

## Environmental Monitoring Officer – Waste Management

### Pūtake Tūranga - Scope

To monitor compliance of solid waste disposal and storage sites, and trade and industrial enterprises such as timber treatment plants, to their resource consents, assist with collection of Northland's hazardous waste at council run amnesty day events, gather information on the region's contaminated sites, respond to enquiries, assist with maintenance of the hazardous activities and industries list (HAIL) database, investigation of environmental incidents and related enforcement.

This role contributes directly to council's area of focus (community outcomes) by strong regional economy and safe and resilient communities

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### Nga Whainga - Key responsibilities

#### Compliance Monitoring

Prepare and implement monitoring programmes for assigned resource consents. This will include site inspections, sample collection, measurements, recording, reporting, follow up and enforcement of non-compliance.

#### Contaminated Sites

To assist in the management of contaminated sites in Northland by responding to queries, monitoring contaminated sites and maintenance of the HAIL database (the Selected Land-use Register), including adding new HAIL sites and manage data consistency in the Register.

#### Hazardous substances

To assist with the co-ordination, collection, documentation, storage, and packaging of waste hazardous substances at council-run amnesty day events.

#### Environmental Incidents

Carry out inspections, investigations and when necessary, take samples and measurements in response to assigned environmental incidents.

#### Enforcement

Conduct inspections as a warranted enforcement officer (Resource Management Act 1991) and undertake enforcement actions as required for assigned monitoring and incidents.

#### Quality System

Meet the requirements of the registered quality assurance programme.

#### Health and 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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# Tō Pukenga - About you

## Qualification, skills and experience:

- A tertiary qualification relevant to the purpose of the position.
- Minimum 2 years' experience in a similar role.
- Previous experience in the implementation of environmental monitoring programmes.
- Proficient in the use of Microsoft systems e.g. Word, Excel, Outlook.
- Ability to work well under pressure.
- Ability to handle confidential or controversial information with discretion and professionalism.
- Ability to cope effectively with enforcement situations.
- Current full drivers license.
- Sound knowledge of Regional Council Resource Management Act monitoring functions.
- Special technical knowledge and experience in working with the Resource Management Act 1991.
- Special technical knowledge of hazardous substance legislation would be useful in the role but not required.

## Personal attributes

- Ability to handle enforcement situations and manage unwilling customers.
- Relates well to all kinds of people and build constructive and effective relationships.
- Excellent communication skills; Communicate with staff and elected representatives in an objective, timely and professional manner.
- Project management and ability to work effectively and collaboratively in a team.
- Demonstrated ability to take on responsibility and use initiative to work effectively under pressure and to tight deadlines.
- Exceeds personal and team focused goals, continuous improvement mindset.
- Proven ability to personally deliver high quality outcomes with a professional, courteous, and enthusiastic attitude, and a team player.
- Ability to plan, set and achieve goals and key responsibilities.
- Displays personal and professional integrity.
- Displays cultural empathy and awareness.
- Committed to H&S and organisational values.
- Sound understanding of Māori culture.

**Reports to:** Compliance Monitoring Manager – Coastal and Land  
**Group and Department:** Regulatory Services – Compliance Monitoring  
**Location:** Whangarei  
**Date:** July 2024

Declaration	
<i>I have read and understood the contents of this Job Description.</i>	
Name:	(Please print full name)
Signature:	Date:



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