

POSITION DESCRIPTION

Position: 3 Waters Drinking Water Compliance Officer

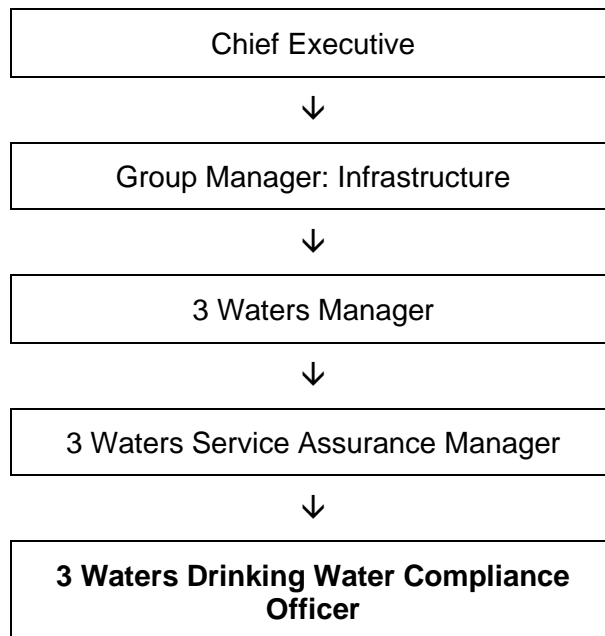
Team: 3 Waters

Group: Infrastructure

Responsible To: 3 Waters Service Assurance Manager

Responsible For: Nil

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora

Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki

Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Maori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership

development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Purpose of Position

This role is part of the Infrastructure Group. The Group includes 3 Waters, Transport, and a professional panel of consultants.

The purpose of this position is to inspect, audit, monitor and report on compliance related to the provision of drinking water. This is achieved by:

- Monitoring and reporting on compliance across drinking water supplies
- Conducting audits of service providers
- Undertaking internal audits to ensure operational integrity
- Implementing and maintaining quality assurance programmes and inspections
- Ensuring adherence to relevant legislation and standards (e.g. DWQAR, DWAV, WSA, RMA, LGA, Council Bylaws, NZS ISO/IEC 17025)
- Building and maintaining effective stakeholder relationships
- Driving continuous improvement initiatives
- Promoting and upholding health and safety standards

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
 - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
 - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Key work areas for which this position will have a responsibility are:

Monitoring and reporting on compliance in relation to the drinking water supply:

- Monitoring compliance on Council drinking water supplies under the following compliance standards: Water Services (Drinking Water Standards for New Zealand) Regulations 2022, Drinking Water Quality Assurance Rules, Aesthetic Values for Drinking Water Notice 2022, Water Services Act 2021
- Monitoring reports for Council drinking water supplies
- Gathering and maintaining data in the Infrastructure Data system
- Liaising with external service providers e.g. contractors, laboratories, consultants

Undertaking quality control audits on service providers:

- Undertaking quality assurance audits to ensure that external service providers comply with Water Services (Drinking Water Standards for New Zealand) Regulations 2022, Drinking Water Quality Assurance Rules, Water Services Act, ISO 17025 requirements

Undertaking internal quality control audits:

- Undertaking internal audits on implementation and adequacy of Water Safety Plans
- Undertaking internal audits on resource consent compliance
- Undertaking audits in Infrastructure Data
- Undertaking internal audits on staff performance against relevant processes

Quality Assurance Programmes and Inspections:

- Assisting the 3 Waters Service Assurance Manager in development of processes for maintaining measuring and testing devices and sensors used by 3 Waters Team
- Monitoring and reporting of measuring and testing devices to ensure they are maintained, serviced, calibrated and replaced according to related processes
- Assisting the 3 Waters Service Assurance Manager in the development of a Quality Assurance framework and programme including quality specifications, procedures and standards required to ensure service quality objectives are managed and maintained

Adherence to Legislation

- Ensure compliance with legislation and standards
- Monitor any changes with standards and legislation and identify if updates to procedures and reports are required
- Complete annual reviews of procedures to ensure alignment with relevant legislation/standards and that requirements are documented

Relationship Management:

- Build and maintain relationships with HBRC, iwi, hapu, customers and suppliers
- Establish and maintain sustainable relationships with staff across Council activities to facilitate effective working relationships
- Work with stakeholders to ensure outcomes meet expectations

Report Development and Monitoring:

- Lead the development and implementation of reports within Infrastructure Data to support operational requirements
- Ensure all reports are accurate, up-to-date and aligned with Council requirements
- Establish and maintain processes for regular review and updates
- Monitor reporting performance and data integrity, identifying and resolving issues proactively
- Collaborate with stakeholders to refine reporting needs, enhance usability and ensure relevance
- Generate reports as requested

Continuous Improvement:

- Maintain competency and knowledge across 3 Waters and in the drinking water area
- Maintain competency in sampling technique
- Maintain, develop and review procedures
- Support and promote a quality culture
- Participate in relevant conferences and workshops

Important Functional Relationships

External

Customers
Contractors and Suppliers
HB Regional Council
Consultants
Laboratories
Other Local Authorities
Staff and Engineers

Internal

3W Operations team
3W Capital Works and
Development team
Group Managers
Planning and Regulatory
Services
Infrastructure
Strategy and Development
Planning and Consents Staff
3 Water Managers
Health, Safety & Wellbeing
Staff

Committees/Groups

Works Committee
Risk & Audit Committee
Stakeholder Groups

Person Specification

Qualifications

- A bachelor's degree in environmental science, physical science, natural sciences, environmental planning or a closely related field
- Alternatively, significant relevant industry experience may be considered in lieu of formal qualifications

Knowledge/Experience

- Proven Drinking Water Standards compliance experience
- Proven experience in environmental analysis or control or environmental planning
- Knowledge of drinking water standards and ISO 17025
- High proficiency in Microsoft Excel

Key Personal Competencies

- Innovative thinking - open to new ideas and approaches and seeks creative solutions to improve processes and outcomes
- Proactive approach - well organised, self-motivated and focused on achieving results with minimal supervision
- Accountability – takes ownership of responsibilities and outcomes and promotes a high performance culture through commitment to excellence and continuous improvement
- Stakeholder Engagement - effective relationship management skills, with the ability to collaborate and communicate clearly with internal and external stakeholders.
- Continuous Improvement - commitment to identifying opportunities for process and service improvement
- Demonstrates the ability to see the big picture, think broadly and long term
- Committed to Council and the community

Personal Attributes

- Honest
- Motivated
- Open minded
- Enthusiastic
- Creative/innovative
- Ability to work within a team and also use own initiative
- A sense of humour is essential