

ENVIRONMENT SOUTHLAND

Navigation Safety Officer

Role description

About us

Our mission

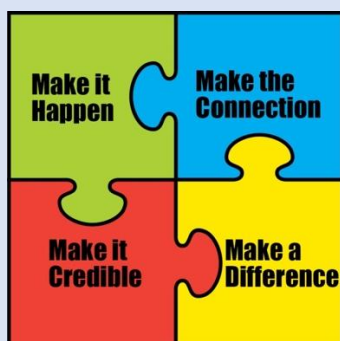
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at Environment Southland, we -



Role purpose

To support Environment Southland's maritime and harbour responsibilities across coastal and inland waterways. The role helps develop, implement and review procedures, practices and safety management systems, and works with local, regional and national authorities, boating organisations, representative bodies, user groups and the public to improve maritime safety across Southland.

The Navigation Safety Officer assists the Regional Harbourmaster and Deputy Harbourmaster to carry out their delegated responsibilities under the Maritime Transport Act (1994), Local Government Act (1974), Biosecurity Act (1993), Maritime Rules, Council bylaws and to deliver Council's objectives. The role also responds to maritime incidents as required.

Emphasis is on:

Supporting the Harbourmaster in ensuring the safe navigation of all coastal waters, lakes and navigable waterways of the Southland region, through the provision of public education, community engagement and the implementation and maintenance of effective safety and risk management systems.

Working Hours and Duty Roster:

The position generally works within Environment Southland's normal hours of 8.00 am to 5.00 pm, Monday to Friday, throughout the year. However, public holiday weekends and the Christmas/New Year period are higher risk times and important for boating safety education and compliance. Therefore, this role will be rostered to work during these periods and may also be required to work outside normal hours, with rostered days off taken during the week as required.

Council requirements relating to alcohol and vehicle use apply while rostered for duty. The successful applicant must live within reasonable travelling distance of Invercargill and be able to meet the response requirements of the duty roster.

About your role

Grade: 12

Pathway: T2

Group/Division: Strategy & Regulation / Maritime

Reports to: Regional Harbourmaster / Maritime Manager

Who you will be working with

Direct reports:

- Nil

Indirect reports:

- Nil

Key stakeholders

External:

- Ratepayers, landowners and public
- Owners, masters and pilots of vessels
- Other Maritime managers and Harbourmasters
- Emergency Services
- Coastguard
- Water safety and recreation groups
- Recreational boating groups
- Port companies
- Tangata Whenua
- Maritime NZ
- Resource users
- Other local authorities
- Government departments/SOEs/NGOs

Internal:

- Regulatory Group
- Managers
- 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:*

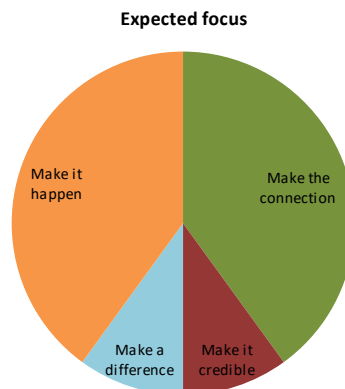
Make it Happen – Show initiative, take accountability and deliver high-quality work on time.

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

Maritime and harbours support	• Support and assist the maritime team in undertaking responsibilities as defined in section 33E of the Maritime Transport Act 1994 • Assisting with Bylaws maintenance • Assisting with and supporting implementation and enforcement of legislation and bylaws • Assisting with and supporting administration of relevant maritime and coastal management mechanisms including Safety Management Systems (SMS) for all harbours in Southland • Assisting with and supporting administration of relevant navigation safety matters • Assisting with maritime monitoring activities • Assisting with the management of Council's vessels • Take part in enforcement operations on shore and on the water • Support the implementation and delivery of Council's strategy
Technical and professional advice	• Carry out research as required • Work with relevant Council staff and external organisations • Report development and writing • Provide technical and professional advice
Administration	• Provide advice and support • Maintain accurate files and records • Accurate staff time keeping • Participate in meetings • Consider financial implications of decisions and actions
Strategy and vision	• Support the implementation and delivery of Council's strategy
Project management	• Monitor external contractors, as required. • 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)	• Consider financial implications of actions.
Continuous improvement	• 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	• Build and maintain effective relationships with internal and external stakeholders. • Work with and consult stakeholders as required or directed • Provide information, education and support to the maritime and wider community • Represent Council in the marine and freshwater environment • Understand situations from the customer's perspective. • Keep customers informed about progress on queries, requests and projects • Maintain clear communication
Other duties	• Oil Spill Response – Training will be required to assist with any oil spill response. • 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 and follow emergency procedures
- Participate in safety and wellbeing initiative and programmes as required
- Complete required health and safety training and induction sessions
- Keep your location details up to date when working away from the office, including in Where Am I and GetHomeSafe

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 Skills and Experience

- New Zealand Certificate in Domestic Maritime Operations level 4 (Skipper Restricted Limits), a recognised ring-fenced equivalent, or a higher deck certificate of competency is required.
- New Zealand Certificate in Marine Engineering Class 6 (Level 4), a recognised ring-fenced equivalent, or a higher marine engineering certificate of competency is desirable but not essential.
- Relevant experience in the boating, maritime or harbour management industry.
- Confidence and practical competence in towing, launching, retrieving and operating trailered vessels.
- Demonstrated experience working as the master or skipper of a commercial vessel, with a sound practical understanding of working under an MTOP, applicable Maritime Rules, safe vessel operation, emergency procedures, record keeping and the responsibilities of the master.
- Experience in the Fiordland marine area would be an advantage but is not essential.
- Good communication and presentation skills, with the ability to work effectively with colleagues, professional and technical groups, port companies, harbour users, interest groups, consent holders, the media and the public.
- A practical and service-focused approach when working with the public and other customers.
- Commitment to meeting duty roster and operational requirements, including work outside normal hours, and the ability to make sound decisions.
- Knowledge of relevant legislation would be an advantage but is not essential.
- Ability to explain technical advice and information clearly, both verbally and in writing, to specialist and non-specialist audiences.
- Ability to consult and work effectively with iwi and key stakeholders, and to build and maintain effective working relationships.
- Confidence using standard computer systems and software.
- A current full driver licence with a clean record and the ability to drive vehicles with manual or automatic transmission is essential.

Personal Qualities and Attributes

- A genuine interest in maritime and harbour management and a commitment to sound environmental outcomes.
- 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.
- Willingness and ability to work effectively in a small team.
- Ability to build and maintain professional networks.
- Ability to work independently and recognise when to seek advice.
- Versatile and open-minded, with a practical approach to finding solutions.
- Ability to work effectively under pressure.

- Ability to set priorities, organise work and achieve agreed goals.
- Commitment to following approved policies and procedures, including health and safety requirements.
- Commitment to demonstrating Council's values.
- Willingness to share information with colleagues.
- Commitment to ongoing personal and professional development.

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 _____