

Department	Environmental Science & Policy
Location	Harbours Office, High Street, Picton
Direct reports	Nil
Reporting to	Harbourmaster
Grade	12
Financial delegation	No budget responsibility

Department Overview

This position is within the Environmental Science & Policy Department. This 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 in 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.

Position Overview

This position assists the Harbourmaster to manage the safe and sustained operation of the region's harbours and coastline, including:

- maintenance and servicing of all aids to navigation within the region
- maintenance and upkeep of Harbourmaster vessels, vehicles and equipment
- assist in the co-ordination of the region's maritime safety activities
- assist with monitoring compliance with statutes and bylaws as is pertinent to the marine environment

- respond to oil spills or other maritime emergencies
- action water safety education and promotional programmes.

The role is also responsible for assisting in delivering components of Council's Resource Management Act responsibilities related to the coastal marine environment and supporting the monitoring of vessel traffic movements.

Key Responsibilities

Aids to navigation (AtoN)	Responsible for the maintenance and servicing of the AtoN network. Provide input into the establishment of new and replacement of existing AtoNs. Ensure repairs are carried out promptly to ensure that MDC fulfils its statutory obligations. Ensure that maintenance of tracks and growth of vegetation is carried out as required. Undertake any specialist training required to work with AtoNs including the use of hazardous chemicals.
Administration of allocated processes	Administer and manage allocated processes related to maritime safety, pollution, recreation and harbour related matters Administer and work within the harbour bylaws and other relevant legislation as required.
On-call	Be a proactive member of the on-call after hours Duty Officer Roster and part of the 24/7, 365 operation of the team.
Monitoring the harbour area	Monitor the harbour area for congestion or unsafe movements of vessels Liaise effectively with the Harbour office staff on traffic movements at all times and take action when required to manage any issues.
Interface with the boating public	Be an interface with the boating public, both recreational and light commercial Responsible for the preparation and distribution of the Tide and Navigation brochure. Undertake an advisory/mentoring role and provide general education of the boating public in bylaws and general safe boating practices.
Community relationships	Build and maintain positive community relationships. Take a proactive approach in disseminating and enhancing safe boating practices. Responsible for community boating education programmes (eg, Clued-up Kids). Communicate well with the public and maintain a customer focussed attitude in dealing with issues.
Record keeping	Maintain accurate written records. Have a clear understanding of the importance of accurate record keeping in all aspects of tasks performed.

Marine pollution	Become an integral part of the pollution response team. Investigate and provide an initial response to reported marine oil spills. Responsible for the maintenance and inspection of oil spill response equipment located in the region. Participate in regular training and exercises. Responsible for assuming the role of team leader in an oil spill event. Prepare for external equipment audits. Assist with the development and currency of the marine oil spill contingency plan.
Emergency response	Respond to maritime emergencies as required. This may include frontline response from time to time.
Assist with the investigation of incidents and accidents	Responsible for the collection and assessment of information on incidents and accidents that occur and assist in any investigation undertaken as directed. Provide incident information in and assist in maintaining the incident database. Provide updates and weekly reports related to accidents and incidents. Assist in preparation of letters and other responses following breaches of navigation bylaws.
Maintenance of water-ski access and swimming lanes	Responsible for pre-season inspection of water-ski lanes. Schedule monthly inspections and preparation of reports on the state of the water-ski lanes and undertaking necessary maintenance on an as required basis. Responsible for the deployment and recovery of swimming rafts and marker buoys. Responsible for the repair and maintenance of swimming lane equipment.
Marine farming	Responsible for the preparation, inspection and reporting of marine farm light audits. Ensure letters of advice are sent to marine farmers following the audit process. Provide input into approvals of marine farm lighting and marking.
Dangerous goods	Assist with the management of daily DG shipping records received. Evaluate and make recommendations on carriage of Class 1 shipments.
Patrol function	Assist with the control of maritime safety within Marlborough harbour limits Responsible for the preparation and monitoring of patrol roster. Participate in patrols and participate in extraordinary patrol work – firework displays, assisting with cruise ship berthing etc. as required.
Harbour vessels	Responsible for the maintenance and repair of patrol vessels to ensure that they remain safe and fit for purpose, as well as to maintain the public image of the Council's Nautical and Coastal Team. Ensure that survey standards are maintained.
Hot work permits	Assess the environment on board vessels and issue Hot Work permits if criteria are met.

Navigation warnings	Issue navigation warnings as appropriate.
Moorings	Provide management of mooring areas. Provide a review of moorings as required. Provide assistance with administration and oversight of the processes related to mooring management.

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	Hold a Skipper Restricted Limits, Inshore Launch Master or Commercial Launch Master Certificate of Competency as a minimum. Hold a current First Aid Certificate. Hold a current driver's licence preferably with an endorsement to operate heavy trade vehicles, although not essential.
Experience and knowledge	Ability to manage an administrative workload pertinent to the role. Knowledge of Oil Spill Response requirements. Working knowledge of recreational boating activities A strong set of practical skills enabling you to work with a variety of tools and understand structures and building in outdoor environments. Have had extensive experience with outboard powered vessels in a variety of conditions – including launching and recovery. Skilled and experienced with working in the field, quite often in remote locations. 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. Able to upskill in maintaining aids to navigation – a basic knowledge of low voltage electrical systems would be an advantage. Skills to operate and, as required, maintain equipment used within a coastal maritime environment. An awareness of marine and shipping communications and tracking equipment. A good knowledge of the legislation and statutory processes related to maritime management. A working knowledge of MOSS/SMS. Experienced in health and safety legislation as appropriate for a marine environment. A knowledge of quality systems. Able to utilise balanced judgement and diplomacy. Are practically/mechanically minded with hands-on skills in these areas.

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	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. 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. Our values are: • 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.