



## JOB DESCRIPTION

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

**Position purpose:** To monitor compliance with resource consents, national environmental standards, regulations and regional planning documents including those associated with rural activities such as dairy farms, poultry, piggeries and horticulture and nutrient management as prescribed on the annual Compliance Monitoring Programme.

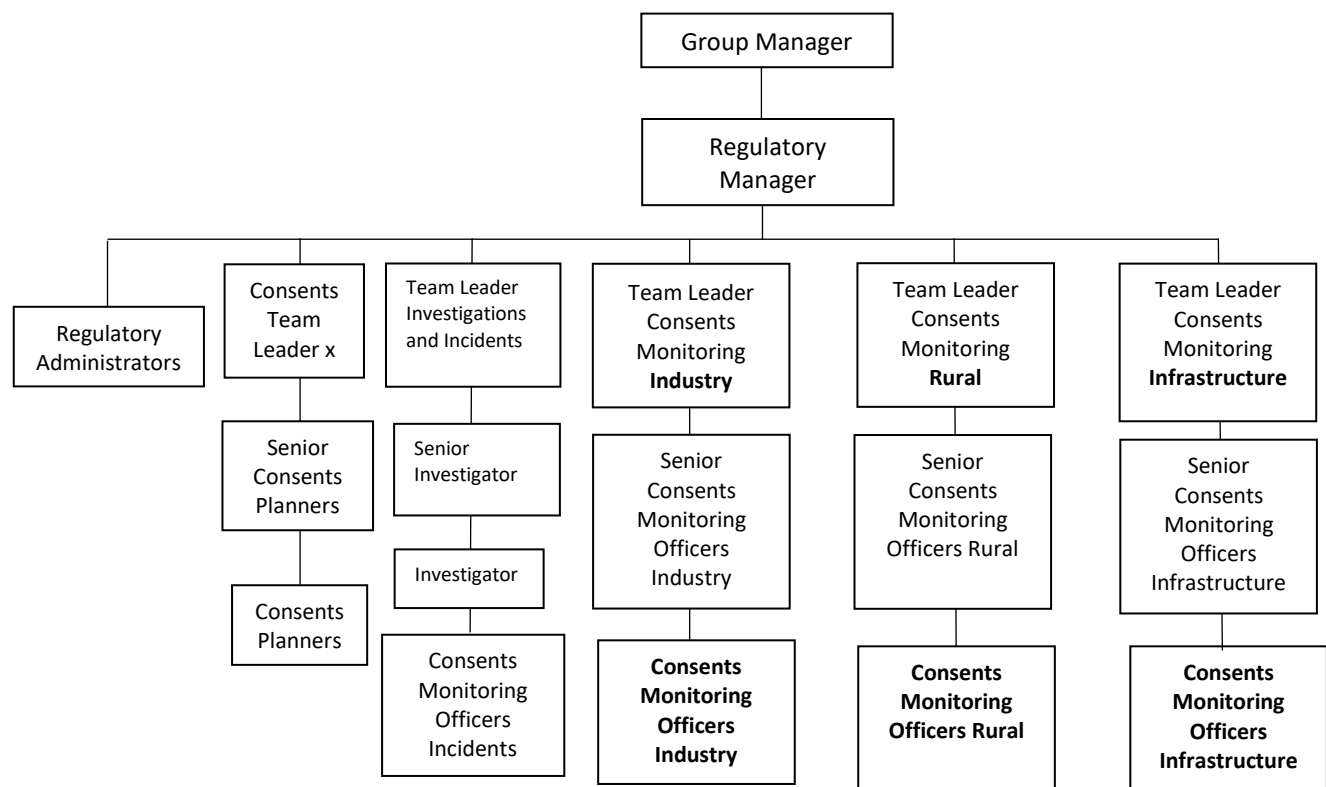
Work with resource users to ensure use of natural resources is in a manner that is consistent with Horizons Regional Council policies, plans and strategies.  
Provide technically and legally sound advice in relation to compliance monitoring and enforcement under the Resource Management Act 1991 (RMA).

Respond to environmental incidents as required.

Identify non-compliance and ensure that appropriate enforcement is action when necessary.

**Salary:** \$80,027 (85%) to \$94,149 (100%)  
**Date:** 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>▪ Tangata Whenua</li> <li>▪ Territorial Local Authorities</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 Whatu 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>▪ 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</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.</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.</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 Pollution Response phone are responded to appropriately.</li> <li>• Horizons Regional Council (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</li> </ul>	<ul style="list-style-type: none"> <li>• Regular meetings conducted with Consent Holders to ensure effective liaison.</li> </ul>

<p>companies and consultants in a competent, professional manner.</p> <ul style="list-style-type: none"> <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>• 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 supervisor.</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 or, the equivalent, evidenced, relevant work experience one or more of the fields detailed below (3 years minimum).
- Current Class 1 NZ Drivers License.

#### Knowledge / Experience:

- Desirable to have two or more years environmental knowledge and experience in one or more of the following:
  - An investigative / compliance role
  - industrial and municipal waste water treatment systems;
  - industrial and municipal landfills;
  - industrial discharges to air; civil infrastructure projects
  - water quality;
  - ambient air quality;
  - agricultural discharges;
  - Forest Management
  - Forest Engineering
- Understanding of the RMA and other relevant legislation.
- Experience in compliance monitoring of RMA 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
- Civil infrastructure projects
- Water quality
- Agricultural discharges
- Forest Management
- Forest Engineering
- Experience in compliance monitoring

### Working Knowledge

- Computers and other technology
- RMA 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.
- 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:

- Undertake rostered on-call 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.*

# 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: \_\_\_\_/\_\_\_\_/\_\_\_\_