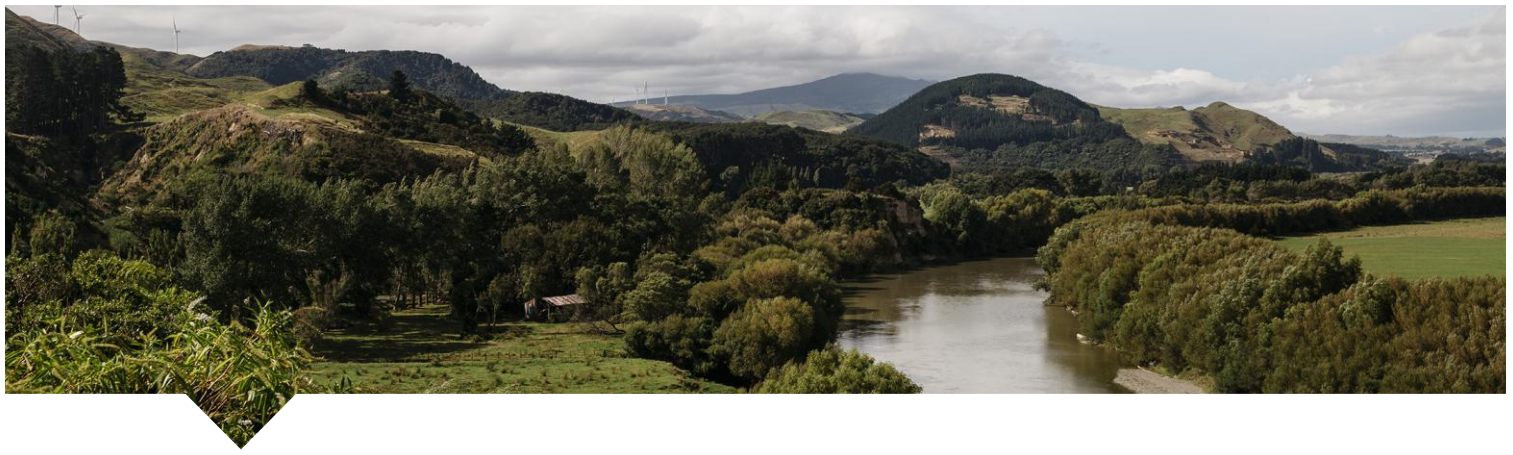




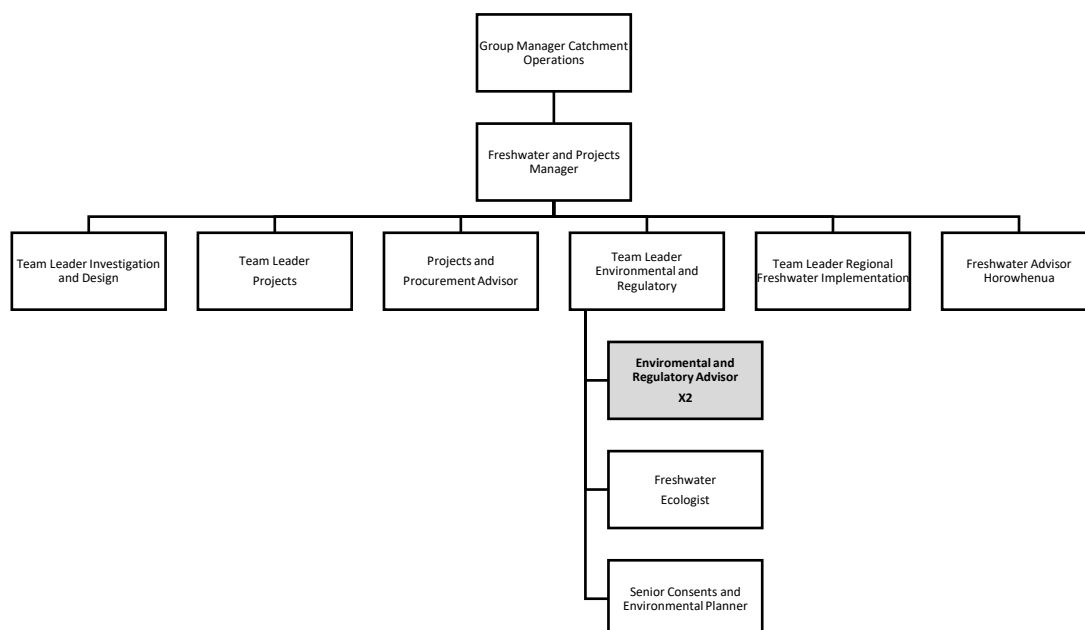
JOB DESCRIPTION

Job Title: Environmental and Regulatory Advisor
Work Unit: Catchment Operations Group
Responsible to: Team Leader Environmental and Regulatory
Responsible for: No direct reports

Position purpose: This role exists to provide environmental management, and regulatory technical advice to the Catchment Operations Group, ensuring Flood Protection and Drainage Management activities are planned and delivered in compliance with environmental legislation, resource consents and Council policies. The role coordinates environmental approvals and compliance programmes, provides technical advice and assurance, fosters effective relationships with iwi, stakeholders and regulatory partners, and supports continuous improvement in environmental performance across Catchment Operations.

Salary: \$90,940 (85%) – \$106,988 (100%)
Date: July 2026

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

INTERNAL	EXTERNAL
▪ Catchment Operations Group ▪ River Management team ▪ Administration staff ▪ Environmental Scientists ▪ Consents team ▪ Consent monitoring team ▪ Policy & Strategy team	▪ Iwi/hapū ▪ Scheme Liaison committees ▪ Ratepayers and the general public ▪ Territorial Local Authorities ▪ DOC, Fish & Game, Ministry for the Environment), and other stakeholders ▪ Consultants and contractors

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Technical / Field Operations	
▪ Assessing the technical/regulatory requirements (inputs) of a project 'in the field' to ensure all aspects of the project are addressed and the desired outputs and outcomes are achieved. ▪ Develop project plans or briefs as necessary. ▪ Recording the results of inspections and / or project assessments as appropriate in Council database or records. ▪ Undertake data management, analysis and reporting tasks to support the Catchment Operations team. ▪ Provide technical support and technical solutions for projects. ▪ Report on projects as required. ▪ Monitor Catchment Operations works to report on compliance with all regulatory requirements.	▪ Field work and field inspections are carried out, recorded, are accurate and up-to-date. ▪ Project plans or briefs deliver outputs on time, in full, to desired standard. ▪ Strategy and/or Operational Plan responsibilities are completed; meeting standards and timeframes. ▪ Data is captured and stored in an appropriate manner. ▪ Technical support and solutions are based on sound technical knowledge and relevant legislation. ▪ Appropriate reports are provided in a timely manner to agreed standards.
Regulatory/Permissions Management	
▪ Assist with the management of a tracking system to easily identify consent conditions, expiration dates, renewals and compliance. ▪ Develop and coordinate the implementation of a work programme to keep permissions up to date. ▪ Obtain resource consents and other permissions/approvals for assigned operational activities. ▪ Coordinate with teams on the ground, stakeholders, iwi and the community around regulatory requirements and other permissions. This includes new requirements such as National Environmental Standards for Freshwater Management and Dam Safety Regulations. ▪ Manage key stakeholder relationships in the context of the required project consents/permissions.	▪ A register of permissions (including consents) is up to date, readily available and being used to inform processes around renewals of permissions and compliance with permissions. ▪ A proactive approach to compliance management is implemented and emerging compliance matters are responded to with priority. ▪ Consents are renewed as required in a timely manner and a system is in place to manage consents expiration dates. ▪ Robust and trusting relationships with iwi/hapū and key stakeholders are developed. ▪ Environmental Code of Practice is regularly reviewed and updated as required. ▪ Opportunities for professional development are taken up and professional knowledge is maintained and kept up-to-date in line with

▪ Provide support to Catchment Operations teams on consenting, compliance and other permissions type queries. ▪ Coordinate lease management within River Management, as and when required. ▪ Provide input to policy development and operational planning on behalf of the Catchment Operations Group. ▪ Actively seek out, integrate, and embed good environmental management practices into our Flood protection and Drainage Management activities and other Catchment Operations Group Activities. ▪ Remaining up to date and providing guidance to Catchment Operations on good environmental practices for river management.	industry practices and guidance and relevant legislation.
Auditing & Provision of Advice	
▪ Prioritising the efforts around auditing compliance with permissions and documenting the strategy for this. ▪ Support the broader team with auditing compliance with consents/permissions. ▪ Track and report on compliance with permissions. ▪ Provide advice, training and coordination of effort around regulatory and other permissions. ▪ Provide input into, including leading the development of, policies and procedures for the River Management team related to permissions/consents etc. ▪ Undertake monitoring and assessing compliance with the Environmental Code of Practice and resource consent conditions. ▪ Provide feedback and develop strategies for improving environmental performance.	▪ The strategy for compliance and auditing is documented, communicated, actively implemented and regularly reviewed with the broader team. ▪ Concise, accurate and advice is provided in a timely manner. ▪ Information on regulatory permissions is up to date and a proactive approach is being taken to identify and resolve any issues. ▪ A team approach to management of regulatory permissions is implemented. ▪ Reporting is informing prioritisation of effort. ▪ The team are actively working in a continuous improvement approach to improve environmental outcomes from the work of the River Management team. ▪ Audits of river management works are completed in a timely manner in line with best practice.
Public Liaison	
▪ Facilitate, prepare and promote HRC, Catchment Operations and individual projects to the public, interest groups and project partners. ▪ Present information to the public on Catchment Operations regulatory compliance in a user friendly manner. ▪ Support all HRC strategies and plans with an emphasis on Catchment Operations operational plans and individual project targets. ▪ Respond to complaints, general inquiries and requests for action. ▪ Organise and attend field days (e.g. formal or informal public events or focus groups). ▪ Provide presentations to the public.	▪ Community involvement is achieved by facilitating diverse groups, identifying and clarifying unresolved issues, recommending action and modifying behaviour. ▪ Up-to-date information is captured in an appropriate manner and stored within the systems available. ▪ Customers receive up-to-date and relevant information. ▪ Requests for information are responded to promptly. ▪ All customer contacts and queries are recorded in an appropriate database on a timely basis. ▪ Complaints are dealt with in an appropriate manner and escalated as appropriate. ▪ Presentations are informative and engage members of the public.

Corporate Contribution	
▪ Maintain own professional development. ▪ Undertake Performance Development tasks/responsibilities. ▪ Undertake Health and Safety tasks/responsibilities. ▪ Participate in emergency management training and activities as required. ▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed. ▪ Maintain Council plant and equipment. ▪ Fulfil administration reporting requirements (e.g. timesheets, vouchers, reporting).	▪ Appropriate training and development undertaken as agreed. ▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. ▪ Contribution to projects and corporate initiatives is effective and valued. ▪ Administration requirements are completed timely and accurately.

PERSON SPECIFICATION

Qualifications

Essential

- A tertiary qualification in freshwater ecology/environmental science, or resource management planning.
- Current full New Zealand Class 1 driver licence.

Knowledge/Experience

Essential

- Minimum of 2 years proven experience in resources/environmental management/freshwater ecology/environmental science, resource management planning or consent monitoring.
- Experience in resource consenting processes and/or consents monitoring.
- Experience with GIS software and its capabilities.
- Understanding of the Te Tiriti O Waitangi (Treaty of Waitangi) and the implications of the Treaty on today's society and the work that we undertake.
- Understanding and willingness to uphold tikanga and kawa.
- Be comfortable engaging and working in partnership with iwi, hapū, whānau and tangata whenua corporations.
- Able to work effectively with the general public, landowners and agencies and manage customer's expectations.
- Ability to manage multiple projects, conflicting priorities, differing personalities and deliver projects on time and on budget.
- An adaptable, open minded demeanour.
- Quality Management System / Auditing experience.
- Health and safety management experience.

Desirable

- Competent in relevant information technology.
- Understanding of river management practices and ecological processes.

KEY JOB COMPETENCIES

Expert Knowledge

- Technical, environmental or management discipline
- Problem solving/solution focus
- Project/control practices
- Managing expectations

Advanced Knowledge

- Resource Management legislation including relevant National Policy Statements and National Environmental Standards.
- Environmental Management legislation

Working Knowledge

- Computer literacy (including Microsoft Office, Outlook)
- Time management
- Documentation management
- Safe work practices

Awareness

- Understanding and sensitivity to cultural perspectives other than one's own.

KEY COMPETENCIES FOR PERFORMANCE DEVELOPMENT

Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

Communication

- Use written and verbal language and style appropriate to the audience and context.

Teamwork

- Work constructively with people as a team member to achieve a common goal.

Dependability and Commitment

- Reliable and dedicated to achieving results.

Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

Leadership

- Creates a clear direction, inspires a shared commitment and leads by example.

Developing and Managing Performance

- Builds an environment that is focused on enhancing the skills and performance of individuals and teams.

PERSONAL ATTRIBUTES

- Excellent communication skills (verbal and written).
- Cheerful, approachable disposition with honesty and integrity a priority.
- Able to relate to a wide range of people.
- Have a positive approach to change by responding to changes in job demands and adapt new strategies.
- Able to manage work demands and conflicting priorities with ease.
- Be willing to work as a part of team to drive continuous improvement.
- Be self-motivated and display a responsible, committed attitude to work and to the organisation.
- A commitment to the principles of Quality Assurance.
- An acceptance and ability to deliver the principles of good customer service.

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to all responsibilities and ensure legislative responsibilities and codes of practice are complied with.

DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

NGĀ UARA O NGĀ PAE | HORIZONS VALUES



Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

Approved: _____ (Manager) Date: ____/____/____

Read and Understood: _____ (Incumbent) Date: ____/____/____

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[horizons.govt.nz](https://www.horizons.govt.nz)