

Job Description

Position Title: **Senior Regional Compliance and Monitoring Officer**
Reports to: Team Leader Monitoring and Compliance
Hub: **Environmental Services and Protection**
Section: Compliance Monitoring and Enforcement

Community Outcomes

Council is committed to achieving the three key outcomes identified by our local community:

- Tairāwhiti Tangata - Our people
- Tairāwhiti Taonga - Our environment, culture and economy
- Tairāwhiti Wawata - Our aspirations realised through the democratic process.

Our Vision



Our Values

People are at the **Heart** of **Everything** we do
we are **Kind, Honest** and **Helpful**
we do **What we say** we're going **To do**
we **Work Together** to achieve **Better Outcomes**
we are **Guardians** of our community's **Future**

Strategic Objectives

Manaaki Tangata People first

- simple end to end user-friendly processes
-
- being a kind, helpful, creative, people centered organisation
-
- doing the right things in the right way

Financially smart and strong Kia auaha te ahumoni

- make sensible long term decisions on investments and borrowing
-
- always seek the best value for community money

Kaitiakitanga of Tairāwhiti Guardianship of Tairāwhiti

- clear about environmental expectations
-
- education and dialogue to achieve compliance, and be fair and transparent about enforcement
-
- working in partnership with our community

A high performing culture Kia ahurea te kokiri

- putting safety and wellbeing at the forefront of all decision making
-
- be innovative and creative in the use of Council resources
-
- actively look for and find better ways of working and thinking

Hub Chart



Purpose of the Position

Role of Environmental Services and Protection Hub

The Environmental Services and Protection Hub's purpose is to promote the sustainable management of the physical and natural resources of the district as well as contribute to the wellbeing of people and the built environment. The Hub undertakes service delivery, policy and regulatory activities to promote a vibrant, wealthy, safe, healthy and attractive environment.

This function of this Hub is to:

- Monitor, evaluate and implement plans, documents, standards, national policies and legislation.
- Administer the laws and bylaws that apply to the use of natural & physical resources and the interaction of people with each other and with the environment in which they live.

Key activity areas are resource management; planning; resource use and building consents; environmental health; animal/stock control; parking; water, monitoring and compliance, and environmental risk assessment.

Role of Monitoring Compliance and Enforcement Section

The purpose of the Monitoring Compliance and Enforcement Section is to provide parking, animal control services, consent monitoring and compliance, environmental health and liquor licencing services and bylaw enforcement that efficiently enhances the quality of life and safety for all residents and visitors to the Tairāwhiti district.

Role of Senior Regional Compliance and Monitoring Officer

This job exists to monitor and enforce compliance with environmental regulations and conditions as set out under the Resource Management Act (1991) and in accordance with Council operating procedures. This position also requires engagement with internal and external stakeholders to promote responsible resource use and regulatory compliance.

This position may be required to provide input into policy development and other projects to assist Council in fulfilling its requirements under the RMA and Local Government Act 2002 and any other relevant legislation.

This position is responsible for implementing Regional Plans, working to raise public awareness of Council's roles and responsibilities, providing specialist advice to the public and consent holders and assisting with ensuring that the processes and procedures followed are up to date with changing legislation, planning documents and best practice.

The position holder will be required to maintain a good level of competency across all regional consenting types and also demonstrate specialised knowledge of pollution issues, compliance, enforcement processes and procedures that are encapsulated within the RMA and associated policy and regulation.

As a senior position, this role will be responsible for effective coordination of compliance activities and providing support or mentoring to staff in the team and council employees as required.

Primary Functions

1. Health, Safety and Wellbeing

- Take responsibility for your own health and safety
- Model a culture of safety and wellbeing for others
- Ensure own actions keep self and others safe
- Identify, report and assist to eliminate hazards in work place
- Participate in local work place safety management practices
- Participate in workplace wellbeing initiatives
- Ensure compliance under health and safety legislation.

2. Regulatory Compliance Activity

- Promote monitor and investigate compliance with the RMA and associated regulations.
- Provide information and investigate opportunities to educate people on the sustainable use of natural resources and regulatory compliance.
- Lead and supervise enforcement investigations and prepare and present expert evidence in the Environment Court.
- Provide specialist advice and reports on pollution and resource use to input to: resource consent application processing; preparation of policy statements and plans; monitoring and reporting of the state of the environment.
- Participate in the 24 hour incident response service.

3. Regulatory Compliance Planning

- Lead development of the regulatory compliance programme for regional consenting, applying a high level of knowledge and technical expertise.
- Provide a technical mentoring role to staff within the monitoring and compliance team.
- Understand compliance risks, develop and implement a risk based compliance monitoring programme for regional consents which targets the highest risk activities and enables a progressive lifting of compliance with regional use consents in the region.
- Develop a risk based approach to Permitted Activity monitoring and compliance in particular as relates to the implementation of the National Environmental Standard for Plantation Forestry or any other applicable National Environmental Standards developed.
- Provide regular reports to Council management on the overall compliance of activities consented within the region.

4. Environmental Compliance Projects and Investigation

- Oversee and project manage the design, implementation, reporting and monitoring of environmental compliance projects.
- Undertaking surveys, developing reports, plans and project work requiring technical resource management compliance input.
- Ensure the application of innovative technologies and methodologies in order to deliver process improvements and efficiency gains.
- Investigate and report on issues as directed from time to time by the Team Leader: Monitoring and Compliance or the Compliance Monitoring and Enforcement Manager.

5. Relationship Management

- Build and maintain effective relationships with key internal and external stakeholders including consent holders, industry groups, iwi, environmental groups and other stakeholders.
- Effectively communicate with stakeholders to develop clear understanding around compliance outcomes required under the Resource Management Act and methods to achieve this.

- Work with sector organisations such as the forestry industry, urban industrial uses, earthworks and roading contractors to ensure good practice measures are well understood and compliance requirements around these.

6. Teamwork and Collaboration

- Be an active team member and contribute positively to the water and coastal resources and wider Environmental and Science Services teams. Actively engage across Council with different teams to achieve outcomes and implement projects in the Long Term Plan.

7. Relationships & Stakeholder Engagement

- Develop and maintain effective professional relationships with staff, customers and stakeholders
- Work collaboratively with team members and staff in council
- Where appropriate, establish and maintain relationships based on Treaty of Waitangi principles with mana whenua, whānau, hapū and iwi.

8. Financial Management

- Ensure accurate timely recoding of purchases in Ozone
- Adhere to Council financial policies and procedures

9. Professional Development

- Enter and track KPIs in Councils Performance system
- Engage in Councils Annual Review cycle, utilising the opportunity to identify successes and development opportunities
- Provide constructive feedback to team mates and your Manager/Team Leader
- Demonstrate commitment to learning and further developing knowledge, identify any training needs with your Manager/Team Leader

10. Teamwork/Corporate Responsibility

- Actively participate in team wide initiatives.
- Contribute to department and organisational planning.
- Enter and track KPIs in Councils Performance system
- Engage in Councils Annual Review cycle, utilising the opportunity to identify successes and development opportunities
- Provide constructive feedback to team mates and your Manager
- Demonstrate commitment to learning and further developing knowledge, identify any training needs with your Manager

11. Promoting a culture of diversity and inclusion, respect and understanding

- Build awareness and understanding of Tangata Whenua/Māori in our region.
- Contribute positively to opportunities to interact and develop relationships with Māori.
- Undertake training to build an understanding of tikanga and Te Ao Māori, to ensure their respectful practice in a business context.
- Ensure that the principles of the Treaty of Waitangi are upheld and underpin all strategy, planning and decision making processes.
- Ensure the inclusion of te ao Māori and Maori responsiveness in your work
- Contribute to providing an environment where people of all ethnicity, religion, gender, gender identity, sexual orientation, genetics, disability, age etc. are able to be themselves at work, by taking steps to understand, include and accommodate the diverse needs and beliefs of our people.
- Develop an understanding of own unconscious bias, and potential mitigation steps, to reduce influence in your work and ensure fair treatment of others.

- Hold yourself and others accountable for actions or words that demean or discriminate against the rights, beliefs and backgrounds of others.

Competencies

Academic / Professional

Essential:

- Appropriate tertiary degree in Science, Law, Resource Management, Agriculture or Forestry
- Full drivers licence –driving record free of driving suspensions or convictions.

Skills / Knowledge

Essential:

- Sound knowledge of the Resource Management Act 1991 (RMA 1991) and compliance procedures.
- Time and project management skills.
- Effective dispute and conflict mediation skills.
- Excellent interpersonal skills and the ability to establish and build on working relationships effectively – both internally and with members of the public.
- Strong interpretative, analytical and problem solving skills.
- Effective communication skills - written and oral.
- The ability to read and interpret plans, diagrams and regulations.
- Skilled and confident with computers.

Desirable:

- A sound knowledge of the district.
- Four wheel drive vehicle competency or course attendance.
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- Competent in Information Technology platforms such as GIS/. ArcMap.
- Knowledge of tikanga Maori
- Experience and certification in use of drone technology

Work Experience

Essential:

- At least five years resource management or compliance experience
- Demonstrated experience coaching or training more junior staff

Desirable:

- Direct experience with working with rural land users around land based environmental management.

Expected Behaviours

- Uphold Council's vision, values and strategic objectives
- Act in accordance with Council's Tikanga, commitments, policies, procedures and guidelines
- Act with integrity and respect and treat others the same
- Be open minded, listen, seek to understand and take ownership of our work
- Represent Council and its activities in a positive manner



Additional Responsibilities

The job holder must participate in emergency management training initiatives upon request and assist with any civil defence emergencies as required.

Work will be on sites where exposure to hazards will be unavoidable. Safety procedures must be adhered to, protection being on the hierarchy safety principle of eliminate and minimise.

Relationships

External:

- Forestry companies
- Roading contractors
- Rural land holders.
- Community.
- Tangata whenua.
- Contractors and Consultants.
- Government Departments.
- Non-government organisations.

Internal:

- Team members
- Other sections of Council particularly strategic planning, environmental monitoring and science, integrated catchments and consents.

Approval / Sign-off

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Dated

Position Holder:

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Name

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Signature

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Dated

