

Resource Management Officer – Compliance Monitoring and Administration I and II

Horopaki | Context

Kaunihera Taiao ki Waitaha | Canterbury Regional Council, also known as Environment Canterbury, is the Regional Council for the largest region in Aotearoa/New Zealand, covering an area of 44,500 square kilometres, with a population of approximately 700,000.

As a regional council, we are responsible for managing natural resources including air, soil, water and land. We work in partnership with mana whenua Ngāi Tahu to protect the health of our environment to ensure a sustainable and prosperous future for our region.

The region's evolving environmental and political context means we will continue to be agile and adaptive, as we respond to regulatory and environmental changes.

Our mahi (work) is organised around the delivery of our three core services:

- Environmental Regulation and Protection
- Community Preparedness and Response to Hazards
- Public Transport

We are guided by our strategic drivers (pou):

- Putting the community and our customers at the heart of everything we do
- Growing our relationship with mana whenua into a true partnership
- Maturing our governance model and understanding of our political environment
- Removing pain for our people (and customers) by improving our systems and processes.

Our mahi is also underpinned by our values:

- Kaitiakitanga (stewardship)
- Pononga (integrity)
- Manaakitanga (people first)
- Whanaungatanga (collaboration)
- Māiatanga (can do).

Aronga | Purpose

***Taking action together to shape a thriving and
resilient Canterbury, now and for future generations.
Toitū te marae o Tāne, toitū te marae o Tangaroa, toitū te iwi.***

The purpose of this role to promote compliance with environmental law by performing desktop compliance monitoring and enforcement of resource consents. This role also provides support to zone-based staff by coordinating resource consent portfolios and ensuring the collection and provision of quality data.

Ngā Haepapa | Accountabilities

1. Prioritise and undertake a wide variety desktop monitoring, assessment and auditing of compliance with resource consents and relevant regional plan rules, ensuring Environment Canterbury's legal obligations are met and all non-compliance is followed through to resolution.
2. Where necessary, investigate all significant non-compliance with resource consents or regional plan rules prior to initiating the use of the appropriate RMA enforcement provisions.
3. Prepare a variety of reports for internal and external audiences relating to compliance activity and status, including information released under Privacy Act 1993 and Local Government Official Information and Meetings Act 1987 (LGOIMA).
4. Triage and co-ordinate resource consent portfolios for area-based compliance teams.
5. Monitor and action inquiries from the central mailbox for compliance correspondence including effective customer engagement, education, and consultation; assign work and accurate information to area-based officers.
6. * Identify efficiency and improvement opportunities, and develop improvement actions to resolve issues improving the quality and effectiveness of workflows, procedures, and practices.
7. * Assist with building competency and training of compliance officers to ensure quality data input and support.
8. * Plan and prepare an annual compliance monitoring schedule for activities of responsibility.

(NOTE: References preceded by an * are applicable to the RMO Compliance Monitoring and Administration II position)

Toitū Te Tiriti | Treaty Partner Excellence

- Deliver outcomes that underpin and give effect to achieving Ngāi Tahu cultural and environmental aspirations, including but not limited to, mahinga kai and revitalisation programmes.
- Connect with our Ngāi Tahu partner to ensure understanding of Ngāi Tahu aspirations and priorities so that there is genuine input and contribution, which can be considered in mahi programme development and prioritisation.
- Demonstrate openness and courageousness in approaching issues and in co-design of processes and systems, supporting thought leadership that can give effect to the progression of the partnership.

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha/Canterbury and Te Rūnanga o Ngāi Tahu, to demonstrate our commitment to recognise and provide for the kaitiaki/responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision-making processes, effective engagement and development of existing working relationships.
- Support the organisation's cultural capability journey, leading by example and identifying clear priorities, expectations, and development opportunities for individual capability; planning and aligning work to support organisational cultural capability across all aspects of delivery.

Hauora me te Marutau | Health and Safety

The health, safety and wellbeing of our kaimahi and community is a priority for the Council, and we proactively implement robust health and safety practices. To meet our legal obligations you must:

- Understand the health and safety and risk obligations that rest with this position, and care for your own health, safety and wellbeing and that of others you may interact with.
- Ensure awareness of, and compliance with, legislative and operational standards, policies and guidelines, including the Council's code of conduct.
- Maintain an enquiring mind, undertake your own due diligence, and apply your knowledge of best practice to ensure a detailed understanding of any risks associated with this position.
- Ensure that relevant certifications are maintained, if applicable.
- Take a planned approach to identify, analyse and manage risks within the section.
- Ensure regular monitoring and reviews are undertaken of risk controls and their effectiveness in relation to legislation, regulations and guidelines, organisational policies, procedures and our code of conduct.

Hononga ā-Mahi | Working Relationships

Kai rō Kaunihera | Within the organisation

- Accountable to the Team Leader – Compliance Support to respond to the daily monitoring tasks and deliver the team's work programme.
- Work closely with the Compliance & Consenting teams to share knowledge, assist with workload, mentor and support others, and contribute to team success.
- Frequent collaboration with area teams to ensure quality services are provided which enhance the level of service delivered to customers.

- Close working relationships with the internal staff, including scientific, technical staff and customer services staff to ensure consistent Compliance, Monitoring, Enforcement is followed.
- * Regular presentations and information sharing forums to staff within the organisation to build capability and support area teams and organisational capability.

Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha /Canterbury and Te Rūnanga o Ngāi Tahu.
- Demonstrate Council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
- Work closely with resource consent holders, their consultants and representatives, and other customers to ensure education and understanding, and consent conditions are complied with by developing strong, positive relationships to influence behaviour change where required.

Ngā Herenga Motuhake | Special Conditions

As a regional council, we have a specific requirement to provide a civil defence function for Waitaha. Kaimahi are required to be available to assist, support or be associated, as reasonably required, with any Civil Defence emergency or any exercise organised in relation to this function.

Additionally, all kaimahi are expected to assist, support and respond, as reasonably required, to any event where the Business Continuity Plan is activated.

Māngai Whakahaere | Delegations and Authorities

Where specified, this role has delegated authority to make decisions in accordance with Council-approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media-related activities.

Additional specific delegations may be given by the Chief Executive to the Chief People Officer on people and safety matters from time to time.

Ngā Āheitanga | Capabilities

Tohu Mātauranga | Qualifications

- A minimum qualification at NCEA Level 3 or above with demonstrated relevant experience.
- * A relevant tertiary qualification or papers towards a tertiary qualification in natural resources, or significant demonstrated relevant experience.

Mātau ā-wheako | Experience

- A skilled communicator who can deal professionally with consent holders both verbally and in writing;
- Demonstrated confidence to engage a diverse range of people and create strong working relationships with peers, leaders and other business groups to gather information, resolve issues and achieve desired outcomes;
- An ability to consider and assess a variety of information sources to determine the best course of action or support required;
- Proven administration skills including the ability to be well-organised, demonstrate an eye for detail and accuracy and appropriately prioritise work, to ensure the desired outcomes are achieved;
- Proficiency with Microsoft Excel, CRM, GIS with an aptitude and ability to learn new databases, systems and technology;
- Can make sound decisions based on documented procedures and expertise;
- A strong customer focus including the ability to see and act upon improvement opportunities to enhance the delivery of quality community services.
- * A minimum of one year's experience in a relevant resource management related field with a proven ability to interpret, assess, work through ambiguity and understand resource consent conditions.
- * Evidenced experience in training and coaching colleagues to facilitate building capability;
- * Demonstrated ability to apply a continuous improvement approach to workflows, procedures and practices;
- * Ability to plan, schedule and monitor annual work planning activities to contribute to the efficient delivery of work programmes.

Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Team Member level sit beneath each of the following organisational competencies.

Customer Focus	Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.
Business Acumen	Using an understanding of the organisation's position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers' perspective.
Achieving Outcomes	Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes and

	ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.
Leading Change	Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services.
Common Purpose	Working towards a compelling view of the future by engaging with the organisation's vision; understanding and aligning to the common purpose.
Building Capability	Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities.

The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time the incumbent will be required to accept and carry out other duties.

Band / Grade	Position Code	Last Updated
RMOAI Band 3	OPERCMP.019	[...]
RMOAII Band 4	OPERCMP.018	

I agree to undertake the responsibilities detailed in this job description:

Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed: