

**POSITION SUMMARY**

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| Job Title:  | Environmental Compliance Officer   |
| Division:   | Puna Akoako e te Arapaki Ture - Environmental Compliance   |
| Responsible To:                                   | Manager – Environmental Compliance Manager   |
| Responsible For:                                  | Nil  |
| Job Purpose:                                      | To provide service and assistance within the Environmental Compliance Division under the supervision of the Manager in carrying out all duties in respect of the enforcement of relevant legislations, policies, standards and guidelines for efficient and effective delivery of the Service. |
| Job Classification:<br>Jobwise Code:<br>Job Band: |  |
| Date updated:                                     | March 2022   |

**AGENCY VISION AND MISSION**

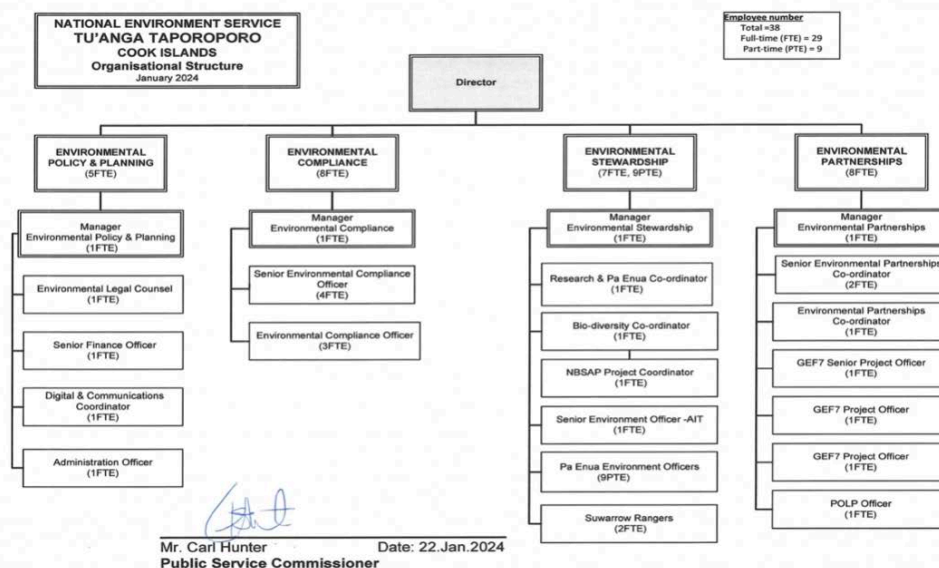
Vision – To transform the Cook Islands into a regional leader in environmental sustainability.

Mission – The National Environment Service provides a powerful leadership role and is a fit-for-purpose organisation that enforces a coherent environmental movement in the Cook Islands

**ORGANISATIONAL STAFFING STRUCTURE<sup>1</sup>**

<sup>1</sup> Approved Organisation Structure (in principle) by the Public Service Commissioner.

**ORGANISATIONAL STAFFING STRUCTURE**



**KEY RESULT AREAS (KRA'S)/OUTPUTS**

| KRAs for this position (maximum of 6)   | Key Performance Indicators (use SMART principles)   | Weighting |
|---|---|-----------|
| <p><b>KRA 1: Environmental Compliance</b></p> <ul style="list-style-type: none"> <li>Identify, assess, inspect and ensure that projects are managed in accordance to the Environment Act 2003 and other relevant legislation in the Cook Islands.</li> <li>Evaluate data and/ or statistics through record and reporting relating to the Permitting process</li> <li>Communicate with the Project applicant on any queries or questions relating to the application</li> <li>Support, coordinate and consult with agencies and other stakeholders on proposed initiatives or policies.</li> <li>Propose and, where applicable recommend improvements in line with operational standards,</li> </ul> | <ul style="list-style-type: none"> <li>Ensure compliance with the EIA process</li> <li>Database (i.e. Permits &amp; Consents) and reports are regularly developed and updated to reflect activities.</li> <li>Respond to the applicant in a timely manner</li> <li>Routine interpretation of data is carried out and a state of the environment report is produced.</li> <li>Collaboration with agencies and stakeholders are established and strengthen.</li> <li>Identify, interpret and advice on concerns, and recommend alternatives for the mitigation and resolution.</li> <li>Site visits are conducted.</li> </ul> |           |

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| <p>legislations or organizational requirements.</p> <ul style="list-style-type: none"> <li>• Provide advice for best practices, guidelines and standards to identify vulnerable ecosystems.</li> <li>• Provide secretarial and administrative services (including technical advice) to each Island Environment Authority, and, where requested by an Island Environment Authority, to any sub-committee appointed by the Island Environment Authority;</li> </ul>   |  |  |
| <p><b>KRA 2: Monitoring and Surveillance</b></p> <ul style="list-style-type: none"> <li>• Carry out investigations, research and monitoring relevant to the protection and conservation of the natural resources of the Cook Islands</li> <li>• Plan, register and attend to complaints raised by the public</li> <li>• Communicate with the complainant on any queries or questions relating to the complaint</li> <li>• Monitor, evaluate and report on the state of the environment and activities which significantly affect the environment.</li> <li>• Collect data and/ or statistics on environmental impacts and activities.</li> <li>• Undertake surveys as and when required in respect of pollution matters and other environment related issues.</li> <li>• Monitor activities to support environmental sustainable actions and policy.</li> <li>• Implement best practices, guidelines, standards, templates and information is current and available.</li> <li>• Implement activities to support environmental sustainable actions are evaluated and monitored.</li> </ul> | <ul style="list-style-type: none"> <li>• Standard procedures of investigations are followed in the provision of advice, inspection, enforcement duties and investigations into complaints and reportable environment related incidents.</li> <li>• Respond to the complainant in a timely manner</li> <li>• Monitoring and surveillance of environment activities in the Cook Islands are conducted and produced in an annual report</li> <li>• Data management practices and record keeping are developed and regularly updated</li> <li>• Evidence- based monitoring and evaluation of projects and activities are conducted, developed and when required for reporting</li> </ul> |  |

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| <p><b>KRA 3: Public Communication and Awareness</b></p> <ul style="list-style-type: none"> <li>Engage with regional and local communities on establishing environmental measures, activities and programmes for the Cook Islands.</li> <li>Assist the Service or Public with training, the promotion of environmental education and other environmental initiatives when required to assist by the Service.</li> <li>Conduct training, workshops, meetings to inform stakeholders and general public on development proposals and other environment related activities.</li> <li>Implement strategies on broadening stakeholder engagement i.e meeting with the Puna's</li> <li></li> <li>Attend and contribute to national, regional and international workshops/meetings/seminar</li> </ul>  | <ul style="list-style-type: none"> <li>Involvement with regional and/ or local communities in implementing environmental related projects and programmes are established and ongoing.</li> <li>Partnerships are strengthened with agencies and the public are engaged and provide valuable input and feedback.</li> <li>Training, workshops, meetings environment related activities are conducted</li> <li>Information is readily available to stakeholders and general public.</li> <li>Back to Office Reports (BTOR) for workshops/ meetings/ trainings and seminars attended, and disseminate to Staff are provided.</li> </ul> |  |
| <p><b>KRA 4: Execute Special Projects that has significant national or local interest</b></p> <ul style="list-style-type: none"> <li>Policy development from existing projects or projects of national interest that is co-ordinated across multiple stakeholders</li> <li>Plan projects of national interest or significant environmental impacts within the Service and key funding partners and project teams. These projects relate to a suite of activities in the 6 thematic policy areas of the Service; Land, Marine, Biodiversity, Water, Air and Climate Change</li> <li>Co-ordinate and communicate projects of national interest or significant environmental impacts within external stakeholders such as other Government agencies, NGOs, private sector and the public. These projects relate to a suite of activities in the 6 thematic policy areas of the</li> </ul> | <ul style="list-style-type: none"> <li>Developed policy framework or paper is conducted as a result of the key lessons learnt from the project across multiple stakeholders</li> <li>Ring-fenced projects are scoped and planned effectively with internal and external stakeholders</li> <li>Successful co-ordination of these projects with internal and external stakeholders</li> <li>Strong public awareness through media and communication engagement</li> <li>Data is collected and contributes to the Service's central research platforms</li> </ul>  |  |

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| <p>Service; Land, Marine, Biodiversity, Water, Air and Climate Change</p> <ul style="list-style-type: none"> <li>• Monitor and evaluate of these projects of national interest or significant environmental impacts</li> <li>• Monitor and enforce project permit throughout the duration of the project.</li> <li>• To identify, assess and inspect projects comply with the Service's mandate.</li> <li>• Engage with the public and key stakeholders involved in the project or development.</li> </ul> |  |  |
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**WORK COMPLEXITY**

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| Indicate most challenging problem solving duties typically undertaken (3-4 examples): |  |
| 1   | Monitoring, Surveillance and reporting on the State of the Environment   |
| 2   | Identify, interpret and provide advice on environment matters and recommend alternatives for the mitigation and resolution |
| 3   | Able to mediate conflicts and take appropriate actions with stakeholders/customers   |
| 4   | Public Communication and Awareness   |

**AUTHORITY**

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. (Explain the authority if any)

|             |    |
|-------------|----|
| Financial   | No |
| Staff       | No |
| Contractual | No |

**FUNCTIONAL RELATIONSHIPS**

The requirement for human relations skills in dealing with other personnel and external contacts. (List the external and internal types of functional relationships)

| Internal                                 | Nature of Contact                                      | External  | Nature of Contact  |
|--|--|---|--|
| Director of National Environment Service | <b>Light:</b><br>Advice and information sharing        | Island Authorities, Pa Enea, NGOs, Community Groups, Stakeholders, Schools, Interest Groups, General Public | <b>Promoting</b><br>Promotion of environmental management issues and initiatives |
| Manager of Environmental Compliance      | <b>Heavy</b><br>Reporting and direction and assistance |   |  |
| Environmental Compliance Officers        | <b>Heavy</b><br>Reporting and direction and assistance |   |  |
| Environment Legal Counsel                | <b>Medium</b><br>Advice and information sharing        |   |  |
| NES Staff                                | <b>Light:</b><br>Advice and information sharing        |   |  |

#### QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

| Essential: (least qualification to be competent)          | Desirable: (other qualifications for job)                      |
|---|--|
| Certificate or Diploma in Social Studies or related field | Bachelor's Degree in Geography or Environment or related field |

#### EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

| Essential: (least number of years to be competent)  | Desirable: (target number of years you are looking for)   |
|---|---|
| <ul style="list-style-type: none"> <li>• 1-2 years' experience in a similar position</li> <li>• Sound knowledge of environment issues</li> <li>• Excellent organisation skills</li> </ul> | <ul style="list-style-type: none"> <li>• 3 – 5 years' experience in a similar position</li> </ul> |

#### KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

| Level of ability required for the job |  |
|---------------------------------------|--|
| Expert                                | <ul style="list-style-type: none"> <li>- Proven ability in collating factual information and producing reports.</li> <li>- Communicates with clarity and vision</li> </ul> |

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|           | <ul style="list-style-type: none"> <li>- Takes ownership and acknowledges impact and outcomes of decisions.</li> </ul>  |
| Advanced  | <ul style="list-style-type: none"> <li>- Able to work under pressure</li> <li>- Strong analytical skills and thorough understanding of government priorities and challenges.</li> <li>- Can facilitate meetings and workshops (internal and external)</li> <li>- Strengthen and develop partnerships</li> </ul>   |
| Working   | <ul style="list-style-type: none"> <li>- Highly developed written and oral communication skills, preferably in both English and Cook Islands Maori</li> <li>- Able to think laterally and exercise sound judgement</li> <li>- Identifies opportunities for innovation and improvement</li> <li>- Able to manage limited resources</li> <li>- Able to handle confidential and sensitive information</li> <li>- High level of accuracy, initiative, creativity and accountability</li> <li>- Proficient use of Microsoft office programmes</li> </ul> |
| Awareness | <ul style="list-style-type: none"> <li>- Social, Economic, Political and public interests associated with the Environment in the Cook Islands</li> </ul>  |

**CHANGE TO JOB DESCRIPTION**

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

Approved:

\_\_\_\_\_

Director

\_\_\_\_\_

Date

\_\_\_\_\_

Employee

\_\_\_\_\_

Date