

Department	Environmental Science & Policy
Location	Harbours Office, High Street, Picton
Direct reports	Nil
Reporting to	Harbourmaster
Grade	15
Financial delegation	No budget responsibility

Department Overview

The Environmental Science & Policy Department is responsible for the development and maintenance of Council's resource management policy and planning provisions under the RMA. This includes environmental science, monitoring and biosecurity as well as nautical and coastal operations.

Team Overview

The Nautical and Coastal Team is charged with the safe and sustainable management of the region's harbours and coastline. It acts as the Council's primary body for the monitoring and management of the region's maritime areas.

The main office for the team is Picton the region's major port. It is the major point of entry for passengers and freight transiting from the North to the South Island and has the second highest number of annual shipping movements for any Port in New Zealand. There is also a second smaller Port at Havelock, in the Pelorus Sound/Te Hoiere.

In addition, the team provide regional oversight and management for the approximately 1,800kms of coastline within the region. This includes looking after the supporting maritime safety needs, infrastructure and compliance needs for this area.

Purpose of the Role

The purpose of the role is to:

- Assist Council in fulfilling its statutory obligations in the monitoring, compliance and enforcement of the Maritime Transport Act (MTA) 1994, the Marlborough Environment Plan (MEP) and maritime related resource consents.
- To design, implement and manage education and enforcement programmes that result in high levels of compliance in with maritime rules and regulations throughout the Council's maritime area including the Marlborough Sounds and parts of the east coast of the South Island.
- Investigate marine incidents and compile facts, evidence and data to support maritime safety and environment protection compliance activity.
- To provide high quality technical and procedural advice, reporting and support on a wide range of maritime safety compliance issues including oil pollution.
- Work closely with all harbour users to ensure the maritime safety regulatory environment is as far as practicable aligned with the needs of the local maritime community.

Key Responsibilities

Delivery of enforcement and compliance decision-making	<p>Interpret key policy, legislation and procedures for complex and/or contentious compliance issues and formulate strategies for enforcement of the MTA, RMA, MDC Navigation Bylaws and MEP.</p> <p>In consultation with the Harbourmaster ensure all complaints are investigated in an impartial and objective manner and free of interference or coercion.</p> <p>Be accountable for efficient and effective enforcement action undertaken for a range of complex situations.</p> <p>Undertake duties in a timely and professional manner ensuring that at all times compliance is achieved in a cost effective and efficient way.</p> <p>Provide advice, reports and recommendations for Council Committees that is accurate and legally robust.</p> <p>Participate in discussions with the Environmental Science and Monitoring Group and the Consents and Compliance Group.</p> <p>Determine when to seek expert advice for the best enforcement outcome.</p> <p>With input from the Harbourmaster identify specific cases relevant for, and provide advice for, the Enforcement and Prosecutions Committee for best use of time and resources.</p> <p>Prepare and present evidence in Court in relation to enforcement orders and prosecutions when required.</p> <p>Keep abreast of current information and technology to assist in decision-making.</p> <p>Delivery of high quality, efficient and robust enforcement and compliance decision-making.</p> <p>Provide advice and information to the Harbourmaster or Council to support key decision making.</p>
Integration of various aspects of Council regulatory functions	<p>Work collaboratively across Council from a harbour safety compliance and monitoring perspective.</p> <p>Be accountable and responsible for providing input and advice for complex, strategic and/or high-profile consents.</p> <p>Attend resource consent hearings when appropriate.</p> <p>Be responsible for providing advice to hearings panel when appropriate.</p> <p>Be responsible for providing feedback that may lead to consent conditions that enhance harbour safety.</p> <p>Participation and advancement of the integration of various aspects of Council regulatory functions including resource consent decision- making processes.</p>
Harbour Safety Management System and associated strategies	<p>Be responsible and accountable for meeting all standards and requirements as pertains to compliance policy in the Harbours Safety Management System.</p> <p>Establish effective feedback loops to provide useful information as pertains to provision of a safe harbour (Plan-Do- Monitor-Review).</p> <p>Be responsible for providing feedback on how harbour monitoring and reporting feeds into other monitoring and reporting, particularly compliance monitoring and State of the Environment reporting.</p>

	<p>Assist the Harbourmaster to develop detailed project plans regarding MTA monitoring and compliance best practice.</p> <p>Contribute to breakthrough thinking and practices focusing on continuous improvement by actively seeking new ideas and ways of working.</p> <p>Assist the Harbourmaster with the development of team processes and documentation.</p> <p>Strives to improve current compliance practices and processes.</p> <p>Support innovation and encourage integrated monitoring practices and processes for informed decision-making across Council.</p> <p>Harbour Safety Management and associated documentation is maintained and developed as necessary.</p>
Strategic thinking	<p>Actively assist the Harbourmaster to implement and enhance the Harbourmaster's strategy as it pertains to compliance.</p> <p>Undertake annual review of individual compliance projects with the Harbourmaster and relevant Council staff.</p> <p>Takes initiative to develop ideas to improve Navigation Safety in the region.</p>
Support Strategic Planning and Collaborative Compliance Initiatives	<p>Contribute to processes to determine priorities and goals.</p> <p>Assist the Harbourmaster in annual review of projects.</p> <p>Identify recurring compliance issues and emerging issues and look for opportunities to reduce these by education or developing new projects.</p> <p>Understand and help others see the role of the Harbours functions within the greater Council environment.</p> <p>Work with the Harbourmaster to consider the impact of actions on other areas and/or the whole organisation.</p> <p>Find opportunities for collaboration with groups inside and outside Council.</p> <p>Consider various options to achieve compliance.</p> <p>Readily share own expertise and be open-minded to the input and expertise of others.</p> <p>Assist with the co-ordination of resources and prioritisation of projects as relate to harbour compliance.</p>
Promote Maritime Safety and Community Compliance	<p>Foster a positive relationship with community and industry.</p> <p>Work with Harbourmaster to ensure compliance with MTA and related NZ Maritime Rules with specific regard to the safe operation of ships and oil pollution.</p> <p>Ensure Harbour users comply with Navigation Safety Bylaws.</p> <p>Work with Harbourmaster to ensure a common maritime compliance strategy is maintained locally in alignment with the National Regulator Maritime New Zealand and other regional Councils.</p> <p>Contribute to the evaluation of the effectiveness and efficiency of compliance activity in facilitating effective maritime risk management across all harbour user groups.</p>
Routine harbours work	<p>As and when required work with Maritime Officers on routine harbour work such as removing wrecks, dealing with abandoned boats, repairing Aids to Navigation, conducting marine farm audits and doing harbour patrols.</p>

Marine pollution events and oil spills	<p>Respond effectively to marine pollution events and lead an oil spill response field team.</p> <p>Become an integral part of the pollution response team.</p> <p>Complete training to a minimum of Regional Responder level.</p> <p>Participate in regular training and exercises.</p>
On call	<p>Is a proactive member of the on-call after hours Duty Officer Roster and part of the 24/7, 365 operation of the team.</p>

Organisational Responsibilities

Continuous improvement

Challenge the status quo and continuously seek opportunities to improve services and processes.

Customer service

Relate with the public in a courteous and positive manner. Actively listen to understand and meet customer's needs.

Digital mindset

Have a "digital mindset" which allows you to approach situations with a digital focus, taking full advantage of the technology, information, and data available to us whilst ensuring operational outcomes, efficiency, and security aren't compromised.

Be aware that transformation comes not from a change of system or infrastructure but a change in mindset. Opening your mind to the idea of doing things differently can unlock the true range of possibilities.

Health, safety and wellbeing

Take ownership and responsibility for your own decisions and actions by proactively engaging in safe work practices that prevent injury; and look out for your colleagues, contractors, customers, and visitors.

Report hazards, injuries, illnesses, near-misses, unsafe practices, rules that don't work and other opportunities for improvement without fear or delay, so that we can all learn and share in the learning.

Co-operate with reasonable instructions and procedures.

Contribute to Council's ongoing safety improvement journey.

Make safety a priority and help lead the way!

Inclusion and diversity

Support an inclusive workplace - an environment where our employees feel safe, valued and respected; and have opportunities to contribute their perspectives, experience and talents to our organisation.

Support a diverse workforce (the visible and invisible factors that define us as individuals) by displaying an open-minded, non-judgmental attitude towards others.

Record management

Create and maintain all records of Council business (regardless of format) in approved corporate information systems, as per Council's information and data management policies and procedures.

Response in emergencies

Be available to assist during emergencies as and when they occur, working within your level of competence and training.

Risk management

Understand, report and manage operational and compliance risk. Familiarise yourself, comply with and give advice in accordance with Council's risk management policies and procedures.

Te ao Māori

Willingness to develop cultural competency; for example by developing an understanding of te reo Māori, tikanga Māori (Māori customs and practices), mātauranga Māori (Māori wisdom, knowledge and understanding) and Te Tiriti of Waitangi; and by engaging with Māori communities as required within your role.

Other duties

Take on any additional duties or special projects that may be assigned from time to time and ensure that these are performed effectively and efficiently.

Person Specification

Qualifications	<p>A commercial skipper's ticket is preferred.</p> <p>A willingness and drive to obtain a Skipper Restricted Limits Certificate (if not held).</p> <p>A current First Aid Certificate.</p> <p>A full driver's licence, preferably with an endorsement to operate heavy trade vehicles.</p>
Experience and knowledge	<p>At least 5 years relevant experience.</p> <p>Experience in area/s such as compliance, enforcement, education, project management or a legal role would be an advantage.</p> <p>Experience in enforcement of legislation such as the Maritime Transport Act 1994, Resource Management Act 1991, Bylaws, Resource Management Plans, and resource consents conditions is preferred.</p> <p>Knowledge of Oil Spill Response requirements is preferred.</p> <p>Capable and confident in remote outdoor environments and in particular on vessels at sea.</p> <p>Skills in preparing and presenting in formal circumstances such as Court Hearings and Council Committees.</p> <p>Knowledge and experience working with legislation governing safety, environment and local government.</p> <p>Genuinely passionate about the marine environment.</p> <p>That you have had extensive experience with outboard powered vessels in a variety of conditions – including launching and recovery.</p> <p>That you are skilled and experienced with working in the field, quite often in remote locations.</p> <p>That you have a working knowledge of recreational boating activities.</p> <p>That you have a strong set of practical skills enabling you to work with a variety of tools and understand structures and building in outdoor environments.</p> <p>Genuinely passionate about the marine environment.</p> <p>Builds and shows effective leadership skills and the ability to motivate and inspire others.</p> <p>Excellent oral and written communication appropriate and relevant to the audience.</p> <p>An ability to deal frequently with highly sensitive and confidential situations involving the exercise of utmost tact, patience, discretion, and judgement.</p> <p>Proven planning and organisational skills, including the ability to delegate, meet deadlines and work under pressure.</p> <p>Being able to anticipate, manage and positively promote change.</p> <p>That you have highly developed negotiation and conflict resolution skills.</p> <p>A reasonable level of physical fitness.</p> <p>That you have a high degree of computer literacy including an understanding of word, excel and database products.</p>

	<p>That you can manage an administrative workload pertinent to the role.</p> <p>That you have a good understanding of maritime navigation processes, and the devices used in the management and tracking of vessels both at sea and within coastal areas.</p> <p>That you are able to upskill in maintaining aids to navigation – a basic knowledge of low voltage electrical systems would be an advantage.</p> <p>That you are able to work within and lead a team and support other team members to deliver on collective goals.</p> <p>That you are able to prioritise and organise work particularly when there are competing demands on time.</p> <p>That you are able to recognise potential issues and problems within the context of their work, being able to highlight these and work through solutions within the team.</p> <p>That you are able to remain level headed and effective in times of stress and during emergencies.</p> <p>That you have the skills to operate and, as required, maintain equipment used within a coastal maritime environment.</p> <p>That you have an awareness of marine and shipping communications and tracking equipment.</p> <p>That you have a good knowledge of the legislation and statutory processes related to maritime management.</p> <p>That you have a working knowledge of MOSS/SMS.</p> <p>That you are experienced in health and safety legislation as appropriate for a marine environment.</p> <p>That you have knowledge of quality systems.</p> <p>That you are able to utilise balanced judgement and diplomacy.</p> <p>That you are practically/mechanically minded with hands-on skills in these areas.</p>
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Core Competencies

Adaptability	Ability to maintain a calm, professional manner in challenging situations. Ability to operate effectively in a complex and changing environment.
Commitment to improvement	Enthusiasm for continually increasing knowledge and technical abilities. Enthusiasm for continuous improvement and efficiency in processes.
Communication	Excellent oral and written communication skills which are appropriate and relevant to the audience.
Customer focus	Excellent customer services skills. Ability to understand customers' needs via active listening.
Digital literacy	Ability to learn new technological skills essential for digital transformation and to think innovatively and embrace a perpetual learning culture. Motivation to use digital skills to create new opportunities.
Integrity	Ability to handle confidential or controversial information with discretion and professionalism. Takes accountability for own actions.
Interpersonal skills	Proven ability to work effectively in a team environment. Proven ability to develop relationships and work collaboratively with others.
Organisational skills	Strong personal prioritisation and time management skills. Ability to multi-task, prioritise, pay attention to detail and use initiative.
Problem solving and decision making	Considers risk factors in decision-making. Uses own judgement and experience to solve problems.

Strategic Framework

Vision	Marlborough is a globally-connected district of smart, progressive, high-value enterprises, known for our economic efficiency, quality lifestyle and wellbeing, caring community, desirable location and healthy natural environment.
Mission	We invest in Marlborough's future, our people, quality lifestyle and outstanding natural environment.
Values	<p>Council's values and behaviours are based on Respect, Professionalism and Integrity. Council is committed to an environment that supports professional development, an equal opportunities workplace and a positive culture.</p> <p>All staff are expected to endorse and support Council's Vision and Values and actively work to achieve them, behaving with the highest level of professionalism and integrity and exhibiting courtesy and impartiality towards colleagues and the community.</p> <p>Our values are:</p> <ul style="list-style-type: none">• We are open, transparent and collaborative.• We partner with tangata whenua iwi.• We involve and respect our many cultures.• We are innovative and strive for excellence.• We are adaptive and responsive to community needs.• We work in an environmentally sustainable manner.

