

POSITION DESCRIPTION





SECTION A

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


POSITION:	Environmental Manager
REPORTS TO:	General Manager Environment and Infrastructure
LOCATION:	Nelson



SECTION B

<div>POSITION OBJECTIVE:</div> <div></div>	<ul style="list-style-type: none">• To manage 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 and integrating environmental management into our daily operating rhythm.• Be an active contributor in the Leadership Team and lead the Environment team.	
<div>KEY RELATIONSHIPS:</div> <div></div>	<div>Internal</div>	<div>General Manager – Environment & Infrastructure Port Engineering Team Port Workshop Team PNL senior management PNL staff Leadership Team</div>
	<div>External</div>	<div>NCC Planning and 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</div>
<div>DELEGATED AUTHORITY:</div>	<div>As per delegated authority guidelines.</div>	
<div>DIRECT REPORTS:</div>	<div>Environmental Officer</div>	

SECTION C

KEY TASKS AND ACCOUNTABILITIES

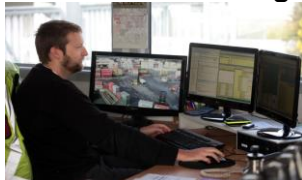
Key Accountabilities	Task
Leadership	<ul style="list-style-type: none"> Day to day leadership of the Environment Officer Be an active and valuable member of the Leadership Team through participation and active engagement with peers Drive a high-performance culture aligned with PNL's strategic direction and values Build high levels of employee engagement through an open and collaborative leadership style and other engagement strategies Coach and support the Environment Officer to bring focus to the delivery of excellent customer value Ensure employee issues are addressed in a timely and fair manner to ensure a positive employee relations environment Engage effectively with internal and external stakeholders in order to achieve operational goals Any other tasks as directed reasonably required of the position
 Environment Management	<ul style="list-style-type: none"> Develop the detailed delivery plans to deliver the 5-year Environmental Sustainability Strategy. Develop in detail and deliver the Carbon Reduction programme. Lead the scoping and identification of ongoing and specific environmental issues and investigate potential options to avoid, minimise or mitigate the environmental effects. Take ownership of and manage external environmental committees and build relationships with key external environmental stakeholder groups, with specific activities including, but not limited to: <ul style="list-style-type: none"> Feed into the preparation of agenda, co-ordination of, attendance, and strong contribution to, Port Nelson Environmental Consultative Committee Meetings and Port Noise Liaison Committee Participation and involvement with Top of the South Marine Biosecurity Partnership. Build and maintain strong relationships with NCC planning and environmental compliance staff. Build and maintain strong relationships with neighbours, iwi and other environmental stakeholder groups. Grow the port/community partnership through environmental initiatives. Manage and take responsibility for the Environmental Management System and maintain regulatory compliance. Manage the ISO 14001 EMS and maintain system certification;

	<ul style="list-style-type: none"> • Maintain, update and continue to develop/ improve the Environmental Management Plan. • Develop, co-ordinate and ensure appropriate monitoring, processes and policies to address environmental issues. • Ensure internal and external audits are completed to fulfil the requirements for Environmental Management System. • Ensure compliance with all RMA, resource consent, NRMP and other applicable legislative requirements; • Oversee the reviews, maintenance and implementation of the Noise Management and Port Noise Mitigation Plans • Drive noise reduction measures. • Oversee the monthly noise monitoring and reporting requirements. • Build, maintain and manage the relationships with key PNL operational staff as well as other port users. • Oversee 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. • Oversee the Investigations and resolve internal environmental incidents through the Event Reporting system. • Oversee the Receive, investigate and resolve other external environmental complaints. • Develop environmental awareness training and inductions for staff and contractors • Manage the relationship with Climate Leaders Coalition and Sustainable Business Council. • Complete all external and internal reporting requirements
 <p>Technical Planning</p>	<p>Provide and/or co-ordinate technical expertise/advice to assist with achieving objectives in areas that include, but are not limited to:</p> <ul style="list-style-type: none"> • Planning – input to and interpretation of District plans with particular relevance to port maintenance and development activities; • Support projects with environmental component and related operations; • Resource Consents – coordinate the preparation of consent applications;
 <p>Project Management</p>	<p>Project Management and implementation of environmental improvement projects with specific activities including, but not limited to:</p> <ul style="list-style-type: none"> • Oversee the implementation and management of residential noise mitigation works • Oversee the compliance requirements associated with Resource Consents, other legalisation, and regulatory requirements. • environmental monitoring • Direct, co-ordinate and supervise the planning and execution of physical solutions to improve environmental performance eg noise, dust, recycling, waste management, resource use and energy use reduction

	<ul style="list-style-type: none"> • Coordinate assistance from internal departments and external expertise to progress environmental projects. Where applicable provide oversight of external resources • Budget preparation for environmental improvement and monitoring projects • Participate in Leadership Team meetings, activities and other requirements • Develop eco-efficiency programmes and education
Continuous Improvement	<ul style="list-style-type: none"> • Drive a culture of continuous improvement with the team and operation teams • Contribute to wider Port Nelson initiatives and continually put forward ideas that improve how we operate
Health & Safety & Wellness	<p>Be a 'champion' of workplace health and safety by commitment through action and support of the workplace Health, Safety and Wellbeing (HSW) Management Plan, Policies and Procedures</p> <p>Teams:</p> <ul style="list-style-type: none"> • Lead by example and encourage, promote and support a safety minded focus within your team with open communication in the resolution of safety concerns • Demonstrate proactive leadership in the continuous improvement of the H&S programme • Work closely and collaboratively with Safety team • Ensure your team is supervised during operations to ensure that safe systems of work are adhered to. Monitor systems of work and continually develop and implement improvements as required • Challenge all unsafe acts or behaviours you observe • Ensure the safe return to work of injured team members is well managed in the Environment team. • Actively involve and support the H&S representatives in your area • Apply, promote and support PNL's Drug and Alcohol Programme • Actively monitor the H&S performance of all contractors and subcontractors in your area <p>Reporting:</p> <ul style="list-style-type: none"> • Ensure all incidents are reported and notified when required • Ensure incidents are thoroughly and investigated and corrective actions are implemented within appropriate timeframes • Proactively manage risks and hazards in line with PNL policies and procedures • Ensure H&S audit targets are met, monitor safety trends and put in place action plans to address any areas of concern • Ensure all plant and equipment is fit for purpose and is maintained and meets applicable legislative requirements • Ensure potential risks and hazards have been assessed, identified and controlled in the purchase or implementation of new or modified plant, equipment or processes <p>Training</p> <ul style="list-style-type: none"> • Ensure you and your team attend training and keep up to date with H&S best practice

	<ul style="list-style-type: none"> • Ensure your team are adequately trained (or actively supervised while under training) for the roles they undertake and all relevant emergency procedures • Ensure contractors within your work area have been inducted.
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PERSON SPECIFICATION

Qualifications: Experience:	A qualification in Environmental Management, Science or Engineering. Experience with the development and implementation of Environmental Management Systems. A minimum of 7 to 10 years' experience in an environmental/sustainability related role. Experience in negotiation and consultation with external stakeholders.
Skills and Knowledge: 	An understanding of project management Advanced communication skills (written & verbal). Risk management. Problem solving skills. Ability to report technical matters in a non-technical manner. 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.

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.