

POSITION DESCRIPTION

Effective from: March 2019

Position Title	Environmental Officer – RMA
Reporting To	Team Leader Compliance Monitoring
Directorate	Regulatory
Location	Dunedin

Our Organisational Values and Behaviours					
Caring <i>We take great care in all we do</i>	Collaborative <i>Great relationships enabling great outcomes</i>	Accountable <i>Deliver on our promises</i>	Trustworthy <i>We do what we say we'll do</i>	Creative <i>Seeking better ways of doing things</i>	Open & Honest <i>Encouraging openness and honesty</i>
<ul style="list-style-type: none"> ▪ Taking due care ▪ Using resources appropriately ▪ Kaitiakitanga ▪ Responsiveness 	<ul style="list-style-type: none"> ▪ Common vision ▪ Sharing knowledge and resources ▪ Partnerships with common goals ▪ Team work 	<ul style="list-style-type: none"> ▪ Having honest conversations ▪ Doing the right thing ▪ Trustworthiness ▪ Ownership 	<ul style="list-style-type: none"> ▪ Speaking with courage ▪ Acting ethically and with mana ▪ Following up ▪ Enabling great outcomes for all 	<ul style="list-style-type: none"> ▪ Challenging the 'status quo' ▪ Continuous improvement ▪ Creative problem solving ▪ Understanding the 'why' 	<ul style="list-style-type: none"> ▪ Speaking up ▪ Being approachable ▪ Speaking with integrity ▪ Inviting differing points of view

Purpose

The purpose of this position is to provide professional, legally and technically sound services to the Council for Resource Consent auditing under the main legislation the Otago Regional Council is responsible for. The Council's statutory compliance and enforcement functions come from the Resource Management Act, Building Act and the Regional Plans.

The Environmental Officer will identify resource management issues, assess compliance with resource consent conditions, assist with incident response when required and provide education to the public, as well as workable solutions to ensure compliance with the relevant legislation.

Results Area	Activities	Expected Outcome
Resource Management Act	<p>Undertake auditing and assess compliance with resource consents.</p> <p>Performance monitoring of information on Resource Consents received by the ORC.</p>	<ul style="list-style-type: none"> • Auditing is undertaken in line with Council Policy and Procedures and within the requirements of the relevant legislation and Regulations • Monitoring and reporting is carried out in a timely and efficient manner • Performance monitoring undertaken is thorough and to the required standard.

		<ul style="list-style-type: none"> Under performance is reported and acted upon/escalated as appropriate to the investigations team.
Compliance	<p>Encourage compliance through the provision of sound advice and information to the public.</p> <p>Undertake sampling of soils, surface water and/or groundwater as may be required.</p> <p>Advise consents and policy staff on pollution issues.</p> <p>Provide technical expertise and support to consents and policy staff for consent renewals and Regional Plan development as required</p>	<ul style="list-style-type: none"> Advice is provided to the public in a timely and accurate manner. Samples are handled in line with procedure. Samples are taken in an efficient manner. Consents and policy staff receive accurate information in a timely manner, working collaboratively where necessary. Records and files are kept up-to-date, so the most recent and relevant information is accessible for consents and policy staff to make assessments when considering renewals.
Education	<p>Give presentations to the public to aid in their understanding of, and compliance with, statutory responsibilities of the Otago Regional Council.</p> <p>Facilitate one on one sessions with members of the public to foster their engagement with their legislative responsibilities under the Resource Management and/or Biosecurity Act(s).</p> <p>Attend, as a representative of the ORC, Field-Days and other public events.</p> <p>In collaboration with the Stakeholder Engagement team, provide information and advice to be captured and distributed in pamphlets and other media outlining legislative obligations of permit holders and other stakeholders.</p> <p>Actively participate in community meetings, advocating ORC's viewpoint where appropriate.</p> <p>Undertake pollution prevention education.</p>	<ul style="list-style-type: none"> Presentations are engaging and informative. Individual sessions are professional, informative and tailored to the needs and concerns of their audience. ORC is held in high regard when in the public eye. One is engaging with members of the public at events, providing advice where required. Information is provided which is digestible and relevant to the audience when produced in hard copy. ORC's viewpoint is advocated in a respectful manner. The profile of Pollution Prevention is grown within the community.

Complaint Response	<p>Respond to pollution complaints.</p> <p>Assist in, as required, emergency response and marine oil spill response.</p> <p>Recording of complaint responses and corrective actions taken.</p> <p>To be part of the ORC after hours 24/7 pollution hotline.</p>	<ul style="list-style-type: none"> Processes and rostering for the management of the Pollution Hotline are followed. The Pollution Hotline is always monitored, in line with ORC procedures. Emergency response procedures are followed, risks are managed and mitigated. Where appropriate, incidents are either rectified or immediately escalated to the investigations team. Records of complaints are accurate and completed in a timely manner.
Quality Assurance	<p>In collaboration with other Environmental staff, develop and maintain processes for Quality Assurance checking as required.</p>	<ul style="list-style-type: none"> Quality Assurance procedures are up-to-date, thorough and accessible to all stakeholders. Procedures meet regulatory requirements for audit.
Other Duties	<p>Contribute to the flexibility, agility and adaptability of your team and the wider Organisation, by undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Otago Regional Council in all that you do.</p>	<ul style="list-style-type: none"> You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. You produce work that complies with ORC processes and reflects best practice. Where you are unsure, questions are asked to ensure policy and best practice is maintained. Maintain the reputation of the ORC in all that we do.
Professional and Career Development	<p>Identify, in conjunction with your manager, areas for both personal and professional development, in line with your career development plan.</p>	<ul style="list-style-type: none"> Training and development goals are identified/agreed with your manager. Performance objectives reviewed annually with your manager. You actively seek feedback and accept constructive criticism. A minimum of two performance related meetings [outside of the formal review process] annually.

Health & Safety	<p>Always have the wellbeing of self and others as a priority.</p> <p>Champion, support, implement and adhere to H&S policies and procedures.</p> <p>Champion a culture that supports and maintains 'Doing Safety Differently', (the well-being of all ORC employees, and all those that we work with) environmental and sustainability practice and management.</p> <p>Promote a safe and environmentally sound working environment and a culture of safe and responsible behaviours and attitudes.</p> <p>Report all risks identified, and contribute to their elimination or minimisation.</p> <p>Actively contribute to H&S initiatives.</p>	<ul style="list-style-type: none"> • H&S policies and practices and other related policy and initiatives are complied with. • Works in a safe manner at all times to avoid harm to self and others. • All incidents, accidents and near misses are promptly reported. • All risks effectively managed and no outstanding compliance issues. • There are no preventable work-related injuries and/or incidents. • Appropriate PPE gear is worn as required by ORC/legislative policy.

Relationships

- Managers
- All Employees
- Land owners, rate payers and members of the public
- Consent holders and applicants
- Complainants
- Other Regional Councils and Territorial Authorities
- Government Departments, State Owned Enterprises and Special Purpose Agencies
- Iwi
- Consultants and Contractors

Person Specification

The expertise and competencies required for a person to reach full competency in the role.

	Essential	Desirable
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> • A tertiary qualification in Environmental Sciences, Geography/Geology, Biology/Chemistry related fields • Experienced in data capture and analysis • Current full drivers licence 	<ul style="list-style-type: none"> • Experienced working for a Regional Council or other regulatory organisation

Experience	<ul style="list-style-type: none"> • Working for another Regional Council undertaking similar RMA resource consent auditing type role. • Risk management experience 	
Knowledge and Skills	<ul style="list-style-type: none"> • Strong organisational skills and processes. • Ability to work in a complex work environment, deal with ambiguity and across functions. • Excellent communication skills, written and verbal 	
Personal Qualities	<ul style="list-style-type: none"> • Can build effective relationships with all levels of the organisation. • Self-managed and can take the initiative. • Strong inter-personal skills and ability to relate to a variety of people • A strong customer focus including the ability to develop solutions that provide 'value for money'. 	

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment and business needs.