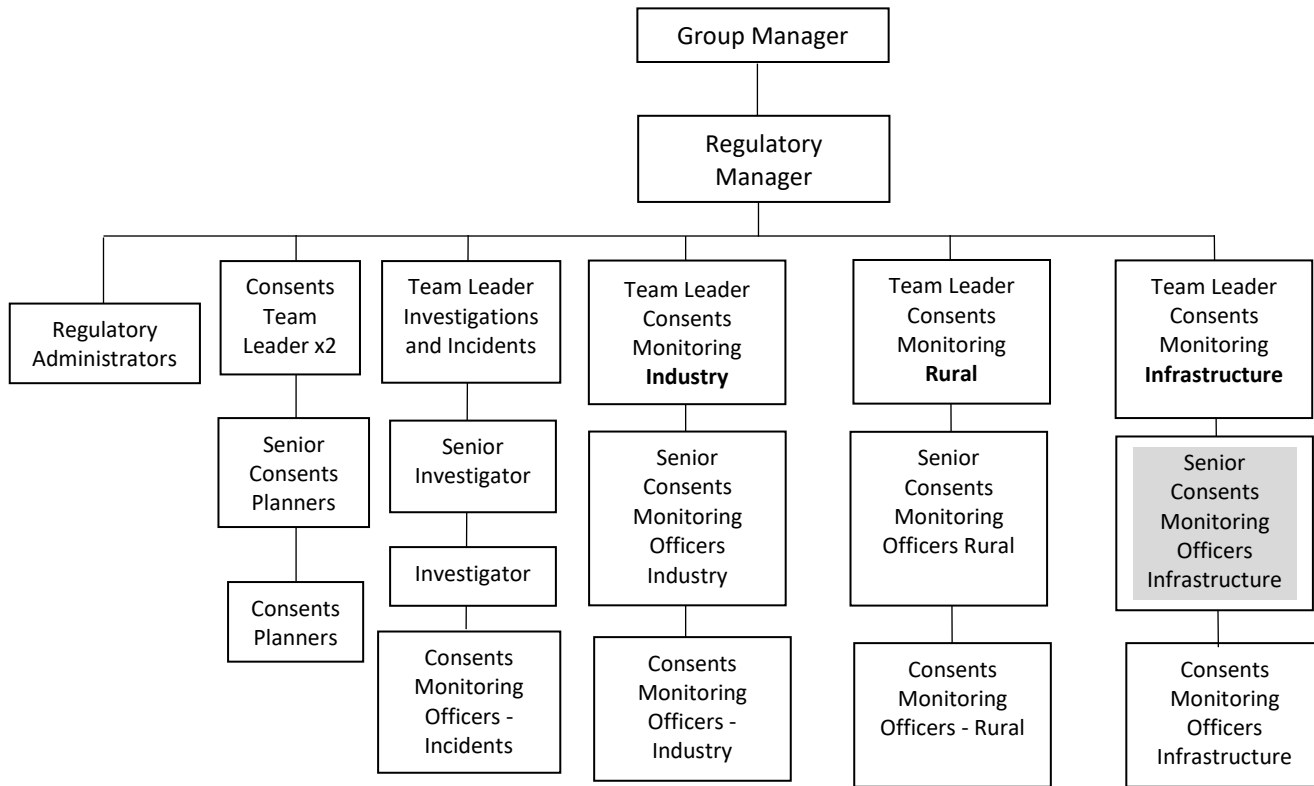


## JOB DESCRIPTION

<b>Job Title:</b>	Senior Consents Monitoring Officer
<b>Work Unit:</b>	Strategy and Regulation Group
<b>Responsible to:</b>	Team Leader Consents Monitoring - Infrastructure
<b>Position purpose:</b>	<ul style="list-style-type: none"><li>• To monitor compliance with resource consents, national environmental standards, regulations and regional planning documents associated with large and complex civil construction projects, sub-divisions, Horizons Catchment Operations works and earthworks as prescribed on the annual Compliance Monitoring Programme</li><li>• Provide specialist advice to other parts of Horizons Regional Council (Council) on both compliance and enforcement related matters.</li><li>• Work with resource holders to ensure use of natural resources is in a manner that is consistent with Horizons Regional Council policies, plans and strategies.</li><li>• Provide technically and legally sound advice in relation to compliance monitoring and enforcement under the Resource Management Act 1991 (RMA).</li><li>• Respond to environmental incidents as required.</li><li>• Identify non-compliance and ensure that appropriate enforcement is action when necessary.</li><li>• Contribute to Council and corporate projects that impact on the Consents Monitoring Team's ability to fulfil their functions and responsibilities.</li><li>• Assist Team Leader Consents Monitoring with mentoring and specialist advice to Consents Monitoring Officers and the wider Strategy and Regulation Group</li></ul>
<b>Salary:</b>	\$93,573 (85%) to \$110,086 (100%) (2025/26 range)
<b>Date:</b>	July 2025

## ORGANISATIONAL CONTEXT



## FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> <li>Consent applicants &amp; holders</li> <li>Affected parties</li> <li>Consultants</li> <li>Lawyers</li> <li>Territorial Local Authorities</li> <li>Tangata Whenua</li> <li>General Public</li> <li>Interest Groups</li> <li>Emergency Services (e.g. FENZ and Police)</li> <li>Other Government Agencies (e.g. Civil Aviation, Ministry of Primary Industries, Ministry of Business and Innovation, Te Whata Ora)</li> </ul>	<ul style="list-style-type: none"> <li>Consents Monitoring Team</li> <li>Consents Team</li> <li>Science Team</li> <li>Catchment Operations Group</li> <li>Environmental Management Officers</li> <li>Other Horizons staff</li> </ul>

## KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
RMA Regulatory Implementation	
<ul style="list-style-type: none"> <li>Assist with research, preparation, implementation, development and delivery of the annual compliance monitoring programme within area of specialisation.</li> <li>Responsible for completing monitoring programme as detailed by the Regulatory Manager or delegate.</li> <li>Assess compliance reports, evaluate complex and detailed monitoring data and information to determine compliance against resource consent conditions.</li> <li>Responsible for responding to matters of non-compliance within specified timeframes and recommend and initiate appropriate timely action.</li> <li>Liaise and mediate with customers to provide sound legal and technical advice to parties concerning resource consents, rules and legislation.</li> <li>Undertake the collection of evidence and recommend appropriate enforcement action, including presentation of evidence in the District Court as necessary.</li> <li>Provide specialist advice to the consents process in relation to appropriate conditions and recommendations for the granting of resource consents.</li> <li>Undertake the collection of evidence and recommend appropriate enforcement action.</li> <li>Undertake and manage the investigation, monitoring, resolution and reporting of Environmental Incidents during work time as required by the duty officer roster.</li> <li>Involvement with after-hours Pollution Response as required by duty officer roster.</li> <li>Liaise with appropriate agencies to co-ordinate effective incident response including high-level/profile incidents.</li> </ul>	<ul style="list-style-type: none"> <li>Regulatory Activity is delivered in accordance with the RMA.</li> <li>Annual Compliance monitoring programme is prepared, managed and delivered.</li> <li>Completes required section of monitoring programme to a professional and competent standard.</li> <li>Non-compliances are resolved or escalated in a timely manner.</li> <li>Provides accurate and sound advice regarding resource consent applications, consent conditions, policy rules and legislation within specified timeframes.</li> <li>All required evidence is legally sound.</li> <li>Horizons Regional Council (Council) is represented in an appropriate manner.</li> <li>Appropriate action is taken to ensure an effective outcome is achieved.</li> <li>Calls received on the Pollution Response phone are responded to appropriately.</li> </ul>
Non-Regulatory RMA Implementation	
<ul style="list-style-type: none"> <li>Engage with local iwi and hapu with due consideration for tikanga and mātauranga Māori.</li> <li>Interface with a variety of parties including Territorial Authorities, government departments, Council and senior</li> </ul>	<ul style="list-style-type: none"> <li>Regular hui occur in observation of correct tikanga and mātauranga Māori and local iwi and hapu are well informed and/or supported with regulatory matters.</li> <li>Regular meetings conducted with Consent holders to ensure effective liaison.</li> </ul>



<p>representatives / consultants of companies in a competent, professional manner.</p> <ul style="list-style-type: none"> <li>▪ Research and provide accurate, timely and professional RMA advice to all customers, including advice on contentious and complex matters.</li> <li>▪ Prepare and undertake presentations and organisational displays to interest groups.</li> <li>▪ Provide input to Central and Local Government initiatives as required.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Positive feedback from peers, customers and supervisors about the level of service received.</li> <li>▪ Carries out tasks in an effective and efficient manner.</li> <li>▪ Information given is clear and concise and is technically and legally correct.</li> </ul>
<b>Team Development and Support</b>	
<ul style="list-style-type: none"> <li>▪ Provide mentoring to junior staff within the regulatory team in relation to compliance and enforcement matters.</li> <li>▪ Provide accurate specialist technical advice on compliance and enforcement related matters to the Regulatory Team and wider council when required</li> <li>▪ Ensuring compliance and enforcement processes and procedures are current and in line with recognised best practice.</li> <li>▪ Reviewing other team members reports as directed by Team Leader</li> </ul>	<ul style="list-style-type: none"> <li>▪ Team members are supported when dealing with problems that occur both internally and externally to the organisation.</li> <li>▪ Team members are given guidance, direction and support in their working environment.</li> <li>▪ Provides effective communication between the Team and the Team Leader.</li> <li>▪ Compliance programme aligns with organisational priorities.</li> <li>▪ Team outputs are maintained during Team Leaders absence and tasks are carried out efficiently and effectively.</li> <li>▪ Compliance and enforcement processes and procedures are current and consistent with recognised best practice.</li> </ul>
<b>Corporate Contribution</b>	
<ul style="list-style-type: none"> <li>▪ Promote and maintain own professional development and undertake performance development tasks/responsibilities.</li> <li>▪ Undertake Health and Safety tasks/responsibilities.</li> <li>▪ Participate in emergency management activities as required.</li> <li>▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed.</li> <li>▪ Fulfil administration-reporting requirements (e.g. timesheets, invoicing, reporting).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Appropriate training and development undertaken as agreed with supervisor.</li> <li>▪ Carries out responsibilities as detailed in Council Health and Safety Policy.</li> <li>▪ Provides effective contribution to activities.</li> <li>▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.</li> <li>▪ Administration requirements are completed accurately and within specified timeframes.</li> </ul>

# PERSON SPECIFICATION

## Qualifications

### Essential:

- Tertiary qualification in Environmental or Physical Science or related discipline, or formal qualifications in investigations or, the equivalent, evidenced, relevant work experience in this field, in one or more of the fields detailed below (8 years minimum) Current class 1 NZ Driver Licence.

## Knowledge/Experience

- Minimum of 5 years knowledge and experience in one or more of the following:
  - civil infrastructure projects;
  - Large scale earthworks sites;
  - An investigative / compliance role
  - industrial and municipal landfills;
  - industrial discharges to air;
  - water quality;
  - ambient air quality;
- Excellent understanding of the RMA and the practical application of this legislation in relation to compliance monitoring.
- Excellent report writing, analytical, communication, problem solving, project and time management skills.
- Proven success at building relationships and resolving issues with internal and external stake holders.
- Political awareness and skill in dealing with sensitive and confidential issues
- Knowledge and experience of working within Te ao Māori and an understanding of mātauranga Māori.
- Ability to deliver in a political environment that can be high pressure and rapidly changing.
- Excellent ability in interpreting and analysing technical information, such as relevant legislation, Regional Plan rules, consent conditions and technical information provided by consent holders.
- Proven skills in the areas of mediation and facilitation.
- Demonstrated ability in finding practical solutions whilst working within a regulatory framework.
- Demonstrated ability to work with minimal supervision.
- Demonstrated ability to mentor and train others.

# KEY JOB COMPETENCIES

## Expert Knowledge

In at least one of these areas;

- Demonstrated ability to work with minimal supervision.
- Civil infrastructure projects
- Large-scale earthworks monitoring
- Experience in compliance monitoring

## Advanced Knowledge

- Project and time management.
- Negotiation, facilitation and mediation skills.
- Sensitivity to differing cultural perspectives
- District and Regional Plans
- Health and Safety requirements in the workplace
- Undertaking investigations into regulatory breaches
- RMA and other relevant legislation

## Working Knowledge

- Computers and other technology
- Commitment to the Treaty of Waitangi



# KEY COMPETENCIES FOR PERFORMANCE DEVELOPMENT

## Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.
- Sensitive to the needs of customers.

## Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

## Communication

- Use written and verbal language and style appropriate to the audience and context.
- Strong negotiation skills and ability to facilitate outcomes.

## Teamwork

- Work constructively with people as a team member to achieve a common goal.

## Dependability and Commitment

- Reliable and dedicated to achieving results.

## Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursue opportunities and take appropriate action.

## Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

## PERSONAL ATTRIBUTES

- Have an excellent standard of written and verbal communication.
- Be self-motivated and display a responsible, committed attitude to work and to the organisation.
- Capable of original creative thinking to provide solutions to issues.
- Able to provide clear direction.
- Provide leadership and advice to other staff.
- Able to communicate both positive and negative ideas in a clear and non-confrontational manner, even when the audience is unreceptive.
- Proactive in furthering own professional development.
- Be adaptable to changing situations.
- Be observant.
- Use initiative and good judgment.
- Able to work in a team environment.
- Good level of physical fitness.
- Have a good sense of humour.

## OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relationship to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.



# DECLARATION

*This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.*

## NGĀ UARA O NGĀ PAE | HORIZONS VALUES



### **Manaakitanga | We care for our places and make a positive difference**

We care for our communities and the region's environments. We care for current and future generations.

### **He kura te tangata | We treasure our people**

We look after each other, we uphold each other's mana; we use our different skills to support one another.

### **Mā rau ringa e tutuki ai | We succeed together**

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

### **Kia Mau Ki Te Tokanga Nui a Noho**

Approved: \_\_\_\_\_ (Manager) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Read and Understood: \_\_\_\_\_ (Incumbent) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



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