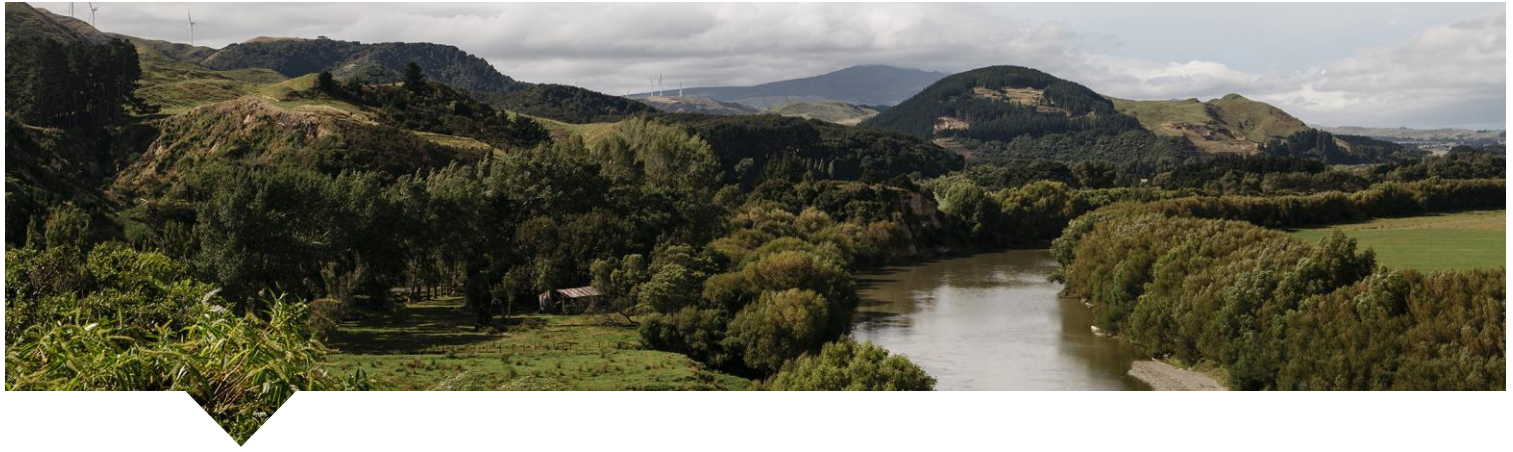
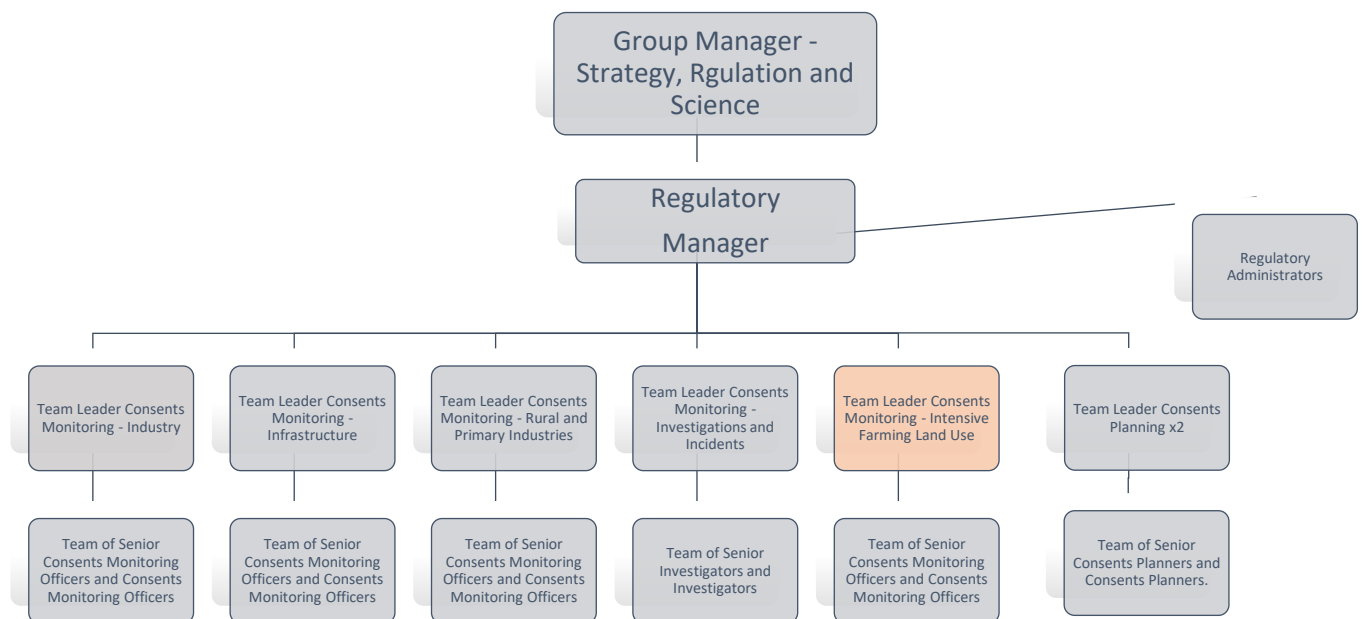




JOB DESCRIPTION

Job Title:	Team Leader Consents Monitoring – Intensive Farming Land Use
Work Unit:	Compliance, Regulatory
Responsible to:	Regulatory Manager
Responsible for:	Senior Consents Monitoring Officers, Consent Monitoring Officers,
Position purpose:	To lead and support the effective delivery of Council’s Compliance Monitoring and Enforcement (CME) statutory obligations, particularly in relation to Intensive Land Use activities, ensuring all actions are lawful, reasonable, and aligned with best practice. This role is responsible for leading a team of compliance officers (including senior officers), providing operational oversight, expert advice, and mentoring to staff. Working closely with the Regulatory Manager, the role also provides continuity during their absence and contributes to the credibility and integrity of Council’s regulatory functions.
Grade	18
Salary:	\$117,896 (85%) to \$138,701 (100%)
Date:	August 2026

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
▪ Iwi ▪ Legal advisors and the Courts ▪ Technical Experts ▪ Central and Local Government Agencies ▪ Contractors and service providers ▪ Consent Holders ▪ Primary sector professionals and primary sector agencies ▪ Peers in other local authorities. ▪ General Public	▪ Managers and Staff ▪ Chief Executive ▪ Councillors ▪ Executive Management Team

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Team Development, Support and Leadership	
▪ Support the Regulatory Manager with the operational delivery of Councils CME statutory obligations.. ▪ Effectively supervise and manage work flow and case load. ▪ Carry out performance reviews and assessment of staff ▪ Work with staff in establishing professional development plans and achieving their professional development goals. ▪ Undertake Regulatory Managers duties and functions as and when required. ▪ Provide effective and competent leadership ▪ Ensure the team is working towards clear goals and objectives ▪ Manage, delegate, advise and assist with complex, contentious and high profile CME matters. ▪ Manage and oversee the recruitment and onboarding of staff within Intensive Farming Land Use.	▪ The Regulatory Manager is effectively supported in delivering Councils CME function. ▪ Staff are given clear priorities in relation to work and programme performance is tracked against programme targets. ▪ Staff are given guidance, direction and support in their working environment ▪ Staff training programmes are implemented and maintained ▪ Team outputs are maintained for the Regulatory Manager's duties as required in the Manager's absence and tasks are carried out efficiently and effectively.

Resource Management Act (RMA) Compliance Monitoring

▪ To lead, supervise and deliver Councils CME programme in relation to Intensive Farming Land Use activities in a manner that is consistent with Councils Compliance Monitoring and Enforcement Policy. ▪ Provide specialist knowledge and oversight in relation to compliance monitoring and enforcement decision making, including evidential sufficiency and public interest assessments as required by Crown Solicitor Prosecution Guidelines. ▪ Lead, manage, assess and oversee the preparation of expert evidence and recommend appropriate enforcement action. ▪ Represent Horizons Regional Council (Horizons) at hearings before the District and/or Environment Courts, negotiate resolutions with defendants and other parties as appropriate. ▪ Provide mentoring, training and assistance to other Horizons staff as they undertake investigations and enforcement action under the RMA. ▪ Establishes and maintains effective relationships with external parties including other government agencies, community groups and iwi. ▪ Ensure CME action is undertaken in accordance with recognised national best practice. ▪ Actively manage the risks associated with CME and ensure risks are identified, mitigated and where practicable resolved ▪ Where practicable and appropriate resolutions to high level/risk CME matters are found. ▪ Fulfil administration-reporting requirements in relation to CME (eg, NMS and Annual Plan reporting).	▪ Complaints and non-compliances are investigated in a professional manner and evidence of offending is obtained to the requisite evidential standard to allow appropriate enforcement action to be undertaken. ▪ All required evidence is compiled and presented to court within specified timeframes. ▪ Appropriate action is taken to ensure an effective outcome is achieved. ▪ The expertise and professionalism of Horizons staff who undertake CME activities is to the requisite standard. ▪ Where appropriate provides specialist accurate and legally sound advice regarding CME. ▪ Horizons is represented in a professional and appropriate manner. ▪ Provide high quality, accurate technical reports within specified timeframes. ▪ Council CME processes and procedures are consistent with recognised best practice and legally robust ▪ Risks associated with high level CME activities are actively identified, managed and where practicable resolved. ▪ Where required, is actively involved in finding practical and legally robust resolutions to high level CME issues. ▪ CME is undertaken in a manner that ensures integrity of the organisation is upheld and the community and Courts has confidence in Councils CME function.
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Non-Regulatory RMA Implementation

▪ Interface with a variety of parties including Consent Holders, government departments, council and senior representatives, environmental consultants and rural professionals in professional manner. ▪ Research and provide accurate, timely and professional RMA advice to all customers. ▪ Where appropriate respond to information requests, including Official Information requests, on enforcement or investigation matters.	▪ Meetings with Parties where required to ensure effective liaison and communication. ▪ Positive feedback from peers, customers and supervisors about the level of service received. ▪ Carries out tasks in a professional effective and efficient manner. ▪ Information given is clear, concise and is technically and legally correct.
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Advisory	
- Identifying risk factors capable of negative impacts on Horizons CME programme and reputation - Identifying appropriate risk mitigation or reduction strategies - Declaring any known or likely perceived conflicts of interest.	Risks are identified and management responses formulated before communication to manager for consideration and if required implementation of risk mitigation measures.
Professional Development	
Attends appropriate conferences, seminars and courses	Currency of professional knowledge and expertise is maintained and progressively advanced and developed.
Health and Safety Management	
- Assume the responsibilities assigned to a "Manager/Team Leader" as defined in the Horizons Regional Council Health and Safety Policy and Management Manual. - Ensure compliance with Standard operating procedures (SOPs) and safe work methods/practices relating to my functional work area at all times. - Promote and support the safe and early return to work of injured employees. - Ensure hazard management plan review is undertaken annually for your team. - Ensure all hazards are identified and steps are taken to mitigate them. - Ensure those staff issued with Personal Protective Equipment (PPE) receive correct and adequate training and are competent in the use of the PPE.	- All staff are trained in appropriate safe practices, procedures and emergency preparedness. - All accidents involving staff or contractors are reported and investigated in a timely manner. - Hazard identification, hazard assessment and risk management is coordinated and achieved effectively within your team and area. - Hazard management processes are reviewed annually and implemented and monitored for your team. - All staff and contractors are aware of all hazards relating to their relevant work practices and areas. - All staff are provided with, and trained in, the use of appropriate PPE. - Potentially high-risk hazards associated with emergency events are appropriately managed remote from Incident Controller. - A high level of health and safety awareness is evident in all activities.
Corporate Contribution	
- Maintain own professional development - Undertake Performance Development tasks/responsibilities. - Undertake Health and Safety tasks/responsibilities. - Participate in emergency management activities as required. - Participate and contribute to corporate projects and inter-departmental initiatives as agreed. - Maintain Council plant and equipment. - Ensure the Business Continuity plan for the team is maintained and regularly reviewed and updated to ensure it remain current.	- 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. - Business Continuity Plan (BCP) is maintained and updated as required, to reflect changes and ensure its currency within current and future team/group activities.

PERSON SPECIFICATION

Qualifications

Essential

- At least 5 years leadership experience in environmental management with a particular emphasis on primary based activities and their associated environmental effects.
- Extensive knowledge of the NZ environmental regulatory framework and how that applies to CME responsibilities.
- Degree level qualification in an environmental related field.
- A current "Class 1 - with no restrictions" motor vehicle licence.

Knowledge/Experience

- Three to five years leadership experience within the CME industry
- Advanced understanding of best practice as it relates to primary based industries.
- Excellent skills in time, risk, project and file management, communication, information/evidence gathering and evaluation, negotiation, problem solving and decision making.
- Excellent ability in interpreting and understanding relevant legislation, rules and regulations.
- Demonstrated ability to work with minimal supervision.
- Demonstrated ability to lead and mentor staff

KEY JOB COMPETENCIES

Expert Knowledge

- Practical application of environmental management and environmental legislation as it relates to primary based activities and their associated environmental effects.
- Understanding of the Resource Management Act and other relevant legislation and how it applies to CME
- Communication, information/evidence gathering, assessment and evaluation, interviewing, negotiation, problem solving and decision making
- Primary based activities and their associated effects on the environment
- Time management, strategic thinking and project management
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Working Knowledge

- Discharges to air, land and water;
- Computers and other technology.
- Regional Plans, National Environmental Standards and Regulations

Awareness

- Commitment to the Treaty of Waitangi.
- Sensitivity to differing cultural perspectives.
- Health and Safety requirements in the workplace.

HORIZONS KEY COMPETENCIES

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

- Demonstrates a high standard of written and verbal communication.
- Is self-motivated and demonstrates a responsible and committed approach to work and the organisation.
- Applies creative and practical thinking to identify solutions to issues.
- Provides clear direction and guidance to others.
- Communicates ideas, feedback and decisions clearly and constructively, including in situations where the audience may be unreceptive.
- Takes a proactive approach to ongoing professional development.
- Adapts effectively to changing situations and priorities.
- Is observant and able to recognise relevant issues, risks and opportunities.
- Uses initiative and sound judgement.

OTHER REQUIREMENTS

Be prepared to:

- Be part of a supervisor roster to support pollution response officers 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 your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

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

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.

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

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