain best environmental outcome, retain organisational goals and values and maintain consistency with legislation, while maintaining professional relationships and maintaining your own safety and wellbeing.
- Having the knowledge of the different legislations, national environment standards and plan rules that can be breached and an ability to inform individuals, companies and other regulatory authorities of environmental breaches which can result in a maximum sentence of 18 months imprisonment and \$10,000,000 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: 16

Pathway: T4

Group/Division: Strategy & Regulation / Resource Management

Reports to: Team Leader
Resource Management Technical

Who you will be working with

Direct reports:

- Nil

Indirect reports:

- Nil

Key stakeholders

External:

- Other local authorities, Government Departments
- Resource Users/Council clients/customers including Business owners, operators and staff
- Urban community members
- Councillors
- General public
- Contractors, consultants and advisors
- Community and special interest groups, ratepayers, landowners

Internal:

- Community & Engagement Group
- Resource Management team
- Consents 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:*

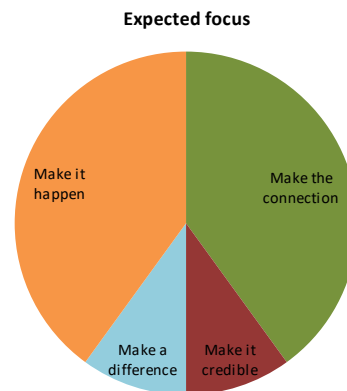
Make it Happen – Show initiative, take accountability and deliver high-quality work on time.

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

Hazardous substances and waste disposal	<ul style="list-style-type: none"> • Plan, prepare, implement and report on the hazardous substances and waste disposal programme • Contribute to regional and national integrated waste management and provide input to government agencies and other organisations involved in the development of environmental guidelines, standards, best practice guidelines or other direction. Setting processes relevant to the management of hazardous substances and waste in Southland. • Respond to requests from public territorial authorities, through official information requests, LGOIMA's, NES and general queries on hazardous substances and waste disposal within the legislated timeframe. • Work with industries to ensure they are aware of their responsibilities and the legislation with regards to accepting waste. • Contribute to regional and national integrated waste management
Contaminated Land	<ul style="list-style-type: none"> • Plan, prepare, implement and report on the contaminated land programme. • Contaminated site information (including HAIL) is kept in the SAHS database /IRIS and is accurate • Respond to requests from public and territorial authorities, through official information requests, LGOIMA's, NES and general queries on contaminated land within the legislated timeframe. • Oversee and implement the Contaminated Land Information Agreement Protocol • Review the Contaminated Land Information Agreement Protocol annually and territorial authorities are met with at least quarterly. • Ensure relevant information and/or reports (including NES related PSI and DSI), other Environmental Site Investigation reports (i.e. Tank pulls), are included and updated in the SAHS Register and appropriate correspondence provided to the landowner and TA. • Hazardous substance spills or unauthorised releases, scientific investigations or consents that indicates actual or potential site contamination that are incidentally discovered are recorded and updated in the SAHS register and reviewed as required. • Respond to central government and regional forum requests. • Facilitate and ensure SAHS register data is transferred to IRIS (Selected Land Use Sites).
Pollution Prevention	<ul style="list-style-type: none"> • Plan, prepare, implement and report on the pollution prevention programme. • Conduct on-site inspections of industrial sites within Southland and provide guidance to site owners/occupiers on how to remedy actual, and potential pollution issues relating to their activities • Identify and implement new initiatives that will increase industry participation in the Pollution Prevention Programme. • Develop community and industry awareness and responsibility for the environment • Establish and maintain effective links with other professional groups, government departments, research agencies, legal advisors, local bodies, and community groups with a particular interest in pollution prevention initiatives. • Participate in community / industry group meetings where this is required and assist in providing information and facilitation needs to the groups following identification of those needs • Promote awareness, acceptance and adoption of pollution prevention initiatives.

	<ul style="list-style-type: none"> Assist in developing and maintaining industry-specific procedures for guidance in the management of activities related to hazardous substances and waste, and the reduction of impacts of commercial activities on the environment.
Pollution Response	<ul style="list-style-type: none"> Participate in on-call roster including after hours and day response. Be available to attend reported or located incidents over a 24/7 period when required. Conduct initial site inspections and evidence collection in accordance with Criminal Procedures, Act, Bill of Rights Act and Evidence Act within statutory timeframes. Use discretion, or freedom to decide, on the job to make decisions that are consistent and fair. Respond to urgent incidents and complete to fullest extent: <ul style="list-style-type: none"> attend reported or located incidents within specific priority timeframes which vary from 1 hour to 6 months. prioritise workload, deal with many incidents, decide on outcomes, and resolve the incident within legislative or council time frames. Deal with all complainants with empathy and in a professional manner. 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.
Reporting	<ul style="list-style-type: none"> Prepare and present reports for manager, Committee or Council as required Prepare reports, media releases, newsletters and other forms of documentation for internal and external use, liaising with the Communications team
Contribution to policy development and Council's decision-making process.	<ul style="list-style-type: none"> Provide technical advice and robust pollution prevention information to Council planning and other staff: <ul style="list-style-type: none"> to assist in evaluating the suitability and effectiveness of options for policies and methods in regional plans. Provide technical analysis and policy advice to Council, Council committees, management and other divisions. Ensure that systems and procedures are put in place to achieve the key outcomes and targets defined in the Work Plan and the Council's Annual Plan.
Strategy and vision	<ul style="list-style-type: none"> Support the implementation and delivery of Council's strategy
Project management	<ul style="list-style-type: none"> Participate in projects which may be financial, transformational, strategic and/or leadership focused from time to time Application in line with Council's corporate project management systems and processes.
Finance (budgets)	<ul style="list-style-type: none"> Consider financial implications of actions.
Continuous improvement	<ul style="list-style-type: none"> Continually seek opportunities to improve services for your customers (internal or external). Show flexibility, adaptability and a willingness to change and are open to feedback as an opportunity to improve.
Stakeholder relationships / customer service	<ul style="list-style-type: none"> Develop strong and effective relationships with internal and external stakeholders. Respond appropriately. Understand situations from the customer's perspective. Keep customers up to date about progress of queries/requests/projects Maintain clear communication
Other duties	<ul style="list-style-type: none"> Any other duties as may be required from time to time.

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

Working at Environment Southland requires all of our staff to uphold the council's Te Tiriti o Waitangi responsibilities as part of their day-to-day role. This might be through the appropriate delivery of functions through various legislation where Te Tiriti o Waitangi or partnering with mana whenua is required or upholding the commitments that our elected councillors have made to Ngāi Tahu ki Murihiku through the Charter of Understanding. Many of our established workstreams and programmes are delivered in partnership with the four papatipu rūnanga of Ngāi Tahu which hold mana whenua in Murihiku Southland.

This will regularly require:

- Understanding and delivery on Te Tiriti o Waitangi obligations for Environment Southland that are identified for your role
- Ensuring partnership and engagement practices are planned for, and suitable to the relationship with Ngāi Tahu ki Murihiku
- Undertaking regular learning and development for the role to support competency in delivering on Te Tiriti o Waitangi responsibilities, as directed

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.
- A relevant tertiary qualification and, preferably 5 years related experience
- Proven experience in a field relating to environmental compliance, environmental engineering or environmental science.
- Knowledge of the urban/ industrial sectors and the need for effective discharge management
- Knowledge of relevant legislation, particularly The Resource Management Act 1991, HSNO, and the inter-relationship with other legislation
- Project and time management skills
- Ability to manage conflicting demands in a fair and productive manner
- Highly accurate and keen eye for detail.
- Full current driver's license (and the ability to drive a manual vehicle)

Attributes

- Committed to understanding and delivering on Te Tiriti o Waitangi matters on behalf of Environment Southland, specific to Murihiku context.
- Interest to develop further capability, in te reo me ona tikanga Māori.
- Self-motivated, able to meet deadlines and develop realistic timetables
- Ability to relate to a cross-section of the community and particularly the urban sector
- Strong interpersonal skills and self confidence
- A "team" player with a commitment to Environment Southland's goals
- Willingness to promote and demonstrate the values of the organisation.
- Willingness to share information.
- Ability to be versatile, open minded and innovative in seeking solutions.
- Enthusiasm for working within a small team.

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 _____