



Mahi Tahī

We are one team, stronger together as we work with and for our community to deliver outcomes that matter.

#arohatōmahī

We love our work and know that our work matters. That is why we do what we say we will do and apply energy and enthusiasm across our mahi.

Manaakitanga

We put our people first by showing them that they matter, through a focus on whānau's needs and aspirations.

Tiakitanga

We proudly and professionally contribute every day to the care of our community and whenua with courage, positivity and mana – leaving a legacy which future generations will embrace.

Details

| | |
|------------------------|--|
| JOB TITLE | Trade Waste Officer |
| REPORTS TO | Wastewater and Trade Waste Lead |
| GROUP | Community Infrastructure |
| DIRECT REPORTS | Nil |
| INDIRECT REPORTS | Nil |
| FINANACIAL DELEGATIONS | Statutory delegation may change from time to time in alignment and as approved by Council. |
| WARRANTS REQUIRED | TBC |
| GRADE | 15 |

*He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hapori – mai i te pae maunga o Tararua ki te moana
With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.*

Purpose

The purpose of the Community Infrastructure Group is to provide operations and services for Local Waters, Roding and Solid Waste Infrastructure, with a sharpened focus on delivery of the capital programme across these activities. The groups focus is on long term and annual programming of maintenance, renewal and capital development works, and operations of the infrastructure services and support for design and delivery of the capital programme.

The Trade Waste Officer is responsible for supporting and collaborating with community members to enable them to complete the Trade Waste Consent application process and comply with any ongoing consent conditions. In addition, the Trade Waste Officer is responsible for arranging the collection and preparation of audit samples for trade waste and commercial wastewater discharges including tankered waste customers. Emphasis is placed on the analysis and interpretation of test results and discharge volumes from industrial and commercial customers to ensure accurate calculation of trade waste charges. This information is also used to ensure discharges to the sewer system comply with trade waste consents and has minimal or no impact on the performance of wastewater systems in the district.



Skills, Knowledge and Experience

| | |
|-------------------|---|
| QUALIFICATIONS | A Trade Certificate or progress towards a science related qualification or NCEA Level 3 in a science related field or equivalent with proven experience in a similar role. |
| EXPERIENCE | Minimum of 3 years' experience in a similar role. |
| KNOWLEDGE | A strategic thinker and solutions focused individual who is able to make connections between various aspects of the organisation and identify implications. Demonstrates a sound understanding of Tikanga Māori and Māori values and an appreciation as to how it relates to Council functions and policy development. Has obtained expertise in MS Word, Excel, PowerPoint and other database and information management systems. |
| TECHNICAL SKILLS | Possess comprehensive knowledge of wastewater components, treatment processes, contamination sources, sampling methods, and monitoring techniques. Understand both laboratory and field measurement equipment. Strong accuracy and analytical skills are essential, enabling the candidate to conduct tests and inspections with precision, evaluate results thoroughly, propose adequate solutions prior to taking appropriate actions based on findings. A good understanding of trade waste pre-treatment systems is advantageous. |
| ACHIEVEMENT | Demonstrates a strong focus on high performance and personal achievement. Brings a solutions focused approach to getting positive outcomes and is willing to go above and beyond to exceed expectations. |
| RELATIONSHIPS | Ability to build strong working relationships and become a trusted advisor and colleague. |
| PROBLEM SOLVING | Asks questions and can think logically to enable problems to be clearly understood. Weighs up options and implications, identifies strategies and plans, and is comfortable making recommendations for possible solutions to problems. |
| COMMUNICATION | Excellent communications skills both oral and written, including ability to write concise and accurate reports. Exceptional influencing skills with a proven ability to communicate in a clear, confident and articulate manner. Ability to remain calm, composed, and optimistic in high pressure situations.. |
| IMPLEMENTATION | Is reliable, detail-focused and professional knowledge is up to date. Matters are resolved at the first point of contact wherever possible. Complaints are handled effectively and efficiently. Excellent time management and project management skills and experience. |
| STRATEGIC AGILITY | Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies strategies and plans, and is comfortable with managed risks. |
| TEAMWORK | Collaborates and supports team members to achieve their targets and bring out the best in those involved. |
| GROWTH MINDSET | Has a desire to learn more and is able to learn new information and skills quickly. Is able to apply learnt information to new problems. Quick to pick up technical concepts and jargon. |



Key Responsibility and Expected Outcomes



**'You'
Matter**

Health, Safety & Wellbeing

Promote a strong health and safety culture by proactively modelling our values and hold self and others to account to Consistently follow all health and safety policies and legislative requirements.

Leadership and Influence

Live our Values and focus on the Moments that Matter. Supporting your colleagues and empowering and inspiring growth and development across the organisation.

Change Leadership

Be an advocate for and a driver of change. Be a Future builder, help others across the organisation navigate the future.



**Partnerships
Matter**

Te Tiriti o Waitangi

Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work ensuring HDC projects are delivered in a culturally sensitive way.

Community and Customer Focus

Champion community engagement having a strong focus on meeting quality standards for services and evaluation of customer outcomes and satisfaction.

Relationship Management

Build networks and develop meaningful relationships with stakeholders both internally and outside Council. Internally, with Senior Management and team members from across Council, to ensure commercial procurement, contract management and project planning is aligned with Council's services and strategic planning, externally with the public, contractors and consultants engaged for in projects and liaise with stakeholders as required on behalf of Council.



**Performance
Matters**

Job Execution

Consistently deliver high-quality work while maintaining a positive and professional attitude. At times the way in which work is undertaken will count just as much as the output.

Personal Development

Live the values of council and take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future roles.

Risk Management

Effectively identify and manage risks, take actions to resolve and/or escalate issues to contribute to the maintenance of the risk management framework.

Continuous Improvement

Identify continuous improvement practices to support the implementation and delivery of council's outcomes.



**Work
Matters**

Inspecting and Monitoring

The Trade Waste Officer primarily analyses data related to trade waste discharges. This involves interpreting test results and flow measurements from sources such as industrial and commercial discharges, wastewater treatment processes, bulk wastewater discharges, and stormwater. This analysis is vital for ensuring compliance with trade waste agreements and maintaining the efficiency and effectiveness of wastewater and stormwater treatment in the District.

The officer will initiate contact with customers regarding any exceeded test results and will coordinate site investigations and additional sampling as needed to verify these results. Additionally, the Trade Waste Officer will participate in investigations related to wastewater systems affected by trade waste discharges.

Compliance and Reporting

Ensure compliance with Council policies, bylaws, resource consents, and public health standards through the support and assist regular inspections and monitoring of trade waste discharges into the Council's wastewater system, including tankered waste. Inspections are carried out in a professional manner and in accordance with standard operating procedures and industry best practices. Additionally, the Trade Waste Officer will process and review data to report to both internal and external stakeholders.

Financial and Budget Management

The Trade Waste Officer is essential in managing the financial aspects of trade waste compliance. This role involves collecting and analyzing test results and volumetric discharge data to facilitate accurate invoicing for trade waste customers. Additionally, the Trade Waste Officer contributes to the planning, scheduling, and costing of various trade waste activities, ensuring that all processes are efficient and effective.

Council Policies and Bylaws, Resource Consent, and Public Health Requirements

The Trade Waste Officer works within Council policies and bylaws to ensure that trade waste activities meet resource consent and public health requirements. They communicate with trade waste customers to make sure that industrial and commercial operations comply with trade waste consents and the current Trade Waste Bylaw. If necessary, they recommend appropriate corrective actions. The officer also keeps an updated register of trade waste premises and reviews applications from new trade waste customers. Additionally, they respond to reports of unauthorized discharges or spills and take enforcement action when authorised to prevent breaches of consent conditions or environmental consequences.

Education and Working with the Community

An integral part of the Trade Waste Officer's role is to educate, collaborate, and support trade waste customers towards achieving desired environmental outcomes and the community in understanding trade waste impacts. This involves providing guidance, information, and resources to stakeholders, including businesses, residents, and community groups, to promote understanding and compliance with trade waste regulations and best practices. By fostering partnerships and facilitating communication, the Officer helps build a shared responsibility for environmental stewardship, fostering a culture of sustainability and responsible waste management within the community.

Council Contribution

Actively and positively participate as a member of the Community Infrastructure Group and perform all reasonable duties as needed.

Participate in Emergency Management activities.



Alignment with our community outcomes



Reset our engagement and partnership approach and work more with and for the community



Ensure our built environment supports the wellbeing of our people and manage competing pressures on resources sustainably.



Provide Leadership and oversight to the management of risk and operation in the Solid Waste and Three Waters Activities

Deliver the capital infrastructure programme



Achieve the best for Horowhenua in the face of Waters Reform to make our economy grow. We aspire for economic security for all of our people and seize growth opportunities for our district.



Rebuilding the Horowhenua District Council, with a focus on empowering a culture of excellence, service & continuous improvement.

Get the basics right and support the customer focused delivery of core services

