

Your Position

Your job	Environmental Technical Officer Kaiārahi Hangarau Taiao
Your group	Policy, Planning & Regulatory Services
Your team	Monitoring & Compliance
Your manager	Environmental Health Team Leader
Your base	Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our goals:

- A growing, prosperous and regionally connected city
- A village and city experience
- Children and young people at the heart of our city
- A healthy and protected harbour and catchment

How we work together:

- Team up – Together we make a difference for our community
- Work smart – We challenge ourselves to do things better
- Make it happen – We use our energy and skills to get things done

Your team's purpose

Policy, Planning & Regulatory Service's purpose is to:

- Develop, prepare and oversee policy, plans and strategies relating to social, economic, environmental, infrastructure and regulatory services issues, including resource management policy and District Plan procedures;
- Lead the preparation and adoption of the Long-term and Annual Plan across Council;
- Deliver the regulatory functions and monitoring / enforcement services consistent with the legislation relevant to Local Government for District Planning, building control, environmental control and animal control.

Your purpose

The Environmental Technical Officer's role is to:

- Educate, promote, monitor and enforce environmental health management within Porirua City by carrying out Council's regulatory functions under legislation and bylaws.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• none
Your indirect reports	<ul style="list-style-type: none">• none
External people and groups	<ul style="list-style-type: none">• Government, public organisations and business• Members of the public and community organisations• Other local authorities• Contractors, consultants and suppliers• Industry groups
Internal people and groups	<ul style="list-style-type: none">• Managers and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none">• To promote the maintenance and improvement of Porirua City's physical environment by ensuring the community are well informed about good environmental management and their obligations. This will be achieved by liaising with the community through the delivery of presentations and provision of explanatory information.• Monitor compliance with and investigate complaints about breaches of legislation and bylaws.• Warranted to enforce the Litter Act 1979.• Determine and initiate an appropriate Council response to non-compliance within the provisions of the relevant legislation and/or bylaws.• Liaise with other agency enforcement officers and other external parties to ensure resolution of incidents and issues where required.• Liaise with Fire and Emergency with regard to fire hazards, over grown sections, and fires involving asbestos.• Monitor cell phone after hours for hazardous substances incidents.

	<p>Attend next working day if unable to attend.</p> <ul style="list-style-type: none"> • Trade Waste. Carry out annual audits of all registered sites; identify unregistered sites and work towards making them compliant; review building consent applications regarding trade waste; work with other agencies on bylaw and the sharing of technical information including investigating user charges; and follow up on complaints working referred to by Wellington Water Ltd. • Assist the Environmental Health Officers to assess any activities or environmental issues that may affect public health under the Health Act 1956 its regulations and Council bylaws. Including: <ul style="list-style-type: none"> • Undertake registered premises inspections -- including hairdresser, funeral directors, offensive trades, and camping grounds. • Onsite waste water. Carry out audits, review all new applications in conjunction with building officers; and help land owners register their systems. Advise on non-compliant systems and refer to Environmental Health Officers any ongoing non-compliant systems. • Respond to pollution alerts as an interface between agencies • In conjunction with the Environmental Health team carry out approved recreational water-sampling programmes. This includes the collection, maintenance of sampling records and the monitoring of recreational waters. • Carry out the duties of a Licensing Inspector under the Sale and Supply of Alcohol Act 2012 as required. • Prepare reports and other correspondence, including bundles and case notes for hearings and appeals in the relevant Authority. • Undertake inspections of premises with Class 4 Gaming Machines in accordance with Porirua City's policy and the Gambling Act 2003. • Maintain computer-based records and carry out other clerical and/or customer related duties as required from time to time for internal and external customers. • Bring a customer service approach to carrying out all duties ensuring the customer needs are identified and met to create a positive customer experience • Assist with the monitoring and enforcement of Porirua City's bylaw on silt and sediment control.
Relationship Management	<ul style="list-style-type: none"> • Establish and maintain relationships with key stakeholders and business and industry groups, including Fire & Emergency, Rural Fire District Stakeholders Advisory Group, Regional Environmental Protection Officers forum, and Harbour Senior Advisor. • Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive • Represent Council and the Policy, Planning and Regulatory Group at appropriate conferences, seminars and other events
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

<p>It's essential that you have:</p>	<ul style="list-style-type: none"> • Confident educator able to work with diverse groups • Excellent interpersonal and communication skills both verbal and written. • Strong customer service focus. • Familiarity with relevant legislation, including the Local Government Act 1974 & 2002, the Litter Act 1979, Sale and Supply of Alcohol Act 2012, Hazardous Substances and New Organisms Act 1996, Resource Management Act 1991, Health Act 1956, Gambling Act 2003 and Porirua City bylaws and policies. • Meet the standards required to be warranted under the legislation. • Strong leadership qualities that are based on influence rather than control. • A helpful manner in dealing with people, including customers, complainants and witnesses. • Able to demonstrate a high level of resilience and persistence in a challenging environment. • Ability to be an active team member and work alone as required • A high level of motivation and initiative. • Demonstrated strengths in prioritisation and time management. • Strong organisational skills teamed with flexibility and a practical approach to problem solving. • Competent in the use of the Microsoft suite of programmes and Council specific applications. • Able be on call and work outside normal working hours • Full clean drivers licence. • Able to meet the physical demands of the job. • Understanding and commitment to health and safety in the workplace • Understanding and commitment to diverse workplaces • Understanding and commitment to the Treaty of Waitangi and bicultural issues
<p>It'd be great if you also have:</p>	<ul style="list-style-type: none"> • Hazardous Substance Enforcement Officer Qualification. • National Certificate in Regulatory Compliance. • Sale and Supply of Alcohol Act 2012 qualification (NZQA) • Trade waste experience

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