

HAWKE'S BAY REGIONAL COUNCIL

Job Description

Position Title:	Environmental Officer Compliance		
Group/Section Details:	Group: Regulation	Section: Compliance	
Responsible to:	Team Leader Compliance		
Responsible for:	N/A		
Salary Range:*	\$56,866 (85%)	\$66,901 Mid-Point	\$76,936 (115%)
<i>* Note: Progress above the Mid-Point is based on sustained individual performance.</i>			

Section Aims

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 the Council and to initiate appropriate follow-up action to ensure any breaches of the Council rules cease. This may include legal action.
- To monitor and report on the level of compliance with resource consent conditions.
- To deal effectively with environmental complaints within an established timeframe.
- To educate stakeholders of good environmental practice to minimise improve environmental outcomes and reduce non-compliance
- To ensure recovery of compliance monitoring costs from those identified as breaching rules.
- To liaise closely and effectively with relevant other sections of Council when relevant.
- Input into consent and policy development as is appropriate.
- To respond effectively and in a timely manner to general enquiries and requests for information from both internal and external staff.
- To assist with compliance issues as is required when the compliance team need support.
- To be proficient at responding to large scale pollution events to adequately manage the environmental effects of the event and appropriate investigation.

Role of Environmental Officer Compliance

The role of Environmental Officer Compliance is to provide relevant, professional input into the roles and functions as outlined above in order to ensure the Compliance team achieves its objectives. Your specific role of Environmental Officer Compliance will require you to monitor, investigate and at times enforce action on non-compliant consent holders. The role will involve input that relates to your skills and experience but will also include activities that extend and provide for individual professional

POSITION TITLE: ENVIRONMENTAL OFFICER COMPLIANCE

development. Expectations will be regularly discussed with you, will be fair and reasonable within the broad requirements outlined above. In this role you may be rostered on an after-hours pollution response roster.

Role Expectations

- Provide effective response to a complaint including a written or verbal in accordance with response guidelines.
- Undertake thorough investigation of pollution complaints and sources.
- Collect evidence and documentation to support potential enforcement action.
- Effectively determine any immediate remedial action required for non-compliance.
- Ensure an effective cost recovery process is undertaken.
- Provide effective input into policy and procedure reviews.
- Ensure an efficient after hours' service provided.
- Ensure positive interaction, cooperation and collaboration is undertaken with other Regional Council teams.
- Inspect and report on the level of compliance with resource consent conditions and regional rules within the Hawke's Bay in accordance with established programmes and policy.
- Contribute to the Quality Management System as part of everyday business practice, including developing, reviewing and improving business processes, maintaining a strong customer focus and a commitment to the continuous improvement program.

Commitment and Expectations

Hawke's Bay Regional Council (HBRC) staff are expected to display Councils vision, purpose and values in their work and maintain a high level of professionalism and integrity. This means:

- Agree clear expectations of performance requirements.
- Take responsibility for your performance and accountability for your work.
- Show honesty, fairness, respect and consistency in dealings with others.
- Request regular performance conversations and coaching, particularly if not regularly forthcoming.
- Respect professionalism in peers.

POSITION TITLE: ENVIRONMENTAL OFFICER COMPLIANCE

- Display consistent behaviour when interacting with peers.
- Display excellent communication skills.
- Be approachable and show a willingness to listen actively.
- Demonstrate personal integrity.
- Admit when wrong or when a mistake is made.
- Adopt a 'no surprises' approach with your manager.

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 others 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.
- Active involvement in decision making processes when the opportunity is made available.
- Working in a collegial manner.
- Ensure you play your respective part in good information flows between different work sections.
- Deliver on project outcomes: on time and on budget.
- Being realistic about estimating resource requirements for projects.
- Displaying sound judgment and making responsible decisions.
- Managing public expectations and being customer focused.
- Maintaining high levels of technical skills relevant for the role.

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.
- Where appropriate, advise other organisations you are working with of the known risks in the work being undertaken.
- 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.
- Maintaining a clean and tidy workspace.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

Emergency Management

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 Continuance 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.

Key Skills

- An understanding of resource management and environmental issues.
- A science based tertiary qualification or equivalent is desirable.
- Experience in an enforcement environment would be an advantage.

POSITION TITLE: ENVIRONMENTAL OFFICER COMPLIANCE

- Conflict management and resolution experience.
- An ability to use modern technology in the workplace.
- Knowledge of industrial site activities and management.
- An ability to work under pressure and to meet tight deadlines.
- High standard of written and verbal communication skills.
- 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 is an advantage.
- Sound knowledge of Microsoft Word, Excel, GIS and database administration.

HBRC's Vision, Purpose and Values

Our Vision: 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