

# Environmental Protection Officer



**MARLBOROUGH  
DISTRICT COUNCIL**



Only Marlborough

## Purpose of the position

The primary objective of the role is to provide high quality technical and procedural advice, reporting and support on a wide range of compliance issues.

To proactively integrate, network and link with other organisations, communities, business organisations, contractors, land occupiers and industry representatives to ensure that all consenting, compliance monitoring and enforcement activities are co-ordinated and aligned.

To respond to and investigate complaints from the public, industry, land owners and other organisations and participate in education initiatives.

### Key Accountabilities

- Assist Council in fulfilling its statutory obligations in the monitoring, compliance and enforcement of the Resource Management Act (RMA) 1991, Council's Resource Management Plans, resource consents, Council's policy, bylaws and activities generally in Council's district.
- Provide advice and reports to Council and Council committees on monitoring, compliance and enforcement matters.
- Ensure that activities comply with statutory provisions so that adverse effects on Marlborough's environment are avoided, remedied or mitigated and the health and safety of the people of the district is safeguarded.
- Active involvement and provide input into Council policy and planning documents.
- Accountable for managing and undertaking specific monitoring projects and for prioritising various projects.
- Identify complex problems and review related information to develop and evaluate options and implement solutions.
- Accountable for jointly setting the strategic direction of the Compliance Group Strategy in consultation with the Compliance Manager and relevant Council staff and undertake an annual review of individual projects.
- Develop, manage and maintain effective working relationships with internal Council staff and key external stake holders and the community.
- Accountable for leading the implementation of the day to day running of the projects, which includes: work prioritisation, budget management, planning, reporting, and communicating key environmental protection messages widely.
- Work to meet timelines and milestones, and produce reports to the Compliance Manager, Environment Committee and the Enforcement and Prosecutions Committee.

## Who you report to:

Compliance Manager

## Hours of business:

Council's hours of business are 8.00 am to 5.00 pm Monday to Friday. Your hours of work are as per your employment agreement or variation as recorded on your personnel file.

## Location:

Marlborough District Council, Seymour Street, Blenheim

## Person specification

Competencies	Ability to demonstrate
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Effective leadership skills and the ability to motivate and inspire others to succeed</li><li>• Excellent oral and written communication appropriate and relevant to the audience</li><li>• An ability to deal frequently with highly sensitive and confidential situations involving the exercise of utmost tact, discretion, and judgement</li><li>• Proven planning and organisational skills, including the ability to delegate, meet deadlines and work under pressure</li><li>• Being able to anticipate, manage and positively promote change</li><li>• Highly developed negotiation and conflict resolution skills</li><li>• A reasonable level of fitness</li></ul>
<b>Technical Skills</b>	<ul style="list-style-type: none"><li>• Your skills in preparing and presenting at Court, at hearings and Council Committees would be an advantage</li><li>• Your knowledge and experience working with legislation governing resource management and local government</li><li>• Proven project management skills</li><li>• Strong research and report writing skills with the ability to interpret complex information relevant for a wide audience</li><li>• A current driver's licence</li></ul>

Competencies	Ability to demonstrate
<b>Qualifications and Work Experience Required</b>	<ul style="list-style-type: none"> <li>• A relevant degree qualification (preferably in environmental science, science, planning, or a legal field)</li> <li>• Experience in enforcement of legislation such as the Resource Management Act 1991, Resource Management Plans, and resource consents conditions is preferred. Experience in excess of 5 years is preferred</li> </ul>

### Capability Profile

Solid performance in the role requires demonstration of the key tasks and competencies outlined below. These provide a framework for selection and personal development. This list is intended to describe the general nature and level of work required. It is not intended to be constructed as an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. However, from time to time Environmental Protection Officers will be required to accept and carry out other duties as assigned by the Compliance Manager.

## Position description

Key responsibilities:	To achieve this you will need to:	As a result we will see:
<p><b>Delivery of high quality, efficient and robust enforcement and compliance decision-making</b></p>	<p>Interpret key policy, legislation and procedures for complex and/or contentious compliance issues and formulate strategies for enforcement of the RMA and MDC Bylaws 2017</p> <p>Ensure all complaints are investigated in an impartial and objective manner and free of interference or coercion</p> <p>Be accountable for efficient and effective enforcement action undertaken for a range of complex situations</p> <p>Undertake duties in a timely and professional manner ensuring that at all times compliance is achieved in a cost effective and efficient way</p> <p>Provide advice, reports and recommendations for Council Committees that is accurate and legally robust</p> <p>Initiate discussions with the Compliance Group, Council and District Solicitors</p> <p>Determine when to seek expert advice for the best enforcement outcome</p> <p>Identify specific cases relevant for, and provide advice for, the Enforcement and Prosecutions Committee for best use of time and resources</p> <p>Prepare and present evidence in Court in relation to enforcement orders and prosecutions when required</p> <p>Keep abreast of current information and technology to assist in decision-making</p>	<p>Successfully completed tasks</p> <p>All enquiries are dealt with accurately</p> <p>Minimal negative feedback as evaluated by Compliance Manager</p> <p>Relevant Acts complied with in accordance with our procedures</p> <p>Satisfied Compliance Manager</p>

Key responsibilities:	To achieve this you will need to:	As a result we will see:
<b>Participation and advancement of the integration of various aspects of Council regulatory functions including resource consent decision-making processes</b>	<p>Work collaboratively across Council from a compliance monitoring perspective</p> <p>Be accountable and responsible for providing input and advice for complex, strategic and/or high profile consents (eg; Trust Power and NZ King Salmon)</p> <p>Attend resource consent hearings when appropriate</p> <p>Be responsible for providing advice to hearings panel when appropriate</p> <p>Be responsible for providing feedback that may lead to improved consent conditions</p>	<p>Successfully completed tasks</p> <p>Satisfied Compliance Manager</p>
<b>Strives to improve current compliance practices and processes</b>  <b>Lead innovation and promote integrated monitoring practices and processes for informed decision-making across Council</b>	<p>Be responsible and accountable for meeting all ISO 9001:2000 standards and requirements as detailed in the Policy and Operations Manual</p> <p>Establish effective feedback loops so compliance monitoring can provide useful information for Planning and Policy (Plan-Do-Monitor-Review)</p> <p>Be responsible for providing feedback on how compliance monitoring and reporting feeds into other monitoring and reporting, particularly State of the Environment and Policy and plan effectiveness</p> <p>Develop detailed project plans regarding RMA monitoring and compliance best practice</p> <p>Champion breakthrough thinking and practices focusing on continuous improvement by actively seeking new ideas and ways of working</p> <p>Translate innovation into solutions that work</p>	<p>Successfully completed tasks</p> <p>Satisfied Compliance Manager</p>
<b>Thinks and acts strategically – sees the big picture</b>  <b>Co-ordination of resources and prioritisation of projects</b>	<p>Implement and enhance the Compliance Group Strategy</p> <p>Be actively involved in activity planning to ensure the effective and efficient use of resources</p> <p>Lead processes to determine priorities and goals</p> <p>Undertake an annual review of</p>	<p>Successfully completed tasks</p> <p>Satisfied Compliance Manager</p> <p>Active participation with others and shared responsibility</p>

Key responsibilities:	To achieve this you will need to:	As a result we will see:
	<p>projects</p> <p>Identify recurring compliance issues and emerging issues to look for opportunities to reduce these by education or developing new projects</p> <p>Understand and help others see the complexity of the Compliance Group's functions within the greater Council environment</p> <p>Take a broad vision and translates into action at Council and Group level</p> <p>Consider the impact of actions on other areas and/or the whole organisation</p>	
<p><b>The team is accountable for the effective and efficient provision of the Dairy, Winery Waste, Sounds Waste Water, NZ King Salmon, Forestry, Marine Farms, Water Quality-SOE, Water Takes, Frost Fans, Rural Discharge, MDC Consents and Mooring projects</b></p> <p><b>These projects are allocated on a rotational basis</b></p>	<p>Ensure that the community and customer is satisfied in the service provided</p> <p>Minimise the environmental effects from industries</p> <p>Foster a positive relationship with the industry</p>	<p>Successfully completed tasks</p> <p>Satisfied Compliance Manager</p> <p>Information about services and resources is accurately communicated to customers</p> <p>Minimal negative feedback as evaluated by Compliance Manager</p>
<p><b>Builds partnerships with internal and external stakeholders</b></p> <p><b>Pull people together to accomplish goals that could not be reached individually</b></p>	<p>Actively engage with stakeholders and other staff</p> <p>Ensure you collaborate with others within the Compliance Group and across the organisation on achieving Council's goals and vision</p> <p>Invite participation from diverse groups within and outside Council with common interests to identify opportunities for collaboration</p> <p>Ensure educational initiatives are undertaken in accordance with priorities identified in projects</p>	<p>Active participation with others and shared responsibility</p> <p>Successfully completed tasks</p>
<p><b>Empowers others to act</b></p>	<p>Present various options to achieve compliance</p>	<p>Active participation with others and shared</p>

Key responsibilities:	To achieve this you will need to:	As a result we will see:
<b>Promote participative decision-making and management</b>	<p>Demonstrate team-oriented behaviour, including co-operation and information sharing with internal and external stakeholders</p> <p>Promote freedom to succeed</p> <p>Readily accept and review expertise and input from others</p> <p>Benchmark performance to ensure goals and standards are attained</p> <p>Consistently push yourself and others for results and continuous improvement</p>	<p>responsibility</p> <p>Successfully completed tasks</p>
<b>Fosters a positive culture and working environment</b>  <b>Foster collaboration within the Regulatory Department and across other Council departments</b>	<p>Understand and appreciate the contribution of expert advice and experience from team members and colleagues across the organisation</p> <p>Seek out expertise and experience of team members and colleagues across the organisation</p> <p>Encourage collaboration that is consistent with Council's overall vision and strategy and the health needs and interests of the people of the district</p>	<p>Active participation with others and shared responsibility</p> <p>Successfully completed tasks</p>

## Organisation chart





## Marlborough District Council

### Strategic Framework

Over the next decade, Marlborough will become a globally connected district of progressive, high-value enterprises, known for its economic efficiency, quality lifestyle, desirable location and natural environment. Marlborough will be “Smart and Connected”.

#### The role of a local authority is defined in the Local Government Act 2002

Marlborough District Council (MDC) is a Unitary Authority required to carry out the functions of both a territorial authority and a regional council. Therefore Council has a wide range of activities that it undertakes – many of which it must carry out by law, including:

- Key infrastructure: roads, footpaths, water, sewerage, rivers and drainage, waste.
- Regulatory responsibilities: Resource management act policies, monitoring and consents, building consents, maritime navigation and safety, biosecurity, food and liquor.
- Community facilities and support: parks and reserves, libraries, community grants, emergency management, community housing.
- Regional Development: economic development, tourism and events, irrigation, car parking.

### Organisational values

#### Staff Enjoy Working for MDC

MDC's values and behaviours are based on Respect, Professionalism and Integrity. MDC is committed to an environment that supports professional development, an equal opportunities workplace and a positive culture.

#### Supporting Organisational Values

All staff are expected to endorse and support the Council's Strategy, Goal and Values and actively work to achieve them, behaving with the highest level of professionalism and integrity and exhibiting courtesy and impartiality towards colleagues and the community.

### Organisational responsibilities

Key Responsibilities	To achieve this you will need to	As a result we will see
<b>Continuous Improvement</b>	Staff are required to continually seek opportunities to improve services for their customers	Improvements suggested. Procedures and processes are re-designed and developed
<b>Be aware of and comply with risk policy and giving advice</b>	Everyone has a responsibility to understand, report and manage operational and compliance risk. All staff must familiarise themselves and comply with Council risk management policies and procedures	No infractions

Key Responsibilities	To achieve this you will need to	As a result we will see
<b>Corporate Contribution</b>	Show support for organisation development initiatives, eg; systems thinking, culture reinforcement, and organisational values	Active participation and contribution to continuous improvement
	Be a team player adhering to, and compliance with Council's governance and corporate plans, policies and strategies, management plans, policy and procedure manuals, strategic and business plans	Satisfactory audit results
	Proactively participate in Performance Management process	Active participation in agreed procedures
	Participate and contribute to corporate projects and inter-departmental initiatives as agreed	Active participation in initiatives. Follow all established procedures and use correct forms
	Attend team meetings	No meetings missed except for good reason
<b>Deal with the general public in a courteous and positive manner</b>	All enquiries are processed quickly and accurately in an appropriate manner	Public and client satisfaction
<b>Records</b>	Council records are created and maintained in corporate information systems, meeting specified information management standards	No infractions
<b>Availability</b>	Take responsibility for your availability by ensuring periods of unavailability such as meetings, holidays etc. are clearly marked in Outlook using your calendar and out of office message facility	No infractions
<b>Contribute to achievement of MDC Health and Safety goals</b>	Take responsibility for your own and others safety and wellbeing. This includes following all safety and wellbeing procedures and instructions, including reporting hazards, incidents, accidents and near misses and participating in safety and wellbeing initiatives and programmes as required	Regular reviews with your manager to identify any health and safety risks, hazards, accidents and incidents
<b>Response in Emergencies</b>	Willingness to be available to assist during emergencies as and when they occur  Staff work within their levels of competence and training	Be available when called upon to assist as far as practicable
<b>Other Duties</b>	That any additional duties or special projects that may be assigned from time to time are effectively and efficiently performed	Results specific to the duties

Record No. 1162321v7