

Job Description

Te whakatakotoranga tūranga



Environmental Monitoring Officer – Freshwater

Pūtake Tūranga - Scope

To undertake compliance monitoring of resource consents and permitted activities, the investigation of environmental incidents and related enforcement action. This primarily relates to water take and water use activities, dam safety regulations, freshwater structures, and activities affecting wetlands.

Ngā Whainga - Key responsibilities

Advice

Provide advice, or coordinate advice when appropriate, to the Council, Group Manager – Regulatory Services, Compliance Monitoring Manager – Freshwater, and internal staff on matters relating to water takes and use, wetlands, freshwater structures (including dam safety), and associated regulations.

Compliance Monitoring

Develop, plan, and implement monitoring programmes for assigned resource consents, regional rules, and other applicable regulations. Activities include site inspections, sampling, measurements, data recording, reporting, follow-up actions, and enforcement of non-compliance. Monitoring activities cover a range of consented and permitted activities, with a primary focus on freshwater regulations.

Contract Management

Supervise contractors and consultants, ensuring that work output, technical quality, health and safety, and public engagement meet required standards.

Environmental Incidents

Carry out inspections, investigations and where necessary, take samples and measurements in response to assigned environmental incidents. Be available for the Council's 24 hour / 7-day Environmental Hotline after hours' roster for incident response.

Enforcement

Conduct inspections as a warranted enforcement officer under the Resource Management Act 1991 and undertake enforcement actions as required for assigned monitoring and incidents. Be prepared to provide and give evidence at enforcement proceedings as required.

Stakeholder engagement

Play a lead role in Council's engagement and education undertaken in conjunction with various industry groups within the freshwater sector.

Health & Safety

Adhere to all safe working procedures and instructions, taking care of oneself and others. Having a commitment to health and safety as detailed in the NRC policies and guidelines, and as defined by the Health and Safety Legislation.



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Organisational Responsibilities/Other Duties

Undertake other duties that may be assigned by the Compliance Monitoring Manager - Freshwater or Group Manager - Regulatory Services. Ensure that all Council policies and procedures are followed in work activities and be actively involved in seeking continuous improvement.

Civil Defence & Emergency Management

Undertake Civil Defence Emergency Management responsibilities if required.

Tō Pukenga - About you

Qualifications, skills and experience:

- A tertiary qualification (relevant to the position), or proven skills based on work experience (5 years plus years in a role of relevance)
- Compliance background preferred but not a requirement.
- Proficiency in the use of Microsoft systems e.g. Word, Excel, Outlook.
- Proficient in the use of databases.
- Confident with public speaking and representing Council in working groups or other forums.
- Ability to handle assertive and unhappy customers.
- Ability to work well under pressure.
- Self-motivated and able to work independently.
- Ability to handle confidential or controversial information with discretion and professionalism.
- Ability to interpret legislation and regional plans
- Ability to cope effectively with enforcement situations.
- Current full drivers licence.

Personal attributes

- Displays cultural empathy and awareness.
- Displays personal and professional integrity.
- Committed to H&S and organisational values.
- Proven ability to personally deliver high quality outcomes with a professional, courteous, and enthusiastic attitude, and a team player.

Reports to:

Compliance Monitoring Manager – Freshwater

Group and Department:

Regulatory Services Group/Compliance Monitoring

Location:

Whangārei

Date:

February 2026

Declaration

I have read and understood the contents of this Job Description.

Name:

(Please print full name)

Signature:

Date:



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