

ENVIRONMENT SOUTHLAND

Regulatory & Consents Coordinator

Role description

About us

Our mission

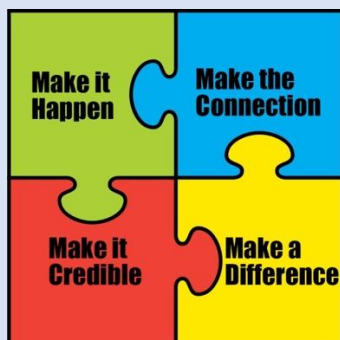
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at ES, we -



Role purpose

The role of the **Regulatory & Consents Coordinator** is to provide proactive, strategic regulatory and consenting coordination to support the timely and compliant delivery of catchment, flood, and infrastructure programmes.

The role **supports** front-loaded consenting pathways, smooths regulatory processes, and reduces delivery, reputational, and compliance risk by ensuring consent requirements are identified early, clearly understood, and actively managed across the forward work programme.

Emphasis is on:

- Building and maintaining strong, trusted relationships with mana whenua, regulators, and key external stakeholders, including Fish & Game and DOC.
- Supporting and strengthening the organisation's commitment to Te Tiriti o Waitangi, environmental stewardship, and best-practice regulatory compliance.
- Early identification and proactive management of consent pathways to reduce downstream risk, cost, and delay.
- Front-loading regulatory thinking into planning and delivery, rather than reacting late in the process.
- Providing clarity, certainty, and confidence around regulatory requirements, expectations, and timeframes.

About your role

Grade: 13

Pathway: S5

Group/Division: Integrated Catchment Management Group / Catchment Technical & Design Team

Reports to: Catchment Technical & Design Manager

Who you will be working with

Direct reports:

- Nil

Indirect reports:

- Nil

Key stakeholders

External:

- Mana whenua / Te Tiriti partners
- General Public/Landowners
- Contractors
- Councillors
- Statutory bodies including government departments, other local authorities, Fish & Game Commissioners
Legal Advisors

Internal:

- Catchment Technical & Operational Team's
- Resource consent users, applicants and holders
- Regulatory Services Group
- 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:*

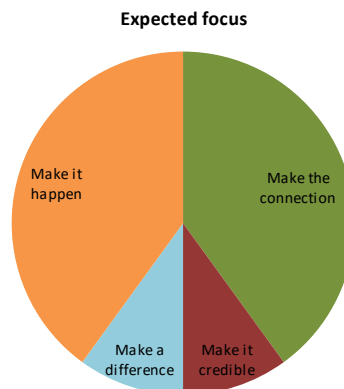
Make it Happen – Show initiative, take accountability and deliver high-quality work on time.

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

Proactive consenting strategy and coordination	<ul style="list-style-type: none"> Proactively identify consent pathways early, based on the forward work programme provided by Asset Management, Operations and Project Delivery teams. Work with internal teams to ensure works programmes are clearly defined and sufficiently advanced to enable effective front-loading of consenting activity. Reduce the risk of delays, redesign, or non-compliance by ensuring regulatory considerations are embedded early in planning and delivery processes. Provide early advice on regulatory risk and consenting strategy to inform planning and investment decisions
Stakeholder and mana whenua engagement	<ul style="list-style-type: none"> Maintain regular liaison with mana whenua and key stakeholders, providing forward visibility of proposed work programmes and upcoming consenting activity. Build and sustain respectful, constructive relationships founded on transparency, trust, and tikanga Māori. Support improved outcomes by facilitating early conversations that identify concerns, constraints or opportunities well before formal consent processes.
Consent process management	<ul style="list-style-type: none"> Track consent requirements across all catchment operations activities, including capital and non-capital works. Coordinate inputs to Assessment of Environmental Effects (AEE) documentation, including ecology, iwi engagement, engineering, and other specialist inputs as required. Manage consent lodgement processes, track progress, and actively follow up with regulators to support timely outcomes. Coordinate and manage RFIs, timeframes, and responses in collaboration with internal teams and external specialists.
Compliance, conditions and reporting	<ul style="list-style-type: none"> Maintain a comprehensive register of all Catchment Operations consents, including consent conditions, compliance obligations, monitoring and reporting requirements. Ensure all consent deadlines, renewals and reporting obligations are clearly flagged, with senior management made aware well in advance of key milestones. Translate consent conditions into clear, practical delivery actions for project, operational and site teams. Prepare concise status summaries and reporting inputs for management and governance as required.
Standards, continuous improvement and knowledge development	<ul style="list-style-type: none"> Support rule interpretation and clarification through liaison with Consents and Resource Management teams (RMA, NES-FW, regional plans). Build and maintain a best-practice register for recurring work to support efficient consenting. Maintain and continuously improve the Environmental Code of Practice, where required, including periodic audits to ensure alignment with current best practice. Capture lessons learned from consenting processes and apply them to future planning, engagement and delivery approaches.
Advisory support and professional judgement	<ul style="list-style-type: none"> Provide informed regulatory and consenting advice to internal teams and managers. Exercise sound judgement in determining when specialist or consultant support is required for consent drafting or technical inputs. Support a flexible and cost-effective approach to the use of external consultants for specialist consent drafting or advice, informed by risk, complexity and programme timing.
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

- 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

- A relevant qualification in environmental management, planning, regulatory compliance, project management or related discipline (or equivalent experience).
- Demonstrated experience working within, or closely alongside, regulatory and consenting processes, preferably in infrastructure, environmental management or local government contexts.
- Strong working knowledge of the resource consent process and relevant legislation, including the Resource Management Act 1991 (RMA), National Environmental Standards for Freshwater (NES-FW) and applicable regional planning frameworks.
- Experience coordinating multiple inputs, managing timeframes and tracking deliverables across complex work programmes.
- Proven ability to operate proactively, anticipate issues and manage competing priorities with minimal supervision.
- Experience preparing, coordinating, reviewing or contributing to consent documentation (direct drafting experience desirable but not essential).
- Sound understanding of consent application processes and associated management, compliance and reporting obligations.
- Management or project coordination training is desirable but not essential.
- Strong ability to communicate effectively with internal teams, stakeholders and the public.
- Demonstrated ability to manage conflict constructively and resolve issues in a collaborative manner.
- Competence with the Microsoft Office suite and experience with, or willingness to learn, regional council-specific software and systems.
- Ability to interpret and analyse information to support regulatory decision-making and reporting.
- High level of accuracy and attention to detail.
- Full current driver's licence.

Attributes

- A genuine interest in, and commitment to, resource management and environmental protection.
- Very strong interpersonal and relationship management skills, with the ability to build trust and credibility across diverse stakeholders.
- Self-motivated with high personal standards and a strong sense of accountability.
- Able to work independently, exercising good judgement about when to consult others and seek advice.
- Capable of self-managing time, priorities and workloads while responding to emerging issues.
- Willingness to promote and demonstrate the values of Environment Southland.
- Proactive, adaptable and open-minded, with a continuous improvement mindset.
- Excellent written, verbal communication and customer service skills.

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 _____