

North Canterbury Fish & Game Council - Job Description – Schedule 1

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| Title: | Environmental Officer |
| Based in: | Christchurch |
| Area of work: | North Canterbury Fish and Game Region |
| Purpose: | To manage the Councils response to policy, planning and environmental issues affecting sports fish or gamebird values or their use by licence holders |
| Responsible to: | The Chief Executive |
| Responsible for: | Occasional direction of regional and temporary staff relating to resource management and planning projects. |
| External Relationships: | Government Departments, Regional and District Councils, State Owned Enterprises, industry, licence holder interest groups, resource user groups, the media and the general public. |

Tasks and Responsibilities

| Key Tasks | Duties |
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| <p>Monitors RMA resource consents, public planning processes and other issues liable to impact significantly on fish and game resources and use</p> | <ul style="list-style-type: none"> • Monitors resource consents, regional and district plan changes, DOC concessions, crown pastoral lease / tenure reviews and other public notifications and identifies those liable to have impacts on fish and game resources or use, including access. • Prepares and lodges accurate, well reasoned and procedurally correct submissions in response to the above planning processes within statutory deadlines. • Writes reports and makes recommendations to the CE/Council on resource management and other planning issues. • Manages Council input at hearings and presents submissions and other evidence at hearings where required. • Takes action on issues impacting on fish and game habitat or access and reports to CE in a timely manner. • Maintains positive and professional working relationships |

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| | <p>with other agencies and individuals including ECan, DOC, District Councils, Ngai Tahu, consultants and land holders.</p> <ul style="list-style-type: none"> • Monitors public planning processes by reviewing policies and plans, preparing draft submissions, and/or preparing advice or information to management for inclusion in submissions as required. |
| <p>Raises public and licence holders awareness of resource management issues affecting Fish and Game and Council's position on issues.</p> | <ul style="list-style-type: none"> • Contributes to licenceholder and interest group publications including media/press supplements, Fish & Game magazine supplements, and other newsletters and makes media releases on non-contentious matters. • Attends interest group meetings to provide information and to respond to queries on resource management issues. • Undertakes public awareness and educational activities as specified in the work plan including internet updates. |
| <p>Investigates non-compliance with laws, regulations policy and rules protecting habitat and access.</p> | <ul style="list-style-type: none"> • Maintains a sound working knowledge of relevant legislation and policy including RMA regional and district plans. • Investigates reports of non-compliance with RMA laws, policy and plans and prepares reports and recommendations. • Liaises with legal advisors or external agencies over offences and gives evidence in court where necessary. • Co-ordinates fish and game officer reporting on relevant environmental matters. • Assists, at key times of the Fishing and Game Seasons, with general compliance and law enforcement activities. |
| <p>Responds to national policy issues liable to affect fish and game management and use.</p> | <ul style="list-style-type: none"> • Responds to New Zealand Fish and Game Council on external policy and planning matters as required. • Supports the preparation of submission on draft legislation or other central Government policy matters. |
| <p>Contributes to internal Fish and Game policy development.</p> | <ul style="list-style-type: none"> • Supports the preparation of submissions to the New Zealand Council on internal policy and planning matters. • Assists with regional strategic and operational planning and policy development. |

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| Supports fish and game management activities within the region. | <ul style="list-style-type: none"> • Develops and maintains a fish and game resource inventory for North Canterbury. • Assists with resource monitoring, promotions, liaison and other activities as required. |
| Contributes to the morale and profile of the organisation. | <p>Positive and professional work attitude is displayed at all times and a contribution is made to the team environment.</p> <p>Loyalty to the Council, Chief Executive and other staff is maintained.</p> <p>Internal policy, procedures, rules and guidelines, especially Occupational Safety and Health guidelines are complied with.</p> <p>At the direction of the CE undertakes such other duties as required to meet the objectives of the Council.</p> |

Limitations

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| Financial | <ul style="list-style-type: none"> • Unbudgeted expenditure greater than \$200.00 requires CE approval. • Budgeted expenditure over \$3000.00 requires CE sign-off. |
| Operational | <ul style="list-style-type: none"> • Media releases or submissions on contentious items requires the approval of the CE |
| Legal advice | <ul style="list-style-type: none"> • Commissioning of legal advice requires CE sign-off |
| Other | <ul style="list-style-type: none"> • Any activity undertaken outside of the documented staff rules and policy requires the approval of the CE |

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, 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 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.

Salary Package

- \$65,000 – \$85,000, depending on experience and qualifications.
- 3% employer contribution to Kiwisaver
- Full range of benefits to be negotiated and described in separate schedule

Review Date: September 2021