

Waters Compliance and Monitoring Officer

Part one: Job description

Job title:	Waters Compliance and Monitoring Officer	Location:	Carterton
Status:	Permanent	Effective:	March 2024
Team:	Infrastructure Services		

1. Role of the Infrastructure and Services Team

The Infrastructure Services Team supports the delivery of the Council's Long Term Plan objectives and community wellbeing outcomes through the management of infrastructure services and functions including Water Services (Drinking Water, Wastewater, Stormwater and Water Races), Asset Management, and Roding.

2. Purpose of the role

The purpose of the Waters Compliance and Monitoring Officer is to ensure that the compliance, monitoring and reporting requirements for all Waters consents and activities are met, including Water Supply, Wastewater, Stormwater and Water Races.

3. Responsibilities of the role

- Monitor and maintain compliance requirements for all Waters consents and related activities, including Water Supply, Wastewater, Stormwater and Water Races.
- Analyse the data from online instruments and sampling results to the requirement of Taumata Arowai and resource consents.
- Lead the day-to-day work delivery of the Environmental Technical Officer ensuring compliant water testing, handling and reporting.
- Ensure the Council's Water Safety Plan and other relevant operating procedures are up to date.
- Oversee the consent and regulatory obligations of business trade waste.

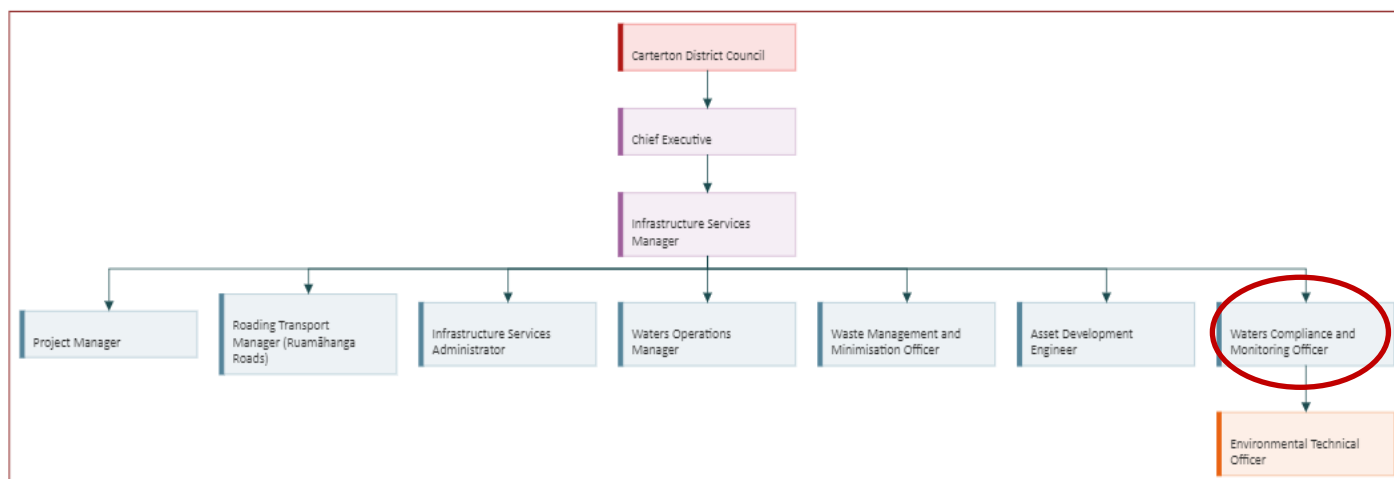
4. Working relationships/reporting lines

The Waters Compliance and Monitoring Officer reports directly to the Infrastructure Services Manager. The position has one direct report, the Environmental Technical Officer.

In addition, the position has regular contact with a number of internal and external stakeholders including, but not limited to:

Internal	External
<ul style="list-style-type: none"> • Mayor and Councillors • Chief Executive Officer • Infrastructure Services Manager and Team • Waters Operations Manager and Team • Other managers and team leaders individually • Other council staff 	<ul style="list-style-type: none"> • Local Councils and Regional Council • New Zealand Transport Agency • External Contractors • Regional networks • Ratepayers and members of the public

5. Organisational Context



6. Key results and tasks

KEY RESULTS	KEY TASKS
Waters compliance and monitoring	<ul style="list-style-type: none"> • Understand and maintain all resource consent requirements and renewal timeframes. • Monitor resource consent associated elements so that sampling can be appropriately scheduled and completed. • Programme and achieve resource consent monitoring requirements. • Ensure regular internal/external site visits and inspections to identify potential compliance issues and recommend corrective actions. • Accurately collate, input and analyse consent monitoring results to determine effectiveness of activity.

	<ul style="list-style-type: none"> • Develop comprehensive knowledge and manage the databases and systems used by the Waters Team. • Generate appropriate technical reports observing consent compliance status and future compliance outlook as requested by the Infrastructure Services Manager. • Respond promptly and thoroughly investigate complaints of non-compliance. • Liaise with the Greater Wellington Regional Council on behalf of the Council in regard to consent compliance. • Produce annual reports for consents.
Potable water quality and supply	<ul style="list-style-type: none"> • Ensure Council compliance with Taumata Arowai regulations and requirements. • Update and monitor the programme within the Water Safety Plan. • Provide oversight and reporting on the quality, testing, flushing, consenting, and monitoring role for the delivery of potable water. • Ensure that only current best practice is used for Council's waters reticulation. • Provide oversight on potable water projects such as treatment plant upgrades or long-term strategic investment development. • Respond to emergencies in an appropriate manner and minimising risk to Council. • Other tasks as required from time to time to ensure the effective operation of Council reticulation.
Wastewater	<ul style="list-style-type: none"> • Ensure Council compliance with consent conditions. • Provide oversight and compliance reporting.
Water Races	<ul style="list-style-type: none"> • Ensure Council compliance with consent conditions. • Provide oversight and compliance reporting.
Trade Waste	<ul style="list-style-type: none"> • Oversee the obligations of business trade waste with an emphasis on Premier Beehive.
Leadership	<ul style="list-style-type: none"> • Lead the day-to-day work delivery of the Environmental Technical Officer ensuring compliant water testing, handling and reporting. • Develop and manage team members' performance including establishing agreed objectives and completing performance and development reviews. • Provide guidance and support to other council staff on compliance-related matters, including training and development if required.
Health, Safety and Wellbeing	<ul style="list-style-type: none"> • Actively participate in Health Safety and Wellbeing (HS&W) activities at CDC. • Demonstrate your understanding of HS&W related policies and procedures. • Be accountable for your actions at all times while adhering the Health and Safety at Work Act (2015). • Actively raise awareness to others about HS&W in the workplace. • Actively participate in safety reporting and hazard management. • Demonstrate HS&W practices to colleagues.

<p>Council Contribution</p>	<ul style="list-style-type: none"> • Deliver on overall Council contribution if and when required to ensure Council's overall business goals are achieved as well as developing own professional abilities on a continuous basis. • Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with staff, and internal and external stakeholders. • Contribute to the promotion of the principles of Te Tiriti o Waitangi and work in partnership with Māori. • Act as an ambassador for Council and its services. • Act within professional guidelines and council policies at all times. • Participate in Council's emergency preparation, training, and response as practicable, including working with the Emergency Operations Centre when directed.
	<ul style="list-style-type: none"> • Actively participate in and contribute to performance improvement and development. • Participate and contribute to management support initiatives. • Additional tasks, duties or responsibilities as directed the Infrastructure Services Manager.

Part two: Person Specification

1. Qualifications, skills and experience.

- Civil / Water Engineer Degree or Diploma with industry experience is preferred.
- National Certificates/Diplomas in Drinking Water and/or Wastewater is preferred.
- Experience in water and wastewater treatment, reticulation networks and components is an advantage.
- Understanding of the Resource Management Act, resource consenting and condition monitoring is desirable.
- Administrative and reporting competency including strong written communication skills.
- Competent computer skills with experience in relevant programmes such as Microsoft Word, Excel and other industry related databases.
- A current NZ Drivers Licence.

2. Personal attributes

- Ability to use initiative, analyse problems and formulate appropriate solutions.
- Skilled in operations analysis, valuation and interpretation.
- A strong communicator who can work collaboratively across a range of managers and teams.
- Ability to manage own workloads, prioritising and planning effectively to ensure timely delivery of services.
- Comfortable working under pressure to achieve deadlines.
- Excellent relationship and stakeholder management skills.

3. Behavioural competencies

WORKING CO-OPERATIVELY

Working effectively with others inside and outside the organisation. Taking actions that demonstrate consideration for the feelings and needs of others and awareness of the impact of ones behaviour on others.

ANALYSIS (PROBLEM IDENTIFICATION)

Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data form different sources; identifying relationships.

JUDGEMENT (PROBLEM SOLUTION)

Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into account resources, constraints and organisational values.

ORGANISATIONAL AWARENESS

Having and using knowledge of systems, situations, pressures and culture inside the organisation to identify potential organisational problems and opportunities; perceiving the impact and implications of decisions on other components of the organisation.

CLIENT SERVICE ORIENTATION

Making efforts to listen to and understand clients (both internal and external); anticipating client needs; giving high priority to client satisfaction.

EXTRA-ORGANISATIONAL AWARENESS

Having and using knowledge of societal, technical, political and governmental issues outside the organisation to identify potential problems and opportunities; perceiving the organisational impact and implications of decisions relative to these factors

WORK STANDARDS

Setting high goals or standards of performance for self, staff, and the organisation; being dissatisfied with average performance; self-imposing standards of excellence rather than having standards imposed by others.

PLANNING AND ORGANISING

Establishing a course of action for self and others to accomplish a specific goal; planning proper assignment of personnel and resources.

PROJECT PLANNING

Establishing a course of action to accomplish a specific project or goal; planning proper personnel assignments and appropriate allocation of resources; developing contingency plans.

INTEGRITY

Maintaining and promoting social, ethical, and organisational norms in conducting internal and external business activities.

COMMUNICATION

Expressing ideas effectively in individual and group situations (including non-verbal communication); adjusting language structure or terminology both orally and in memoranda, letters and reports to the characteristics and needs of the audience.