

<b>POSITION TITLE:</b>	Team Leader Compliance – Rural		
<b>GROUP:</b>	Policy & Regulation	<b>SECTION:</b>	Compliance
<b>REPORTS TO:</b>	Manager Compliance		
<b>RESPONSIBLE FOR:</b>	2x Senior Environmental Compliance Officers, 4x Environmental Compliance Officers		
<b>FAMILY:</b>	OM1	<b>GRADE:</b>	18
<b>DATE REVIEWED:</b>	March 2024		

### 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

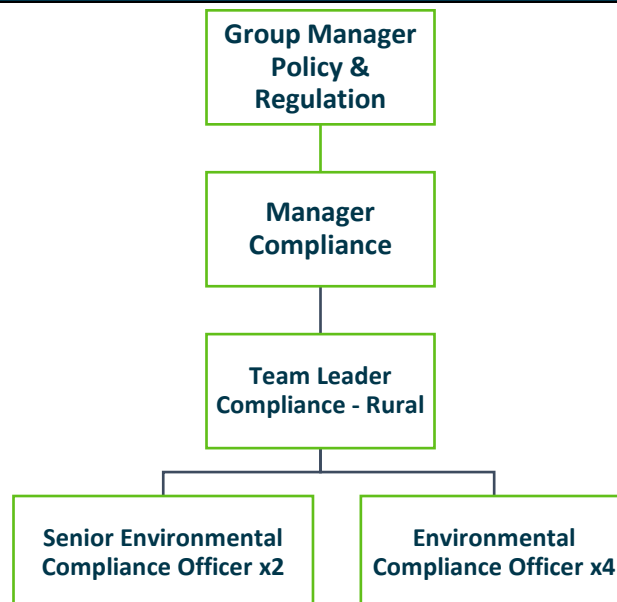
The Team Leader Compliance– Rural is responsible for providing leadership and management to the Rural Compliance Team of the Regional Council. The role holder is responsible for management and delivery of Councils resource consent monitoring program and related processes under the Resource Management Act (RMA) and other related legislation. A key element of the role is the support of a team-based culture, fostering collaborative working relationships within the regulatory sphere, including community engagement, innovation, continuous improvement, and effective performance. The role will oversee the projects led by other members of the team as well as undertake individual monitoring and enforcement of high priority resource consents (including three waters) and take responsibility for community engagement relevant to the rural environment. This position will be responsible for performance management, review, mentoring and coaching of the team. The position has budget responsibility for the team. The role provides expertise and support to the enforcement team and wider compliance Group where appropriate.

## 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.

## ORGANISATIONAL CONTEXT



## JOB SPECIFIC ACCOUNTABILITES

- Manage, lead and guide the Rural compliance team, ensuring team objectives are met, clear direction, and adequate resourcing is provided.

- Actively engage with, and lead Council's performance management system for the Rural compliance team, ensuring key check in's are met, learning and development needs are discussed and appropriate development planning is undertaken.
- Maintain staffing resource by recruitment, selecting, onboarding and training new employees as and when required.
- Strategically determine workloads and resourcing requirements of the Rural compliance team to ensure there is adequate capability and capacity to meet the operational needs of the section.
- Actively drive the implementation of national and regional policies and regulations.
- Maintain a strategic focus to ensure that regulatory provisions are developed in a manner that can be effectively implemented.
- Plan for the effective implementation of consent monitoring programmes.
- Be a subject matter expert for resource management legislation, national policy statements, national environmental standards, Hawke's Bay Regional Plans and other relevant plans and strategies including Iwi and hapu management plans and Treaty Settlement Agreements as they relate to compliance.
- Monitor and enforce compliance for regionally significant activities and industries, including three waters, with environmental regulations and conditions as set out under the Resource Management Act (1991) and in accordance with Council operating procedures. This may include preparation of case files and information for Court, as well as Court and Hearing attendance when required.
- Provide evidence and appear before the Environment and District Courts when enforcement action is undertaken or appealed, as required.
- Take a lead role in managing and reporting on the Compliance and Building Act budgets, recoveries, and strategic progress with Councils' adopted level of services measures including; annual reporting, quarterly organisational reporting and adhoc reporting where required by executive or elected members.
- Actively contribute to establishing, maintaining and following internal procedures for managing resource consents and ensure correct processes and procedures are adhered to.
- Ensure that all reports and technical analyses are prepared to a high standard and within internal and legislative timeframes.
- Resolve disputes when consent holders object to monitoring charges or decisions made by the compliance team.
- Proactively engage and manage relationships with stakeholders throughout the compliance monitoring process.
- Ensure positive interaction, cooperation and collaboration is undertaken with other Regional Council teams and industry sector groups.
- 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.
- 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.
- Attend and present at public/community, stakeholder, and Council meetings as required in support of compliance related processes or projects and to promote responsible resource use and regulatory compliance.
- Engage with and manage technical experts, as required, to assist with assessing consent related information, and to ensure that appropriate environmental standards are being adhered to.
- Participate in the 24-hour pollution incident response service.

## FUNCTIONAL RELATIONSHIPS

### Internal

- Group Managers

### External

- Consultants and contracts

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| <ul style="list-style-type: none"> <li>• Executive Team</li> <li>• Elected members</li> <li>• Team members</li> <li>• Integrated Catchment Management Staff</li> <li>• Asset Management Staff</li> <li>• Maori Partnerships</li> <li>• Policy and Regulation Staff</li> <li>• Corporate Services Staff</li> <li>• Finance staff</li> </ul> | <ul style="list-style-type: none"> <li>• Government agencies and departments</li> <li>• Local authorities</li> <li>• Technical and legal professional</li> <li>• Iwi and other community groups</li> <li>• Resource consent holders and agents</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 projected at all times 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 actively and enthusiastically promote the concept of continuous improvement 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.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

## 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.
- 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.
- Comply with the COVID-19 Public Health Response (Vaccinations) Order 2021.

## **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**

### **Minimum Qualifications and Experience required**

- Relevant degree in Resource Management, Science, or a related discipline
- 7+ years of experience working in the Resource Management field or a related area of practice, including experience in managing, monitoring, and enforcement of regionally significant activities and industries
- Proven Leadership experience
- Excellent understanding of compliance monitoring and enforcement processes.
- Knowledge, experience, or qualifications in at least one of the following fields: drinking water regulation, production landuse, infrastructure management, or forestry.
- Valid driver's licence required

### **Knowledge**

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

- A comprehensive knowledge of the Resource Management Act and case law relating to the monitoring and enforcement of resource consents and associated technical information.
- A comprehensive knowledge of national environmental standards, Regional Plans and rules, Council policies and technical guidelines, particularly as they relate to the monitoring and enforcement of resource consents.
- Sound understanding of tikanga Māori and Māori values and an appreciation as to how they relate to Regional Council functions, resource management and the resource consent process.
- Proficiency in MS Word, Excel, Project, PowerPoint and other database and information management systems Analytical skills.
- Demonstrated ability to prepare concise reports and letters for a range of audiences.
- Knowledge of financial reporting systems and requirements.

- Ability to effectively report on budget and performance to a variety of internal and external stakeholders, both nationally and locally.
- Stakeholder relationship management skills, including facilitation and networking skills.

#### **Personal Attributes**

- Ability to work under pressure and to manage priorities to 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.
- Excellent interpersonal skills with the ability to initiate and engage effectively and develop a rapport at all levels, internally and externally.
- An ability to adapt to ambiguity and work in a political environment and analyse legal risk to Council.
- Enthusiasm and innovation, with the ability to handle change.
- Desire to Coach, mentor and grow members of the team.
- Ability to work independently and exercise initiative and sound judgement to complete tasks.
- An ability to think clearly and analytically, able to identify the key issues in complex situations.
- Very good problem solving, decision making skills and sound judgment.
- The ability to communicate effectively in both written and verbal form.
- The ability to develop and foster a positive and high performing team culture
- 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.

#### **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.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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