# Job description – Environment Officer

## Job summary

This position holder will implement field activities associated with the following:

* Relevant Council Policy, Strategies and Plans as they relate to Biosecurity and Biodiversity, including -Regional pest management plans for Taranaki, Council biodiversity strategy and partnership to the Biodiversity Accord, and
* the *Biosecurity Act 1993* and *Resource Management Act 1991*

## Position details

Number 443

Holder

Department Operations

Section Environment Services

Responsible to Environment Team Leader

Functional Relationship Other Environment Officers

Land occupiers and owners

General public and interest groups

Contractors

Commercial business sector

Government Departments

District Council staff

Other Council Departments and Sections

Location Based at the Regional Council premises in Stratford and will be required to travel throughout the Taranaki region as part of their daily duties

## Salary range

A market salary for the position will be negotiated, depending upon experience, qualifications and aptitude. The salary is subject to annual general market adjustment and review.

## Standard conditions of appointment

1. The appointee must, at all times, abide by the terms and conditions of the *Taranaki Regional Council Collective Employment Agreement or relevant Individual Employment Agreement* and amendments and variations thereto.
2. The appointee must, at all times, abide by the terms and conditions contained in the Council’s in-house manual entitled *Working for the Taranaki Regional Council*.
3. Special conditions of appointment may apply to particular positions. These may include motor vehicle, special allowances, and other non-standard employment arrangements. Where such conditions apply, they will be separately added to the Job Description for the position concerned.
4. Appointment to a permanent position with the Taranaki Regional Council shall be subject to a probationary period of six (6) months from the date of taking up the position.
5. Specific to this position, the appointee must acknowledge:
   1. The requirement to work with hazardous or toxic materials.
   2. A requirement to work outside normal working hours from time to time.
   3. May be expected to work under conditions in which personal risk is incurred. Safety procedures must be adhered to in accordance with Council Policy and the Health and Safety in Work Act 2015.

## Schedule of duties

1. Undertake operational works to implement Council’s biosecurity/biodiversity work programmes in an efficient, professional and cost-effective manner and in accordance with statutory requirements and Council policy.
2. Liaise and maintain good working relationships with external organisations and land occupiers and owners to facilitate operations.
3. Provide guidance to landholders on matters of biosecurity and biodiversity protection.
4. Respond to, investigate and report on inquiries pertaining to biosecurity/biodiversity-associated problems in the region.
5. Maintain good public relations with land occupiers, the general public and other interest groups.
6. Plan and undertake monitoring and conduct surveys to evaluate the effectiveness of operational works.
7. Monitor and report on operational biodiversity and biosecurity activities, including the efficient maintenance of relevant records and databases.
8. Interpret monitoring data, and prepare relevant reports recommending appropriate responses to senior staff.
9. Organise and implement any necessary enforcement actions relating to biosecurity.
10. Undertake special projects relating to pathway management, surveillance and pest incursions when required.
11. Other duties as and when required by the Environment Team Leader (Biosecurity/Biodiversity), Environment Services Manager and/or Director—Operations.

## Person Specification

* Ability to work as an effective team member of a multi-disciplinary team
* Good health and fitness (some field work will be required)
* Responsible attitude to poisons and firearms
* Appropriate and current licences and certificates for relevant aspects of the position, for example current firearms licence
* Be competent in the use of the Microsoft suite of programmes, particularly spreadsheets, and databases
* Ability to communicate effectively with a wide range of individuals and groups
* Must be conversant with relevant Council Policy, Strategies and Plans as they relate to Biosecurity and Biodiversity
* Understanding of the Resource Management Act 1991 and the Biosecurity Act 1993
* Hold an appropriate tertiary qualification, and/or have relevant experience in biosecurity and/or biodiversity
* Have an understanding and appreciation of biodiversity protection activities
* Knowledge of field techniques in biosecurity and biodiversity monitoring and management
* A methodical and common-sense approach to problem solving
* Proven reporting ability, both oral and written
* Committed to the principles of the Treaty of Waitangi