

Resource Management Officer – Incident Response

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

To enforce the provisions of the Resource Management Act 1991, rules in plans, Soil Conservation and Rivers Control Act 1941 and other relevant legislation.

To investigate and report incidents including statutory offences relating to the provisions of the Resource Management Act 1991 and related legislation.

This position requires an organisational perspective and approach. This includes thinking about organisation-wide interests and impacts when interacting with customers or when planning activities and expenditure, collaborating inside the organisation to achieve the desired culture, making sound business decisions and taking ownership when directed by the Team Leader or Senior Leader

Ngā Haepapa | Accountabilities

- Work collaboratively and provide support to ensure effective and timely delivery of zone priorities.
- Support the implementation of an integrated and aligned incident response programme.
- Conduct timely responsive on-site inspections / audits and sampling and analysis of activities to assess compliance with legislation, environmental standards and procedures any relevant plan rules and authorisations.
- Provide effective support in the delivery of incident response and compliance projects, the resolution of complex issues and activity including analysis, monitoring, and coordination of an organisational response.
- Ensure that incidents reported with potential adverse effects are appropriately assessed, prioritised, resourced, investigated and remedial / mitigation actions are taken as required.
- Initiate and advise on appropriate enforcement action where necessary in accordance with legal requirements and Environment Canterbury's procedures.
- Establish and maintain strategic networks and relationships that enhance the effectiveness of the incident response function and galvanise partnership for the delivery on zone priorities and Canterbury Water Management Strategy (CWMS) outcomes.
- Engage and work with landowners, rūnanga, community groups, stakeholders, contractors to progress the planning of projects and collaboratively contribute to implementation and achievement of desired outcomes.
- Support the community to understand and implement best practices to provide for the protection of Kāi Tahu values (in particular wāhi tapu, wāhi taonga and mahinga kai) in partnership with Environment Canterbury and rūnanga

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.

Hononga ā-Mahi | Working Relationships

Kai rō Kaunihera | Within the organisation

- Accountable to the Team Leader Compliance for the delivery of role responsibilities aligned with Compliance and organisational outcomes.
- Close working relationship and frequent collaboration with team and wider section to deliver on the organisational outcomes
- Close working relationship with section managers and team leaders in the wider Operations Group as well as effective collaboration with organisational Groups with staff supporting Compliance delivery or contributing to work programmes and changes in processes to deliver organisation and environmental outcomes.

- Close working relationship and collaboration with respective facilitator/s, tangata whenua facilitator/s and working group/s to ensure priority milestones and outcomes are delivered and work is integrated and aligned.

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.
- Proactive collaboration with territorial authorities, primary industry organisations, environmental agencies, district health boards and other groups through development of strategic relationships to explore and develop partnerships to deliver on environmental outcomes as required.
- Proactive engagement with the wider community through development of strategic relationships to explore and develop partnerships to deliver on environmental outcomes as 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.

The Incident Response Officer position is required to:

- Work outside normal hours of work at times to meet ECan business and community response needs.
- Respond to pollution events by participating in the 24-hour Incident Response Afterhours Roster.
- Work in the field under a range of weather conditions.
- Maintain a good standard of physical fitness to meet the physical demands of the position.

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 university degree or equivalent in the fields of science, environmental management or resource management; or the equivalent, evidenced, relevant work experience in this field.
- Must hold a full Class 1 current driver's licence.

Mātau ā-wheako | Experience

- One to three years' experience in a regulatory environment, preferably aligned to resource management.
- Proven experience in the investigation of offences, preparation of cases for prosecution and giving evidence in court.
- Success and proven ability to develop and nurture strong relationships with stakeholders and tangata whenua.
- Proficient in the Microsoft suite of application and an aptitude towards specialised databases and systems.

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
4

Position Code
OPERCMP.015

Last Updated
July 2025

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

Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed: