

## Farm Monitoring Officer

### Pūtake Tūranga - Scope

To undertake compliance monitoring of farm activities, primarily related to farm wastewater management on dairy farms. Undertake incident investigation and related enforcement for a range of activities undertaken on farms.

### Nga Whaingā - Key responsibilities

#### Compliance Monitoring

Prepare and implement monitoring programmes for assigned resource consents, regional rules and other regulations. This will include: site inspections, sample collection, measurements, recording, reporting, follow up and enforcement of non-compliance. Compliance monitoring relates to a variety of activity types. Assist with the day-to-day management of the farm dairy effluent annual monitoring contract.

#### Environmental Incidents

Carry out inspections, investigations and when necessary, take samples and measurements in response to assigned environmental incidents. Be available for the Council's 24 hour / 7-day Environmental Hotline after hours' roster for incident response.

#### Enforcement

Conduct inspections as a warranted enforcement officer (Resource Management Act 1991) and undertake enforcement actions as required for assigned monitoring and incidents. Be prepared to provide and give evidence at enforcement proceedings as required.

#### Stakeholder engagement

Prepare and participate in the presentation of educational material for dairy farmers to help achieve compliance with National and Regional rules and legislation. Participate in meetings and other activities with key stakeholders in relation to RMA compliance on dairy farms. This includes Fonterra, DairyNZ and Federated Farmers. Promote best practice on dairy farms in relation to the use of natural resources.

#### Quality System

Maintain a high level of sampling and data quality in line with the requirements of the registered quality assurance programme.

#### Health & Safety

Contribute towards creating a safe working environment and ensure that the Council's health and safety requirements are adhered to along with relevant health and safety legislation, guidelines, standards and codes of practices.

#### Organisational Responsibilities/Other Duties

Undertake other duties that may be assigned by the Compliance Monitoring Manager – General or Group Manager - Regulatory Services. Ensure that all Council policies and procedures are followed in work activities and be actively involved in seeking continuous improvement.



# Tō Pukenga - About you

## Qualifications, skills and experience:

- A tertiary qualification relevant to the purpose of the position (i.e. a science-based discipline) and/or suitable experience and knowledge of farm management systems.
- Proficiency in the use of Microsoft systems e.g. Word, Excel, Outlook.
- Confident with public speaking and representing Council in working groups or other forums.
- Proficient in the use of databases.
- Ability to handle assertive or unhappy customers.
- Ability to work well under pressure.
- Self-motivated and able to work independently.
- Ability to handle confidential or controversial information with discretion and professionalism.
- Ability to cope effectively with enforcement situations.
- Current full drivers licence.
- Sound knowledge of regional council Resource Management Act monitoring functions.
- Previous experience in the implementation of environmental monitoring programmes.
- Special technical knowledge and experience in working with the Resource Management Act 1991.

## Personal attributes

- Displays cultural empathy and awareness.
- Displays personal and professional integrity.
- Committed to H&S and organisational values.
- Sound understanding of Māori culture.
- Proven ability to personally deliver high quality outcomes with a professional, courteous and enthusiastic attitude, and a team player.

**Reports to:** Compliance Monitoring Manager – Primary Industries  
**Group and Department:** Regulatory Services Group – Compliance Monitoring  
**Location:** Whangarei  
**Date:** February 2025

## Declaration

*I have read and understood the contents of this Job Description.*

**Name:**

*(Please print full name)*

**Signature:**

**Date:**



CHOOSE POSITIVITY



DO THE RIGHT THING



KOTAHITANGA



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WHANAUNGATANGA