

POSITION TITLE:	Team Leader Pollution Response and Enforcement		
GROUP:	Policy & Regulation	SECTION:	Compliance
REPORTS TO:	Manager Compliance		
RESPONSIBLE FOR:	Regulatory Compliance Officer x 2, Senior Investigator		
FAMILY:	TP1	GRADE:	17
DATE REVIEWED:	April 2021		

HBRC STRATEGY

Our Vision:

We want a healthy environment, a vibrant community and a prosperous economy.

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 certainty** ~ *Kia kounga, kia haumaru, kia pumau te pai o te wai*
- **Smart. Sustainable land use** ~ *kia koi, kia ukauka te whakamahinga o te whenua*
- **Healthy and functioning biodiversity** ~ *kio ora, kia mahi tika te kanorau koiora*
- **Sustainable services and infrastructure** ~ *kia ukauka nga ratonga me nga hanganga -rohe*

POSITION SUMMARY

The Team Leader Pollution Response & Enforcement provides day to day management of the pollution response and enforcement function at Council. The role ensures that all activities pertaining to pollution response, enforcement around pollution events and any relevant Building Act project input is managed effectively and efficiently. The role is responsible for providing strong leadership to the team, including setting the collective direction in accordance with Council Policy, legislative framework, and the needs of the community. As a key member of the regulation leadership team the Team Leader Pollution Response & Enforcement offers support, coaching and professional development opportunities within the team to ensure delivery of outcomes. Active contribution building a positive culture is essential.

GROUP AND TEAM GOALS:

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

- To respond to and report on pollution incidents and other unauthorised activities that may be reported to Council, and to initiate appropriate follow-up action to ensure any breaches of Council rules cease. This may include legal action.
- To monitor and report on the level of compliance by resource consent holders with resource consent conditions.

- To deal effectively with environmental complaints within an established timeframe.
- To educate stakeholders on good environmental practice to improve environmental outcomes and reduce non-compliance.
- To ensure recovery of compliance monitoring costs from those identified as breaching rules or consents.
- To liaise closely and effectively with relevant other sections of Council as required.
- To provide input into consent and policy development as is appropriate.
- To respond effectively and in a timely manner to general enquiries and request for information from both staff and external parties.

To effectively deal with legislative requirements of investigation work to ensure a successful outcome for Council.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

- Ensure that Council's pollution response, investigation and Local Government Act, Building Act and Resource Management Act functions are effectively carried out.
- Provide the team with consistent, reliable leadership, regular feedback, mentoring and any relevant professional development.
- Manage, lead and guide the pollution response team, ensuring team objectives are met, clear direction, and adequate resourcing is provided.
- Production of enforcement files for prosecution are timely and accurate.
- Legal risk to Council is analysed and appropriate advice on courses of action is provided.
- Effective and evidence-based policy and procedure are provided to Council as required.
- Relevant advice and briefing papers are provided to Council as required.
- Provide guidance to the team to ensure a well-balanced enforcement approach is achieved, using the full spectrum of education, directive enforcement and punitive enforcement measures to influence resource users to achieve compliance and sustainable management practices.
- Ensure environmental complaints managed by the team are responded to within the established timeframes.
- Responsible for reporting on the level of compliance with resource consent conditions and regional rules within the Hawke's Bay region are provided in accordance with established programmes and policy when required.
- Ensure that compliance monitoring costs are recovered from consent holders in accord with Council policy.

- Actively liaise with other sections within Council, in particular Consents, Policy. Provide input into the Consents and Policy development process as required.
- Ensure that all general enquiries and requests for information from Council staff or external customers are responded to in a timely and effective manner.
- Actively engage with, and lead Council’s performance management system for the pollution response 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.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Elected members
- Team members

External

- Consultants and contracts
- Government agencies and departments
- Local authorities
- Technical and legal professional
- Iwi and other community groups
- Members of our community

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.

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 Bachelor's degree or equivalent tertiary qualification.
- 5 years of experience in a similar role/relevant industry
- Understanding of the compliance process within Local Government and an ability to recognise the differences between Local Government compliance and other compliance environments.
- Ability to analyse legal risk to Council.
- Preferably proven experience working in a Local Government regulation/compliance/enforcement environment.
- Knowledge and experience of conflict resolution and negotiation is an advantage.
- Valid driver's licence required

Knowledge

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

- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems.
- Knowledge of financial reporting systems and requirements.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge
- The ability to mentor and teach others key enforcement/investigation skills.
- Effective investigation and enforcement case management skills – including offender/witness interviews.

- Able to interpret legislation, legal opinions and case law.
- Ability to analyse and predict non-compliance cases that will or may escalate to formal enforcement.
- High standard of written and verbal communication skills.
- 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 orientated.

Personal Attributes

- Sound judgement and initiative
- To be decisive and assertive when necessary.
- Ability to create harmony in a team and facilitate a positive team culture
- Ability to anticipate change, remain flexible and be innovative.
- Effective inter-personal skills and experience in dealing with a wide range of situations, people and organisations.
- 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.

Awareness

- Community, cultural and political awareness.

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