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| ***POSITION DESCRIPTION*** | |
| **POSITION TITLE** | Principal RMA Investigator |
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| **GROUP** | Regulatory & Policy |
| **REPORTS TO:** | Group Manager Regulatory & Policy |
| **DIRECT REPORTS** | Nil |
| **POSITION PURPOSE**  The primary purpose of Principal RMA Investigator role is to investigate potential breaches of the Resource Management Act 1991 and other legislation, conducting compliance monitoring, and enforcing appropriate measures to mitigate environmental impacts. Through collaboration with internal and external stakeholders, the position contributes to protecting and maintaining the environmental health of the West Coast region, while providing technical advice and ensuring compliance with consent conditions. | |
| **DATE OF REVIEW** | July 2025 |
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| **ORGANISATIONAL CONTEXT** | |

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| ***KEY RELATIONSHIPS*** | | | |
| **EXTERNAL** | | **INTERNAL** | **COMMITTEE/GROUPS** |
| * Public * Local and Territorial Authorities * Government agencies * Iwi * Contractors (and subcontractors) * Consultants * Industry Peers | | * All staff | * Standing Committees of Council |
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| ***FINANCIAL RESPONSIBILITIES*** | | | |
| Controls a budget Y / **N**  Jobholder can spend unbudgeted capital Y / **N**. Amount ($)  Jobholder is responsible for committing the organisation to long term contracts Y / **N** | | | |
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| ***KEY ACCOUNTABILITIES*** | | | |
| KEY RESULT AREAS | EXPECTED OUTCOMES/PERFORMANCE INDICATORS | | |
| **Values** | At all times ensuring Council values are reflected in behaviours and professional delivery of role. | | |
| **Incident Attendance & Pollution Response** | Respond to pollution incidents and public complaints in accordance with the West Coast Regional Council's Triage Procedure.  Locate and assess issues related to complaints to make a considered and defensible determination of their regulatory status. Ensure all evidence is collected in a sound and secure manner, adhering to evidential requirements.  Conduct investigations where an offence or potential breach of the Resource Management Act 1991 is suspected.  Where appropriate, implement enforcement actions to mitigate adverse environmental effects and recommend proportionate punitive measures to the Compliance Manager to ensure deterrence. | | |
| **Investigations** | Apply the West Coast Regional Council's Enforcement Policy, conducting thorough investigations into offences under the Resource Management Act 1991.  Correctly identify the elements of offending, utilising various information sources to ensure investigations are thorough, detailed, and evidentially robust, with a focus on identifying culpable parties.  Accurately measure the actual or potential adverse environmental effects by conducting appropriate field tests and recording data, such as soil, air, and water sampling, scene diagrams, secure storage of exhibits, and detailed notebook entries.  Manage investigations, leveraging expertise from internal and external sources to ensure all aspects of offending are properly assessed, documented, and managed. | | |
| **Compliance Monitoring** | Conduct compliance monitoring inspections across a variety of industries in line with compliance monitoring programmes.  Maintain and manage relationships with consent holders to ensure ongoing compliance with resource consent conditions.  Carry out field testing (including, but not limited to, odour surveys, dust monitoring, and soil, stormwater, and receiving environment sampling) to assess compliance with resource consents or permitted activities.  Collaborate effectively with other departments to review and assess management and contingency plans, ensuring they are fit for purpose and mitigate potential adverse environmental impacts.  Undertake enforcement action where necessary to achieve compliance with consents. | | |
| **Enforcement Provisions** | Maintain a comprehensive understanding of the West Coast Regional Council's enforcement provisions and procedures under the Resource Management Act 1991.  Have a thorough knowledge of the offences and statutory defences under the Resource Management Act 1991 (and associated regulations), ensuring the appropriate application of enforcement tools.  Ensure that all enforcement actions are properly reported and followed through to resolution. | | |
| **Oil Spill Response** | Act as an active member of the West Coast Regional Council's oil spill response team, maintaining marine and inland spill response capabilities. | | |
| **Health, Safety and Wellbeing** | Provide leadership and direction in matters relating to Health, Safety and Wellbeing by understanding and implementing the requirements of the Health and Safety at Work Act, and Council’s policy and procedures. This includes:   * Maintaining Council’s safe working practices and procedures within your team and leading by example in all areas of health, safety and wellbeing. * Ensure compliance with any reasonable policy or procedure given by Council. * Taking reasonable care for your own health and safety, as well as the safety of others, ensuring that your actions or omissions do not adversely affect anyone. * Cooperating with Council policies and procedures, including the use of necessary personal protective equipment and clothing. * Reporting any potential or actual risks, injuries, work-related illnesses, and incidents (including near misses) to facilitate investigation and mitigation. * Accurately reporting all work-related hazards, incidents, and accidents, and promptly implementing corrective actions. * Providing support to the Health, Safety, and Wellbeing team in internal audits, assessments, and investigations as required. * Attending and completing Health and Safety training, ensuring all required certifications remain current. * Actively participating in Council’s health, safety, and wellbeing practices and projects. | | |
| **Additional Duties** | **Collaboration and Inclusion:** Foster a respectful, inclusive, and culturally aware work environment. Support diversity and inclusion initiatives and uphold the Council’s obligations under the Treaty of Waitangi and the Treaty Settlement Act, including observing cultural protocols when engaging with iwi and other stakeholders. We recognise the Mana Whakahono a Rohe agreement with Poutini Ngāi Tahu.  **Emergency Management:** Participate in civil defence and emergency management training and activities as directed to fulfil the Council’s statutory responsibilities.  **Additional Duties:** Perform other duties as required.  May be required to provide evidence in court.  Embrace change by being proactive in your learning and development to support both personal growth and the Council’s goals. Discuss and set development goals with your people leader, engage in on-the-job learning, and stay open to feedback and innovation. Collaborate across teams, share your ideas and strengths, and mentor others to enhance team outcomes. | | |

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| ***PERSON SPECIFICATION*** | | |
| **QUALIFICATIONS**  *(or equivalent level of learning)* | **Essential** | **Desirable** (for recruitment purposes only) |
| A relevant tertiary qualification or equivalent professional experience.  Full driver’s license (travel will be required). | Recognised degree in Environmental Science, Planning, Resource Management, or a related field. |
| **EXPERIENCE**  *(Indicate years of experience required as appropriate)* | Proven experience in compliance monitoring and enforcement investigations. Including the ability to identify the elements of offending and utilise information sources to ensure investigations are thorough and evidentially robust.  Experience with undertaking prosecutions through the New Zealand Court system.  Demonstrated success in engaging with the public, including navigating complex and sometimes challenging conversations. | In-depth understanding of the Resource Management Act 1991, Regional Plans, and the resource consent process, including familiarity with relevant case law.  Strong knowledge of natural environmental processes such as hydrology, soil erosion, air quality, and coastal dynamics. |
| **SKILLS/ATTRIBUTES/JOB SPECIFIC COMPETENCIES**  *(Typically, be expected for 100% fully effective in role)* | Strong relationship management and conflict resolution skills, with the ability to maintain professionalism and empathy.  Proficient in the principles and applications of Te Tiriti o Waitangi, especially in relation to the processing and monitoring of resource consents.  Well-developed planning, prioritisation, and organisational skills.  Strong judgement, initiative, and problem-solving ability.  Excellent verbal and written communication skills.  Must be capable of performing the physical requirements of the role.  Must be willing to work outside normal business hours, including fulfilling on-call duties as required.  Must be prepared to work under conditions that may involve personal risk, adhering to safety procedures in line with the West Coast Regional Council’s Policies and Procedures. | |

*To adapt to the evolving nature of our work environment, including technological advancements and statutory changes, it may be necessary to periodically review and update this job description. These updates can occur as part of the annual performance cycle's preparation or as needed. The manager of this position, in consultation with the position holder, may initiate these updates. This job description should be reviewed during the preparation phase of performance planning.*

Employee Name Date

Approved: Manager Name Date

Group Manager Regulatory & Policy

