

<b>POSITION TITLE:</b>	Environmental Compliance Officer – Urban and Industrial		
<b>GROUP:</b>	Policy & Regulation	<b>SECTION:</b>	Compliance
<b>REPORTS TO:</b>	Team Leader Compliance – Urban & Industrial		
<b>RESPONSIBLE FOR:</b>	NA		
<b>FAMILY:</b>	TS2	<b>GRADE:</b>	14
<b>DATE REVIEWED:</b>	September 2025		

#### HBRC STRATEGY

##### Our Vision:

We want a healthy environment and a resilient and prosperous community.

##### Our Purpose:

We work with our community to protect and manage the region’s precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

##### Our Values:

- **Partnership and Collaboration:** We work with our community in everything we do
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers’ funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

##### Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

#### POSITION SUMMARY

The role of Environmental Compliance Officer – Urban and Industrial is primarily to monitor activities granted through resource consents that have been issued by the Regional Council. These consents outline conditions for resource use and discharge of contaminants which have effects on the environment. This will include following up with consent holders and reporting on outcomes. Occasionally the role will require investigation into offences and the preparation of documentation to support the necessary enforcement action to be taken. The role may also require you to be part of our after-hours on call roster.

#### GROUP AND TEAM GOALS:

The Compliance team provides the following role and functions as part of the Regulation Group:

- Promote monitor and investigate compliance with the RMA and associated regulations and take appropriate action when required.

- Lead and supervise enforcement investigations and prepare and present expert evidence in the Environment Court.
- Provide specialist advice and reports on pollution and resource use to input to: resource consent application processing; preparation of policy statements and plans; monitoring and reporting of the state of the environment.
- Providing guidance, education, and advice on compliance matters to stakeholders including the community, tangata whenua, resource consent holders, interested or affected parties and to HBRC and HBRC staff on the sustainable use of natural resources and regulatory compliance.
- Ensure recovery of compliance monitoring costs.
- Establishing and applying procedures for monitoring resource consents.
- Obtain and record evidence in a professional manner that is credible, admissible in Court proceedings and withstand cross examination.
- Preparing, presenting evidence, and making recommendations for enforcement to the Enforcement Decision Group.
- Representing HBRC and presenting evidence at Environment Court hearings.
- Providing Compliance input to resource management investigations and policy development as and when required. Be proficient at responding to large scale pollution events to adequately manage the environmental effects and appropriate investigation.
- A 24-hour pollution incident response service.

#### **JOB SPECIFIC ACCOUNTABILITIES**

- Monitor and enforce compliance with environmental regulations and conditions as set out under the Resource Management Act (1991) and in accordance with Council operating procedures. This position also requires engagement with internal and external stakeholders to promote responsible resource use and regulatory compliance.
- Provide input into policy development and other projects to assist Council in fulfilling its requirements under the RMA and Local Government Act 2002 and any other relevant legislation.
- Implement Regional Plans, including the TANK Plan Change
- Actively raise public awareness of Council's roles and responsibilities, providing advice to the public and consent holders.
- Ensure processes and procedures followed are up to date with changing legislation, planning documents and best practice.
- Inspect and report on the level of compliance with resource consent conditions and regional rules in accordance with established monitoring programmes.
- Respond to information requests related to listed sites and activities.
- Assist in maintaining the Councils Selected Land Use Register.
- Maintain a good level of competency across all regional consenting types.
- Demonstrate specialised knowledge of pollution issues, compliance, enforcement processes and procedures that are encapsulated within the RMA and associated policy and regulation.
- Ensure positive interaction, cooperation and collaboration is undertaken with other Regional Council teams and industry sector groups.
- Ensure that deadlines are met, allowing sufficient and reasonable time for internal review processes and that any significant issues are identified as early as possible in the compliance and enforcement process.
- Contribute as part of everyday business practice, including developing, reviewing, and improving business processes, maintaining a strong customer focus and commitment to the continuous improvement program.
- Participate in the 24-hour pollution incident response service.

#### **FUNCTIONAL RELATIONSHIPS**

**Internal**

**External**

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| <ul style="list-style-type: none"> <li>• Group Managers</li> <li>• Team members</li> </ul> | <ul style="list-style-type: none"> <li>• Consultants and contractors</li> <li>• Government agencies and departments</li> <li>• Local authorities</li> <li>• Technical and legal professionals</li> <li>• Iwi and other community groups</li> <li>• Members of our community</li> </ul> |
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## COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is always projected in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved
- Customers are satisfied with responses to written or verbal requests for information.

## CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to promote the concept of continuous improvement actively and enthusiastically in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your manager.
- Showing a strong team commitment, as indicated by peer feedback and your manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.

## HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures, including undertaking annual health checks as part of our commitment to staff wellbeing and operational readiness.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

## **EMERGENCY MANAGEMENT**

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section, or Group on a regular basis.

## **PERSON SPECIFICATION**

### **Qualifications and Experience**

- Relevant Bachelor's degree or equivalent tertiary qualification - Science, Law, Environmental Resource Management, or Agriculture is desirable.
- Ideally have experience of the Resource Management Act.
- Knowledge of wastewater treatment systems.
- Understanding of compliance processes.
- Knowledge of tikanga Māori.
- Full valid driver's licence required

### **Knowledge**

The following indicates what would typically be expected for this role at a competent level:

- Ideally have experience with monitoring or managing industrial discharges, stormwater and wastewater management.
- Regulatory experience within central or local government or other enforcement agency would be an advantage.
- Ability to interpret and understand environmental monitoring data and regulatory guidelines would be beneficial.
- Conflict management and resolution experience.
- Project management skills.
- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems
- Analytical skills.
- A high level of verbal and written communication skills.

- Excellent interpersonal skills and the ability to establish and build effective working relationships – both internally and with members of the public.
- Strong interpretative, analytical and problem-solving skills.
- The ability to read and interpret plans, diagrams and regulations.
- Problem solving working knowledge.

**Personal Attributes**

- Sound judgement and initiative
- Ability to create harmony in a team.
- Ability to anticipate change, remain flexible and be innovative.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to clarify objectives, identify key issues, consider all perspectives, and evaluate.
- Ability to cope with a variety of work and on occasion difficult situations.
- A high level of courtesy and listening skills.
- A high level of situational awareness.

**Awareness**

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

**CHANGES TO JOB DESCRIPTION**

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

**ACKNOWLEDGEMENT**

*I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke’s Bay Regional Council.*

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name