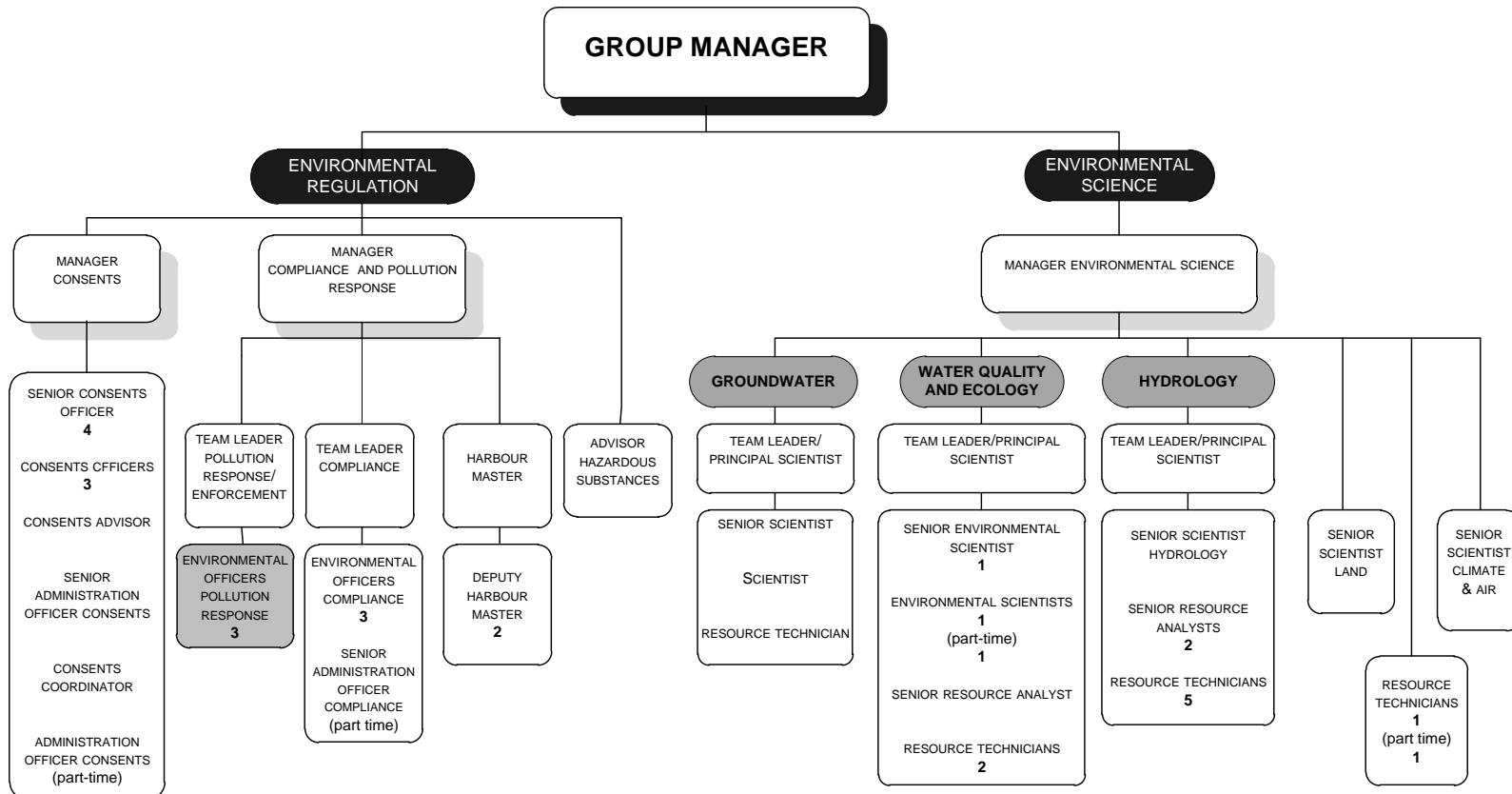


HAWKE'S BAY REGIONAL COUNCIL

JOB DESCRIPTION – ENVIRONMENTAL OFFICER – FIELD POLLUTION RESPONSE

POSITION TITLE: ENVIRONMENTAL OFFICER - FIELD POLLUTION RESPONSE
RESPONSIBLE TO: MANAGER COMPLIANCE & POLLUTION RESPONSE
RESPONSIBLE FOR: N/A
SALARY RANGE: \$45,692 (80%) - \$65,682 (115%) WITH AN ESTIMATED MARKET VALUE OF \$57,115 (100%) - PROGRESS ABOVE 100% LEVEL IS BASED ON SUSTAINED INDIVIDUAL OFFICER PERFORMANCE
JOB CONTEXT:

RESOURCE MANAGEMENT GROUP



POSITION: ENVIRONMENTAL OFFICER – FIELD POLLUTION RESPONSE

JOB SUMMARY:

- To respond to, and report on pollution incidents and other unauthorised activities that may be reported to the Council, and to initiate follow-up action to ensure any breaches of the Council's regional rules cease. Follow-up action may include taking prosecution action.
- Activities will typically involve responding to pollution and/or environmental use complaints, investigating possible sources of the pollution, collecting basic evidence from the incident that may be used in any later enforcement action, determining whether any immediate remedial action is required, undertaking compliance inspections of various consented activities, administering compliance checks and returns, and reporting on compliance activities, interacting with resource users and relevant territorial and other government organisations.

KEY RESPONSIBILITIES:	KEY INDICATORS:
1. To respond to and effectively deal with environmental complaints within an established timeframe when required.	<ul style="list-style-type: none"> • Written or verbal response given to the person who reported the incident in accordance with Council's response guidelines. • Incidents relating to a specific resource consents to be filed on consents file. • Costs of investigation/cleanup to be recovered from the offender where appropriate. • To respond to environmental complaints after hours when rostered on the Pollution Manager's 24 hour callout roster. • Incidents are escalated to senior staff to investigate further appropriately. • Files and initial investigation procedures are to a sufficient standard to be used as evidence and allow further investigation by senior staff. • Is aware of emerging technology that may be integrated into compliance work.
2. To recover the compliance monitoring costs from those identified as breaching rules and consent holders.	<ul style="list-style-type: none"> • Costs are recovered from those identified as breaching rules and consent holders in accordance with Council policy.
3. To assist Manager Compliance to manage and administer Navigation and Safety Bylaws outside the Napier Pilotage Area.	<ul style="list-style-type: none"> • Support Manager Compliance in a proactive approach to education and enforcement of bylaws in respect to recreational craft use. • Attend reported incidents of breach of navigational safety bylaws and carry out proactive visits to recreational boating areas and ramps. • As required, carry out these functions during weekends when rostered as Duty Officer.
4. Develop and deliver education programmes to individual stakeholders and groups that carry out activities with potential to adversely affect the environment.	<ul style="list-style-type: none"> • Identify potential areas and pattern of incidents that would benefit from a proactive approach being taken by way of the delivery of education to environmental stakeholders and the general public.
5. To liaise with other sections within Council in an effective and timely manner; in particular Consents and Policy, and to input into the Consents and Policy development process as required.	<ul style="list-style-type: none"> • Make other sections aware of compliance monitoring activities and environmental incidents that may affect their functional areas. • Advice and constructive feedback given to any policies and procedures reviewed.

KEY RESPONSIBILITIES:	KEY INDICATORS:
<p>6. To respond effectively and timely to general enquiries and requests for information from Council staff or external customers.</p>	<ul style="list-style-type: none"> • Requests or enquiries from Council staff responded to within time frames agreed to by staff involved. • Requests or enquiries from the public responded to within 10 working days or by a date agreed to with the customer. • Provide input into public relations, seminars and public visits as required.
<p>7. To continuously improve relevant skills and increase knowledge required for the position.</p>	<ul style="list-style-type: none"> • Maintain an effective liaison and network with professional colleagues, peer groups and relevant professional bodies. • Continue the development of personal and professional skills through the identification of training needs, attendance at relevant courses, seminars or conferences (within cost centre budget allocations). • Keep abreast of relevant advances in policy, legislation, technology and to inform and update Council clients on relevant advances. • Undertake the National Qualifications in Public Sector Compliance [Levels 3, 4, and 5] as relevant to the position and your future development.
<p>8. To actively and enthusiastically promote the concept of continuous improvement in your work for the Council.</p>	<ul style="list-style-type: none"> • Maintain a positive overall attitude in the workplace as assessed by your peers and Manager. • Take part in training opportunities provided by Council with an open mind, as assessed by pre and post training meetings with your Manager. • Practice the skills provided in training offered by the Council, as assessed by regular feedback meetings with your Manager. • Show a strong team commitment, as indicated by peer feedback and your Manager's assessment. • Practice the concept of continuous improvement by showing initiative with new ideas and positively acknowledging others ideas. • Give honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager. • Active involvement in decision making processes when the opportunity is made available. • Where appropriate, new staff are inducted into the continuous improvement process.
<p>9. To follow established health and safety procedures while working for the Council, and in accordance with policies to be developed by the Council.</p>	<ul style="list-style-type: none"> • Compliance with and adherence to the Council's accepted standards and procedures. • Where appropriate workplace hazards are identified and communicated to management. • Regular reviews of workplace hazards are undertaken • Where appropriate, advise reporting staff of OSH standards and procedures.

KEY RESPONSIBILITIES:	KEY INDICATORS:
	<ul style="list-style-type: none"> • When, and if, necessary, investigation of accidents/incidents are carried out according to Council procedures. • Appropriate and effective staff training is undertaken as and when necessary. • Promote a healthy and safe workplace. • Maintain a clean and tidy workspace.
10. To undertake such Emergency Management functions as are determined appropriate to meet the Council's role and function in this area.	<ul style="list-style-type: none"> • Undertake such a role as is allocated for emergency management requirements. • Participate in such exercises as are required to maintain a state of preparedness in the Council. • Respond to such requests to assume an emergency management role as are required by events.
11. To undertake such Navigation and Safety monitoring functions as are determined appropriate to meet the Council's role and function in this area.	<ul style="list-style-type: none"> • Undertake such a role as is allocated for Navigation and Safety requirements.

POSITION: ENVIRONMENTAL OFFICER – FIELD POLLUTION RESPONSE

KEY SKILLS

- High standard of written and verbal communication skills.
- Is able to use modern technology in the workplace, and is aware of emerging trends.
- An ability to work under pressure and to meet tight deadlines.
- An ability to plan and schedule own work, and to work with little or no supervision.
- Must be task oriented.
- Effective inter-personal skills and experience in dealing with a wide range of people and organisations.
- To be decisive and assertive when necessary.
- Knowledge and experience of conflict resolution an advantage.
- Sound knowledge of Microsoft Word, Excel, GIS and database administration.

COUNCIL'S VISION AND VALUES:

Vision:

- A region with a vibrant community, a prosperous economy, a clean and healthy environment, now and for future generations.

Values:

- Excellence: We aim high and take pride in providing exceptional service.
- Forward Thinking: We anticipate and prepare for the future.
- Innovation: We are open to change and seek new ways of doing things.
- Integrity: We demonstrate openness, honesty and respect in our relationships.
- Partnerships: We build strong partnerships to achieve common goals.