



# Resource Advisor (Compliance)

## Part one: job description

<b>Job title:</b>	Resource Advisor (Compliance)	<b>Location:</b>	Wellington
<b>Status:</b>	Permanent, Full time	<b>Effective:</b>	November 2017
<b>Group:</b>	Environment Management	<b>Department:</b>	Environmental Regulation

## Our Purpose: Working together for our greater good

Our Purpose, Vision and Behaviours form our GW Way and are the guiding principles for all we do here at Greater Wellington Regional Council (GWRC).

### The GW Way behaviours are:

**On the same side:** *One team working for one common goal*

**No sacred cows:** *Always looking for a better way*

**For people by people:** *Everyone here is for everyone out there*

**Own it:** *Take responsibility and own the outcome*

## 1. Role of the Environmental Regulation Department

The Environmental Regulation Department works with individuals, communities and businesses who need to use the regions natural resources. We ensure that these resources are well managed, while meeting the needs of our customers to achieve their goals, and ensuring the resource is protected for future generations. We do all this and oversee the application of regulatory functions to ensure people and businesses of the Wellington region meet the requirements of the Resource Management Act 1991 and Greater Wellington's Natural Resource Management Plans.

This includes:

- Providing advice and guidance on natural resource use and management
- Helping people through the resource consenting process
- Making decisions on sustainable resource use through the issuing of resource consents

- Checking to ensure resources are being appropriately used through compliance inspections and audits
- Responding to and investigating environmental incidents as part of the department's 24-hour duty-roster
- Assessing unconsented works and activities, and taking action through appropriate (punitive and non-punitive) enforcement channels
- Assisting businesses to achieve better environmental outcomes through our Take Charge business pollution prevention programme
- Providing information, advice and services to other departments of the Council, and to external clients.

## **2. Purpose of role**

The Resource Advisor (Compliance) is responsible for:

- Assisting the Council to carry out its resource management responsibilities under the Resource Management Act 1991
- Developing and retaining a close customer relationship with consent holders, consent applicants, submitters and interest groups.

The Resource Advisor will provide high quality customer-focused resource management advice and services, primarily in the following resource areas:

- Land disturbance activities from the subdivision of land and bulk earthworks
- Major river flood protection scheme works
- Stream piping and offset mitigation works
- Coastal erosion/protection works
- Forestry and works on erosion prone land
- General stream disturbance activities.

However, work may be assigned in all resource management areas to support the needs of the department.

## **3. Working relationships/reporting lines**

The Resource Advisor (Compliance) reports directly to the Team Leader, Consents and Compliance.

The Resource Advisor (Compliance) has key working relationships with:

- Customers and the general public
- Holders of resource consents
- Contractors (onsite)

- Staff of the Environmental Regulation Department, and of other Council departments.
- Iwi/mana whenua partners
- Local authorities, central government, external agencies.

#### 4. Key results and tasks

Key results	Key tasks
<p><b>Consents and Compliance programme</b></p> <ul style="list-style-type: none"> <li>• Customers of the Environmental Regulation Department and Environmental Group have a high level of satisfaction with the operation of the consent and compliance regime.</li> <li>• Ensures that enforcement of resource consents is in accordance with the Resource Management Act 1991</li> <li>• All resource consents have a compliance programme which is effectively and efficiently implemented, and meets the requirement of legislation and internal procedures and processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Critically reviews compliance monitoring information and technical reports from consent holders</li> <li>• Audits compliance monitoring data</li> <li>• Conducts compliance inspections at consented sites and assesses compliance against relevant resource consents, permitted rules and National Environmental Standards</li> <li>• Completes compliance assessment reports and where relevant makes recommendations to the consent holder to improve performance</li> <li>• Seeks input from consultants and GWRC Environmental Science as to the impacts of consented activities on the environment</li> <li>• Reviews resource consent conditions in accordance RMA</li> <li>• As part of the 24-hr incident response (Environment Hotline) on-call service, responds to incidents, collects evidence and completes any associated follow up</li> <li>• Provides recommendations and draft conditions to Advisors processing consent applications</li> <li>• Ensures that the Compliance and Incidents databases and other departmental records are accurate and up-to-date</li> <li>• Provides expert evidence at the Environment Court/District Court (for incidents and investigations)</li> <li>• Conducts all activities in accordance with established procedures, including Greater Wellington Regional Council procedures manuals, health and safety system, GWRC Quality Management System.</li> </ul>

<p><b>Relationship Management</b></p> <p>Builds effective and enduring relationships with internal and external stakeholders.</p>	<ul style="list-style-type: none"> <li>• Uses excellent relationship skills when dealing with internal and external stakeholders and customers</li> <li>• Communicates effectively with consent holders to ensure that they understand their resource consent conditions and responsibilities</li> <li>• Attend public meetings and community meetings regarding consented activities that impact their community (this may include meetings outside of normal working hours)</li> <li>• Communicates effectively with customers and the public to ensure that they understand that process and legislative requirements of the RMA</li> <li>• Ability to tailor communications to suit the needs of the audience, including using a variety of tools and methods including digital channels.</li> </ul>
<p><b>Self Management</b></p> <ul style="list-style-type: none"> <li>• Demonstrates continuous improvement in performance/personal development.</li> </ul>	<ul style="list-style-type: none"> <li>• Is open to consultation and seeks regular feedback from team leader/manager in line with Greater Wellington Regional Council performance management system</li> <li>• Maintains personal skills and knowledge in matters relating to the Resource Management Act and resource consents and compliance</li> <li>• Identifies opportunities for training and development</li> <li>• Complies with Health and Safety legislation and policies.</li> </ul>
<p><b>Sustainable Resource Management</b></p> <p>Demonstrates a commitment to sustainable resource management.</p>	<ul style="list-style-type: none"> <li>• Promotes sustainable resource management and promotes the Council's role and achievements in this area, including making effective and efficient use of resources available to the Department</li> </ul>

<b>Health &amp; Safety</b> <ul style="list-style-type: none"> <li>• A safe and healthy working environment is maintained</li> <li>• GWRC's health and safety policies are observed</li> </ul>	<ul style="list-style-type: none"> <li>• Actively engages in health and safety matters</li> <li>• Practices safe work methods and follows health and safety procedures</li> <li>• Protects themselves, their fellow employees and any other party, from unsafe situations by working in a safe and responsible manner, in accordance with policy and procedural requirements</li> <li>• Participates in safe work planning, hazard identification, risk assessment and developing recommendations for corrective actions</li> <li>• Reports all incidents, including near misses and hazards, whether or not these incidents involve injury.</li> </ul>
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## 5. Dimensions (employees, budget, expenditure)

The Resource Advisor (Compliance) has no staff and no allocated budget responsibilities.

## Part two: person specification

### 1. Qualifications, skills and experience

- A relevant tertiary or professional qualification (e.g. resource management, law, engineering, environmental planning, natural or social science) would be an advantage
- Experience and understanding of the Resource Management Act 1991 including recent amendments, or other legislation in a compliance context
- Highly developed problem solving and analytical skills
- Well-developed written and oral communication skills. The ability to communicate with a wide variety of groups and individuals
- Competent using Microsoft office suite, and ability to use databases and spreadsheets.

### 2. Personal attributes and behavioural competencies

- Self-motivated and capable of working without supervision but also able to work within a team.
- A strong commitment to providing a high level of customer service and customer satisfaction
- A commitment to continuously improve our consents, compliance and enforcement processes and procedures to reduce the bureaucracy associated with resource consents
- Sound judgement and common sense
- Organisational and administrative skills

- The ability to complete projects to a high standard, on time and within budget
- An awareness and understanding of Tikanga Maori
- The ability to operate within a team, providing support and advice to colleagues and customers.

### **3. Physical requirements**

- The ability to undertake field inspections relating to resource consents, and as part of the incident response service
- A current New Zealand driver's licence
- The ability to use a computer and associated peripherals safely without causing or aggravating an injury
- The jobholder must be able to physically carry out the functions of the position.

### **Date and signatures**

Job holder: \_\_\_\_\_

Date:\_\_\_\_\_

Manager: \_\_\_\_\_

Date:\_\_\_\_\_