

## Central South Island Fish & Game Council - Job Description

<b>Title:</b>	<b>Resource Officer</b>
<b>Based in:</b>	Temuka
<b>Area of work:</b>	Central South Island Fish and Game Region
<b>Purpose:</b>	To manage the Council’s response to policy, planning and environmental issues affecting sports fish or gamebird values or their use by licence holders
<b>Responsible to:</b>	The Chief Executive, Central South Island Fish and Game Council
<b>Responsible for:</b>	Providing direction and professional advice to the Chief Executive (CE) and Council on the impacts to sports fish and gamebird resource and habitat resulting from water resources and land use development proposals and related local, regional, and national planning provisions. Occasional direction of regional staff relating to resource management and planning projects.
<b>External Relationships:</b>	Government Departments, Regional and District Councils, Ngāi Tahu and local rūnaka, State Owned Enterprises, industry, licence holder interest groups, resource user groups, the media and the general public.

### Tasks and Responsibilities

Key Tasks	Duties
<b>Monitors RMA resource consents, public planning processes and other issues liable to adversely impact fish and game resources and use</b>	<ul style="list-style-type: none"> <li>• Monitors resource consents, regional and district plan changes, DOC concessions, Crown pastoral land consents and other public notifications and identifies those liable to have adverse impacts on fish and game resources or use, including access.</li> <li>• Prepares and lodges accurate, well-reasoned and procedurally correct submissions in response to the above planning processes within statutory deadlines.</li> <li>• Writes reports and makes recommendations to the CE/Council on resource management and other planning</li> </ul>

	<p>issues.</p> <ul style="list-style-type: none"> <li>• Manages Council input at hearings including case management, liaising with legal counsel and expert witnesses, and writing and presenting submissions where required.</li> <li>• Takes action on issues adversely impacting on fish and game values and reports to CE in a timely manner.</li> <li>• Maintains positive and professional working relationships with other agencies and individuals including ECan, ORC, DOC, District Councils, Ngāi Tahu, local iwi, consultants and land holders.</li> </ul>
<p><b>Raises public and licence holders' awareness of resource management issues adversely affecting Fish and Game and Council's position on issues</b></p>	<ul style="list-style-type: none"> <li>• Contributes to licence holder and interest group publications including newspaper supplements, Fish &amp; Game magazine supplements, and other newsletters and makes media releases on non-contentious matters.</li> <li>• Attends interest group meetings to provide information and to respond to queries on resource management issues.</li> <li>• Undertakes public awareness and educational activities as specified in the work plan including internet updates.</li> </ul>
<p><b>Investigates non-compliance with laws, regulations, policy and rules related to fish and game values</b></p>	<ul style="list-style-type: none"> <li>• Maintains a sound working knowledge of relevant legislation and policy including RMA and legislation at the national, regional and local level.</li> <li>• Investigates reports of non-compliance with laws, policy and plans and prepares reports and recommendations for the CE/Council.</li> <li>• Liaises with legal advisors or external agencies over offences and gives evidence in court where necessary.</li> <li>• Co-ordinates fish and game officer reporting on relevant environmental matters.</li> </ul>
<p><b>Responds to national policy issues liable to adversely affect fish and game management and use</b></p>	<ul style="list-style-type: none"> <li>• Responds to New Zealand Fish and Game Council on external policy and planning matters as required.</li> <li>• Supports and assists with the preparation of submissions on draft national legislation or other Central Government policy</li> </ul>

	<p>matters as required.</p>
<p><b>Contributes to internal Fish and Game policy development</b></p>	<ul style="list-style-type: none"> <li>• Supports the preparation of submissions to the New Zealand Council on internal policy and planning matters.</li> <li>• Assists with regional strategic and operational planning and policy development.</li> <li>• Liaises with other regional Fish and Game resource management staff and participates in working groups where required.</li> </ul>
<p><b>Supports fish and game management activities within the region</b></p>	<ul style="list-style-type: none"> <li>• Assists with sports fish and game bird habitat protection and enhancement programmes.</li> <li>• Assists with resource monitoring.</li> <li>• Undertakes field investigations, promotions, liaison and other activities as required.</li> <li>• Represents Fish and Game in stakeholder groups.</li> </ul>
<p><b>Contributes to the morale and profile of the organisation</b></p>	<ul style="list-style-type: none"> <li>• Maintains a positive and professional work attitude at all times and contributes to the team environment.</li> <li>• Maintains a consistent professional attitude to licence holders and the public at all times.</li> <li>• Maintains loyalty to the Council, CE and other staff and ensures that all actions and communications reflect this.</li> <li>• Complies with internal policy, procedures, rules and guidelines, especially Occupational Safety and Health guidelines.</li> <li>• At the direction of the CE undertakes such other duties as required to meet the objectives of the Council.</li> </ul>

## Limitations

<b>Financial</b>	<ul style="list-style-type: none"><li>• Unbudgeted expenditure greater than \$100 requires CE approval</li></ul>
<b>Operational</b>	<ul style="list-style-type: none"><li>• Media releases on contentious items requires the approval of the CE.</li></ul>
<b>Legal advice</b>	<ul style="list-style-type: none"><li>• Commissioning of legal advice requires CE sign-off.</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>• Any activity undertaken outside of the documented staff rules and policy requires the approval of the CE.</li></ul>

## Skills

Skills required for this position are:

- good ecological knowledge, particularly relating to the habitats of sports fish and game birds including rivers, lakes and wetlands. Knowledge and skills relating to game birds, freshwater fish, river and wetland management.
- sound knowledge of and/or experience with the Resource Management Act 1991 (or any replacement legislation), the ability to critically analyse consent applications and planning documents and to prepare submissions advocating Fish and Game interests. An ability to prepare effective evidence and participate in hearings or Environment Court processes.
- an ability to work with and influence diverse groups of people and manage consultative processes.
- self-motivation and the ability to establish priorities, manage projects and work efficiently and effectively to deadlines with minimum supervision.
- excellent communication and negotiation skills and the ability to diplomatically advocate the Council's interests.
- good report and letter writing skills.
- computer skills, including word processing, spreadsheet, and database applications.
- practical problem-solving skills.

Review Date: July 2022