




SECTION A

Port Nelson Limited is owned by the Nelson City Council and Tasman District Council with our purpose being to facilitate regional prosperity.

POSITION:	Environmental Officer
REPORTS TO:	Environmental Manager
LOCATION:	Port Nelson

SECTION B

POSITION OBJECTIVE: 	<ul style="list-style-type: none"> To deliver Port Nelson Limited's Environmental and Sustainability portfolio's, through the delivery of the Port's five-year strategy. Focus on reducing the operational impacts on the physical environment, reducing our carbon emissions, implementing innovative solutions for managing our environmental aspects integrating environmental management into our daily operational rhythm. 	
RELATIONSHIPS:	Internal	General Manager – Environment and Infrastructure Environmental Manager Senior Project Engineer PNL senior management PNL staff Leadership Team
	External	NCC Environmental Compliance staff Government Departments Consultants and Contractors Public (incl. local residents of the Port area) Port Noise Liaison Committee Port Nelson Environmental Committee Local iwi Other environmental stakeholder groups
DELEGATED AUTHORITY:	As per delegated authority guidelines.	
DIRECT REPORTS:	None	




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DIRECT REPORTS:	None	

SECTION C

KEY TASKS AND ACCOUNTABILITIES

Key Accountabilities	Task
Environmental 	<ul style="list-style-type: none"> • Participate in the delivery of the 5-year Environmental Sustainability Strategy • Participate in the ongoing management of the Environmental Management System and maintain regulatory compliance • Provide technical expertise/advice to assist with achieving objectives through scoping and identification of ongoing and specific environmental issues and investigate potential options to avoid, minimise or mitigate the environmental effects • Assist in the ongoing improvement of the ISO14001 EMS and system certification • Contribute to the development/ improvement and maintenance of the Environmental Management, Noise Management and Noise Mitigation Plans • Participate in the development of monitor systems, processes and policies to address environmental issues • Carry out all compliance monitoring and reporting • Complete internal and external auditing requirements for Environmental Management System • Monitor compliance with all RMA, resource consent, NRMP and other applicable legislative requirements. • Implement noise reduction measures • Undertake monthly, 6th monthly noise monitoring and reporting requirements • Undertake the Annual Planning data analysis and reporting. • Undertake the data analysis and interruption for the carbon reduction programme and reporting • Maintain strong relationships with key PNL operational staff as well as other port users • Manage the noise complaints process including liaising with local residents and operational staff, interrogating noise monitor data and video footage and reporting back to affected parties • Investigate and resolve internal environmental incidents through the Event Reporting system • Receive, investigate and resolve other external environmental complaints • Provide environmental training and inductions for staff and contractor

Project Management	<p>Project Management and implementation of environmental improvement projects with specific activities including, but not limited to:</p> <ul style="list-style-type: none"> • Implement and manage residential noise mitigation works including acting as first point of contact for local residents, the preparation of mitigation agreements and co-ordination of the acoustic report and certificate processes • Collect, interrogate and report on appropriate data for environmental monitoring purposes to enable compliance with Resource Consents and other legislative and regulatory requirements • Supervise the execution of physical solutions to improve environmental performance eg noise, dust, recycling, waste management, resource use and energy use reduction • Work with internal departments and external expertise to progress environmental projects • Deliver eco-efficiency programmes and education
Safety	<p>Operations:</p> <ul style="list-style-type: none"> • Take an active role in ensuring safety of yourself and other members of the PNL team • Encourage a safety minded focus within your team and participate in the resolution of safety concerns • Adopt safe work practices, know the safety rules for your area, and comply with all standard operation procedures • Support the Company's Drug and Alcohol Programme • Actively participate in any rehabilitation programme • Use all appropriate safeguards, safety devices, safety equipment and personal protective equipment (PPE) provided. <p>Reporting:</p> <ul style="list-style-type: none"> • Take action where you observe unsafe behaviours and report all accident/incidents/near misses • Participate in incident investigations or H&S Audits within your area as required • Promptly report all hazards/maintenance relevant to plant and equipment <p>Training:</p> <ul style="list-style-type: none"> • Participate in H&S training and keep up to date with H&S best practice
Continuous Improvement	<ul style="list-style-type: none"> • Actively identify ways to effectively and efficiently improve how we operate at PNL and contribute proactively to continuous improvement initiatives

PERSON SPECIFICATION

Qualifications:	A qualification in Environmental Management, Science or planning.
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Experience:	2+ years experience in an environmental related role Exposure to stakeholder engagement and consultation
Skills and Knowledge:	Advanced communication skills (written & verbal) Risk management Planning and organising skills Ability to report technical matters in a non-technical manner Ability to analyse data Computer Skills – Word, Excel, Outlook, PowerPoint
Personal Attributes:	Effective interpersonal skills Credibility and integrity, with the ability to gain confidence, trust and respect of internal and external customers Initiative, Adaptability and a willingness to learn Attention to detail Ability to monitor and meet deadlines

BEHAVIOURS – ASPIRE

Demonstrate the behaviours expected of a member of the PNL Team.

Accountability	To be accountable for our actions, our performance and the outcomes of these
Safety	To act in a manner that prevents the risk of injury or danger
Passion	To maintain a powerful and compelling enthusiasm about what we do at Port Nelson
Integrity/Honesty	To be truthful, upright and act according to what is right
Respect	To hold people around us in high esteem and show consideration
Excellence	To continually strive to be the best at what we do