

Rivers Monitoring Officer

Horopaki | Context

Environment Canterbury is the Regional Council for the largest region in New Zealand Aotearoa. We are committed to working 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 future environmental and political context affecting Canterbury means that Environment Canterbury's response to work delivery will need to be adaptive into the future, with regulatory changes, and environmental changes driven by climate change.

Our work/mahi focuses on the delivery of three core services to the Canterbury/Waitaha community: (Environmental Regulation and Protection; Community Preparedness and Response to Hazards, and Public Transport) and we are guided by our strategic pou of:

- 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 of Kaitiakitanga/Stewardship, Pononga/Integrity, Manaakitanga/People First, Whanaungatanga/Collaboration, and Māiatanga/Can Do.

Aronga | Purpose

This role has a focus on ensuring compliance with Flood Protection and Drainage Bylaw permissions and Gravel Authorisations, providing evidence that assets are protected, public expectations are met and legal risks to Council are mitigated

Ngā Haepapa | Accountabilities

- Lead, design and implement the systems and processes required to deliver a programme of prioritised monitoring and auditing of compliance with gravel authorisations, Flood By-Law authorities and relevant regional plan rules to ensure that community understanding, and awareness of the requirements is increased, and Environment Canterbury's legal obligations are met.
- Undertake desktop and site-based compliance monitoring and the necessary enforcement action as and when required.
- Respond to any reported incidents or breaches and follow through to resolution. Where necessary investigate significant non-compliance with gravel authorisations, Flood By-Law permissions, resource consents or regional plan rules. Use collaborative problem solving and knowledge sharing to rectify any issues or proceed to delegated enforcement action if required.
- Prepare timely and accurate reports for internal and external audiences relating to compliance with gravel authorisations and Flood By-Law permissions and other projects responsible for.

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- Carry out asset inspections and environmental and health and safety audits of works undertaken by, or on behalf of the Council to ensure operations are undertaken safely and in compliance our legal responsibilities.
- Process applications for gravel authorisations and bylaw authorities.
- Proactively engage with external holders of gravel authorisations and Flood By-Law permissions to ensure strong partnerships are enabled across the region with representatives from papatipu rūnanga, industry, local government, non-government organisations and community groups to leverage capability and resources for delivery of the organisation's priorities of supporting the protection and integrity of assets, flood and drainage schemes.
- Support the implementation of best practice across the section by assisting with the development of systems, procedures and processes that deliver best practice environmental and operational management. Specifically, this includes reviewing and suggesting amendments to the Gravel Extraction Code of Practice and the Defences Against Water Code of Practice.
- 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.
- Maintain and update staff Warrants for Rivers section under the Local Government Act (2002).
- Any other relevant task, as assigned by Manager Rivers from time to time.

Toitū Te Tiriti | Treaty Partner Excellence

- Deliver outcomes that underpin and give effect to the achievement of 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 so these can be considered in mahi programme development and prioritisation.
- Demonstrate an openness and courageousness in approach to issues and 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 the Waitaha Canterbury rohe and Te Rūnanga o Ngāi Tahu. To demonstrate our 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.
- Support the organisation's cultural capability journey, leading by example and identifying clear priorities, expectations, and development opportunities for individual capability and for the conscious planning and alignment of work to support organisational cultural capability across all aspects of delivery.

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Hauora me te Marutau | Health and Safety

Environment Canterbury is proactive in advocating robust Health and Safety practices; we take health, safety, and wellbeing very seriously.

- Understand the health and safety and risk obligations that rest with this position and act at all times to ensure accountabilities are met.
- Maintain a safety focused culture where health, safety and wellbeing are at the heart of decision making for kaimahi (our people) and the communities within which we operate.
- Maintain an enquiring mind, undertake own due diligence and knowledge on best practice to ensure a detailed understanding of any risks kaimahi (our people) may face in their mahi (work) and are appropriately removed or mitigated.
- Ensure awareness of and compliance with legislative and operational standards, and that relevant certifications are maintained.
- Ensure methods are in place to recognise and celebrate best practice and safety innovation.
- Provide opportunities for team involvement, education, and genuine participation in safety matters.
- Ensure methods are in place for all kaimahi, contractors and suppliers to be appropriately inducted and certified to carry out tasks safely.
- Ensure any organisational audit and assurance programme is undertaken as required and results are acted upon and regularly reviewed.
- Ensure processes are in place to communicate, consider and respond to information about health and safety.
- 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 Rivers Planning to deliver organisation Resource Management practices that directly align to support and enable organisational and strategic outcomes specifically relating to the gravel authorisations and bylaw permissions.
- Regular interface and collaboration with team members, relevant specialist staff across Rivers to deliver the work programme, including Area Engineers and Environmental Advisor, senior Rivers staff and Section Manager to deliver the work programme.
- Frequent contact with Compliance Enforcement Officers and Incident Response staff, Council scientific and technical staff and Customer Services staff to support environmental outcomes.

Kai waho i te Kaunihera | Outside the Organisation

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- Contribute toward our effective, strong, and valued relationship with all Papatipu Rūnanga within the Canterbury rohe and Te Rūnanga o Ngāi Tahu. To demonstrate our 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 as required.
- Liaison with resource consent, authorisation and permit holders, their consultants, and representatives to deliver organisational outcomes as required.
- Liaison with various government, local authority, industry, and consulting agencies to deliver organisational outcomes as required.
- Liaison with persons affected by activities of consent, authorisation and permit holders, environmental agencies and interested groups to find solutions as required.
- Liaison with technical experts and professional peers as required.
- Undertaking presentations to stakeholders to raise awareness as required.
- Success will be achieved through building relationships with external stakeholders, contractors and network authorities and promoting best practice through collaboration and knowledge sharing. When required, you will act on breaches and non-compliance, which may include formal processes delegated through statute (Resource Management Act 1991, Soil Conservation and Rivers Control Act 1941, etc).

Ngā Herenga Motuhake | Special Conditions

- May be required to work outside normal hours of work at times to meet ECan business and community engagement needs.
- Required to, where appropriate, participate in flood response during times of extreme rainfall.
- Frequent work in the field, under a range of weather conditions will be required.
- The job can be physically demanding requiring good health and a high level of physical fitness and the ability to inspect sites on foot.

Māngai Whakahaere | Delegations and Authorities

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.

Ngā Āheitanga | Capabilities

Tohu Mātauranga | Qualifications

- A Tertiary level qualification (preferably degree) in the field of science, engineering, planning or another relevant field
- Must hold a full Class 1 driver's licence.

Mātau ā-wheako | Experience

- A minimum of three years' experience in resource or environmental management compliance, consenting, engineering or engagement fields, would be desirable.

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- Proven experience in developing strong collaborative relationships and engaging a diverse range of people.
- Familiar with on-site civil earthworks contractors
- An understanding of geomorphological processes desirable.
- An understanding of RMA compliance and enforcement is desirable.
- Proficient in the Microsoft Suite of Applications and an aptitude towards specialised systems and programmes.
- Demonstrated clear and relevant written and verbal communication skills

Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Team Member level sit beneath each of the following organisational competencies. To identify the competency expectations at this level view the competency framework in the P&C Kete or the Environment Canterbury Careers website.

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. However, from time to time the Rivers Monitoring Officer will be required to accept and carry out other duties.

Band	Last Updated	Position Code
4	January 2025	OPERMSE.121

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Schedule B – Job Description

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

Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed:

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