



## JOB DESCRIPTION

**Job Title:** Consents Monitoring Officer  
**Work Unit:** Strategy and Regulation Group  
**Responsible to:** Team Leader Consents Monitoring

**Position purpose:** Work with resource users to ensure use of natural resources is in a manner that is consistent with Horizons Regional Council policies, plans and strategies.

Provide technically and legally sound advice about sustainable resource management to customers.

Undertake independent compliance monitoring of resource consents including field sampling as prescribed in the annual Compliance Monitoring Programme.

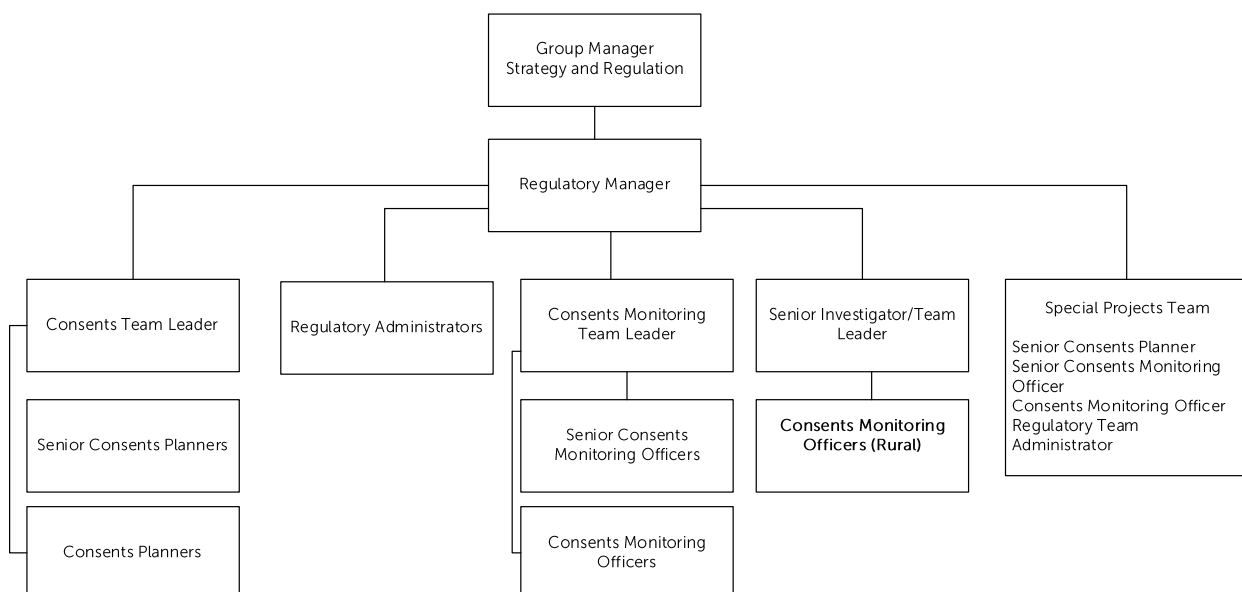
Respond to Environmental Incidents as requested by Team Leader Consents Monitoring.

Ensure compliance with relevant legislation and take appropriate enforcement action when necessary.

Undertake other duties as required.

**Salary:** \$67,457 (85% minimum) to \$79,631 (100%)  
**Date:** August 2021

## 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>Tangata Whenua</li> <li>General Public</li> <li>Interest Groups</li> </ul> | <ul style="list-style-type: none"> <li>Consents Monitoring Team</li> <li>Consents Team</li> <li>Science Team</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>Undertake regulatory functions as required by the Resource Management Act 1991(RMA).</li> <li>Undertake independent compliance monitoring of resource consents as prescribed in the annual Compliance Monitoring Programme.</li> <li>Follow-up on matters of non-compliance within specified timeframes.</li> <li>Provide sound legal and technical advice to customers, both internal and external, concerning policy, 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>Undertake and manage the investigation, monitoring, resolution and reporting of environmental incidents.</li> <li>Undertake "pollution hotline" duty on a regular basis.</li> <li>Respond to environmental incidents as requested by Team Leader Consents Monitoring.</li> <li>Liaise with appropriate agencies to co-ordinate effective incident response.</li> <li>Involvement with after-hours Pollution Response as required.</li> </ul> | <ul style="list-style-type: none"> <li>Regulatory Activity is delivered in accordance with the RMA.</li> <li>Compliance monitoring inspections completed as per the annual Compliance Monitoring Program.</li> <li>Non-compliance with resource consent, Regional Plans or the RMA resolved in a timely manner.</li> <li>Provide high quality advice regarding Resource Consent applications within specified timeframes.</li> <li>All required evidence is legally sound, and compiled and presented to court within specified timeframes.</li> <li>Update and maintain concise and accurate records in the Compliance and Incidents Databases.</li> <li>All delegated environmental incidents responded to and resolved within specified timeframes.</li> <li>Calls received on the 0508 "pollution hotline" phone are responded to appropriately.</li> <li>Horizons Regional Council has professional representation at incidents and the matter is followed up/resolved with the necessary staff/authorities.</li> </ul> |

| Non-Regulatory RMA Implementation  |  |
|--|--|
| <ul style="list-style-type: none"> <li>▪ Undertake effective customer liaison with Consent Holders through regular meetings and other forms of communication.</li> <li>▪ Interface with a variety of customers including senior representatives of companies and consultants in a competent, professional manner.</li> <li>▪ Provide accurate, timely and professional RMA advice to all customers.</li> <li>▪ Prepare and undertake presentations to interest groups.</li> <li>▪ Participate in organizational displays and exhibitions.</li> <li>▪ Assist with environmental education programs and development of materials as required.</li> </ul> | <ul style="list-style-type: none"> <li>• Regular meetings conducted with Consent Holders to ensure effective liaison.</li> <li>• Positive feedback from peers, customers and supervisors about the level of service received.</li> <li>• Advice given is clear and concise with sound reasoning behind it and well thought out conclusions and is technically and legally correct.</li> <li>• Responses to requests for advice or information are accurate and timely</li> </ul> |
| Corporate Contribution   |  |
| <ul style="list-style-type: none"> <li>▪ Maintain own professional development.</li> <li>▪ 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>▪ Maintain Council plant and equipment.</li> <li>▪ Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting).</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Appropriate training and development undertaken as agreed with the Chief Executive.</li> <li>▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.</li> <li>▪ Contribution to projects and corporate initiatives is effective and valued.</li> <li>▪ Administration requirements are completed timely and accurately.</li> </ul>                              |

# PERSON SPECIFICATION

## Qualifications

### Essential:

- Tertiary qualification in Environmental or Physical Science or related discipline, or formal qualifications in investigations.
- Current Class 1 Drivers License (manual).

### Knowledge / Experience:

- Desirable to have two or more years environmental knowledge and experience in one or more of the following:
  - An investigative role
  - industrial and municipal waste water treatment systems;
  - industrial and municipal landfills;
  - industrial discharges to air;
  - water quality;
  - ambient air quality;
  - agricultural discharges.
- Understanding of the Resource Management Act 1991 and other relevant legislation.
- Experience in compliance monitoring of Resource Management Act (1991) or other legislation.
- Knowledge of undertaking investigations into regulatory breaches.
- Interpretation of Regional and District Plans.
- Proven skills in the area of communication, facilitation and project/time management.
- Demonstrated ability to work with minimal supervision.

## KEY JOB COMPETENCIES

### Advanced Knowledge (in one or more of the following)

- Industrial and municipal waste water treatment systems
- Industrial and municipal landfills
- Industrial discharges to air
- Water quality
- Agricultural discharges
- Experience in compliance monitoring

### Working Knowledge

- Computers and other technology
- Resource Management Act 1991 and other relevant legislation
- Negotiation skills
- District and Regional Plans
- Undertaking investigations into regulatory breaches

### Awareness

- Commitment to the Treaty of Waitangi
- Sensitivity to differing cultural perspectives
- Health and Safety requirements in the workplace

# 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

- Able to work in a team environment.
- Have a high 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.
- 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.
- 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 Horizons Regional 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.*

### Horizons Regional Council Core Values

Values are the essence of this organisation's philosophy for achieving success. They are the bedrock of our culture and our view of how Horizons Regional Council staff should behave. They also provide us with a common direction and guidelines for day-to-day behaviour.

#### Professionalism

Professionalism at Horizons Regional Council is delivering what is promised in a skilled, timely and appropriate manner.

#### Teamwork

Teamwork at Horizons Regional Council is successfully achieving shared goals through dialogue, co-operation, and respect for others.

#### Integrity

Integrity at Horizons Regional Council is being honest with others; respectful of their race, gender, age, beliefs or values.

#### Self-Responsibility

Self-responsibility at Horizons is highly valued. All individuals are responsible for actively managing their own behaviour, learning, developing, and performing, including accepting responsibility for actions.

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

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