

<b>POSITION TITLE:</b>	Senior Environmental Compliance Officer – Urban and Industrial		
<b>GROUP:</b>	Policy and Regulation	<b>SECTION:</b>	Compliance
<b>REPORTS TO:</b>	Team Leader Compliance – Urban and Industrial		
<b>RESPONSIBLE FOR:</b>	N/A		
<b>FAMILY:</b>	TS2	<b>GRADE:</b>	16
<b>DATE REVIEWED:</b>	August 2021	<b>JOB NUMBER</b>	23-738

## 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 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

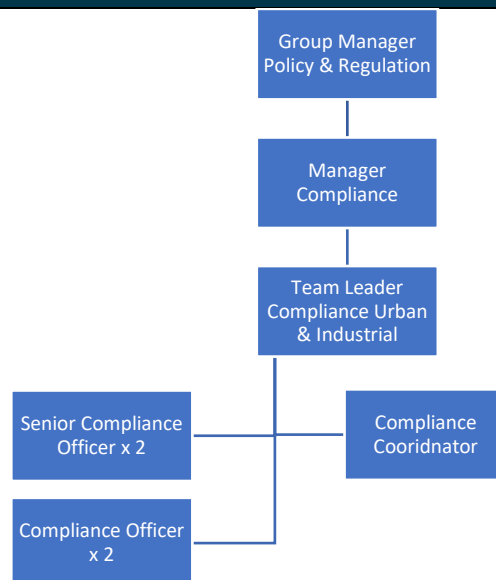
The role of Senior Compliance Officer - Urban and Industrial will actively coordinate and manage complex resource management issues, consent monitoring, peer reviewing reports, and enforcement functions. The role will actively involve taking the lead with the management of Territorial Authorities wastewater and stormwater consented activities. This will involve the coordination of work outputs from a range of HBRC staff and external experts, as well as ensuring that those outputs are fit for purpose for the compliance monitoring process. The Senior Compliance Officer will be involved in developing and maintaining stakeholder relationships within the regulatory sphere, including community engagement.

## 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

- 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 may include preparation of case files and information for Court, as well as Court and Hearing attendance when required.
- 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.

- Maintain a high level of familiarity and in-depth understanding of the Resource Management Act, National Policy Statements, National Environmental Standards, Hawke’s Bay Regional Plans and other relevant plans or strategies ensuring correct processes are followed.
- Implement Regional Plans, including the Tank Plan Change, and work to raise public awareness of Council’s roles and responsibilities under these. Provide advice and guidance to the public and consent holders.
- Support both internal and external stakeholders to ensure the 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. Ensure that all reports and technical analyses are prepared to a high standard and within internal and legislative timeframes.
- Assist in maintaining the Councils Selected Land Use Register and responding to information requests relating to listed sites.
- Maintain a good level of competency across all regional consenting types and 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. 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.
- Assist the Compliance Team Leaders with mentoring and coaching of compliance officers as required.
- 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.
- Ensure that contracts for external experts assisting the compliance or enforcement process are managed in accordance with HBRC processes
- 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.
- Participate in the 24-hour pollution incident response service.

## 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.

### **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**

#### **Qualifications and Experience Required**

- A Tertiary qualification in Resource Management, Science, or a related discipline
- In-depth knowledge of the Resource Management Act.
- 3+ years of experience in resource consent monitoring, enforcement, or a related field
- Excellent understanding of compliance monitoring and enforcement processes.

- Detailed knowledge, experience, or qualifications in at least one of the following fields: urban stormwater management, municipal wastewater treatment and disposal.
- A clear understanding of Tikanga Maori and cultural issues in resource management.
- Proven experience in resource consent monitoring and managing complex resource management issues and processes.
- Excellent stakeholder relationship management, facilitation and networking skills.
- Valid driver's licence required

#### **Knowledge**

- A high level of verbal and written communication skills, including a demonstrated ability to prepare concise reports and letters for a range of audiences.
- 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.
- An ability to engage and manage suitable technical experts, as necessary to assist with assessing consent applications, and to ensure that deliverables are provided within established timeframes and cost expectations.
- An ability to adapt to ambiguity and work in a political environment.
- Enthusiasm and innovation, with the ability to handle change.
- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems Analytical skills.
- Knowledge of financial reporting systems and requirements.
- Excellent stakeholder relationship management, facilitation and networking skills.
- Enthusiasm and innovation, with the ability to handle change.

#### **Personal Attributes**

- Ability to work independently and exercise initiative and sound judgement to complete tasks.
- Ability to work in, and provide technical support to a team.
- Ability to anticipate change, remain flexible and be innovative.
- Excellent interpersonal skills with the ability to initiate and engage effectively and develop a rapport 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.

#### **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.

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Employee Signature

\_\_\_\_\_  
Date

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