

**Ministry Letterhead**

**JOB DESCRIPTION**

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| **Job Title:** | Environment Officer – Rarotonga |
| **Division** | Advisory & Compliance Division – National Environment Service |
| **Responsible To:** | Manager, Advisory & Compliance Division |
| **Responsible For:** | Nil |  |
| **Job Purpose:** | To provide assistance and support to the Director, Manager and Staff within the Advisory and Compliance Division and the effective delivery of required outputs for the National Environment Service in the enforcement of the Environment Act 2003 and Regulations established under the environment Act 2003, and the provision of regulatory, technical, advisory and monitoring requirements for environmental management and sustainability. |  |
| **Date:** | January 2019 |  |

**ORGANISATION CHART:**

**OUTPUTS:**

The position of **Environment Officer** encompasses the following Output(s):

1. **Kauraro i te Ture Taporoporo – Compliance with the Environment Act**

**2003**

Enforce the Environment Act 2003 and its regulations in a fair and effective way.

1. **Tauranga Akoako - Provision of Advisory Services**

Provide sound and transparent advice using the most appropriate and reliable scientific and technical information relating to the modification of the existing environment

1. **Kākaro’anga matatio - Effective Environment Monitoring and Analysis**

Ensure and promote quality information procurement and management to support environmental sustainable actions and policy direction

| **Objectives** | | **Outcomes** | | **Key Deliverables** | |
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|  | **Improve the effective implementation of the Environment Act 2003** |  | Environment Act 2003 is reviewed for Gaps and Constraints in relation to other relevant legislations that govern management and protection of the environment of the Cook Islands  Permits and Consents Regulations reviewed and its application to the outer islands monitored for effectiveness  Permits and Consents procedures and systems are efficient and effective to prevent environment degradation |  | Legislative review of the Environment Act 2003 and overall environmental management of the Cook Islands  Policy paper produced on matters identified in the l Regular Compliance Staff Training and staff mentoring conducted  Appropriate Best practices guidelines and standards are updated for areas of concerns, as staff aide and for public awareness  All procedural systems for EIA and Areas of Concern are supported by effective templates and information management systems  Permits and Consents systems are supported and managed using Geographic Information Systems (GIS) |
|  | **Provide sound and transparent advice using the most appropriate and reliable scientific and technical information relating to the modification of the existing environment** |  | Sound advice provided to clients and general public on development proposals |  | Appropriate Best practices guidelines and standards developed for identified vulnerable ecosystems, as staff aide and for public awareness  Conduct training meetings with various stakeholders (contractors etc) on environmental considerations for development  Provide information where available, to support green economic growth |
|  | **Ensure and promote quality information procurement and management to support environmental sustainable actions and policy direction** |  | Monitoring of development activities are transferred into database system |  | Revise and strengthen Permits and Consents database |
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**FUNCTIONAL RELATIONSHIPS:**

*(List the external and internal types of functional relationships)*

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| --- | --- |
| External | Internal |
| Stakeholders  Public Servants  General Public | Director  Manager Compliance & Advisory  Rarotonga Environment Authority  NES Staff |

**FUNCTIONAL RELATIONSHIP SKILLS:**

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| --- | --- |
| **Key internal and/or external contacts** | **Nature of the contact most typical**  *e.g. courtesy, giving/receiving information, explaining things, liaising, advising, gaining co-operation, facilitating, ,influencing and persuading, resolving minor conflicts, mediating, negotiating, formal negotiation, supervising, leading.* |
| General Public | Access to quality service and advice. Transparent procedures and systems for environment permitting. Information to inform their decision making and engagement in environmentally responsible actions. |
| Stakeholders | Partnerships and coordination of environment initiatives. Training and support |
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**WORK COMPLEXITY:**

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| Indicate Most challenging duties typically undertaken: | |
| 1 | * Managing multiple tasks within the Compliance & Advisory Office operation. * Development of policies and procedures to affect interventions or recommendations where necessary. * Represent the Director and the Environment Service on REA (Rarotonga Environment Authority) and other various related committees, and to attend national, regional and international meetings/workshops and seminars as approved by the Director; * Provide secretarial and administrative services (including technical advice) to the Rarotonga Environment Authority, and, where requested by an island environment authority, to any sub committee appointed by the Island environment Authority; |

**PERSON SPECIFICATION:**

###### Qualifications

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| **Essential: (least qualification to be competent)** | **Desirable: (specific qualification for job)** |
| * NZQA Level 3 with the ability to interpret available information and write comprehensive reports | * A tertiary qualification (Degree) in any environmental related field and/or management field is desirable. |

**Knowledge / Experience**

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| **Essential: (least number of years to be competent)** | **Desirable: (target number of years you are looking for)** |
| * At least 2 years in government with a good understanding of public administration and Government policies as a whole; * A working knowledge of the Cook Islands, its people, system of government, its cultural practices, and sustainable development of the environment; * Knowledge in Computing: Microsoft Office software experience in Access, Excel, Word, Outlook, and PowerPoint; | * 3 – 5 years proven work experience in any environmental related field. * Experience in community consultation within the Cook Islands * A good understanding of public administration and Government policies as a whole especially for the islands of Rarotonga * Ability to communicate strongly in both verbally and in writing under any circumstances in Cook Islands Maori and English; |

**Key Skills /Attributes / Job Specific Competencies**

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| * Effective implementation of the National Environment Act 2003 on the island of Rarotonga; * Facilitate and undertake consultative meetings with relevant stakeholders for the collection of baseline information for the State of the Environment Report; * Provision of timely, high quality compliance analysis and advice to the Manager for the Advisory & Compliance, and the Director; * Assist in the execution of monitoring/survey programs *(beach profile, coral monitoring, water quality etc.)* within NES. * Strengthen and develop partnership linkages between the Environment Service and other agencies involved in improving the health of the surrounding ecosystems, particularly MMR, Health, NGO’s and others. |

**Other Responsibilities of this position:**

* Represent the Director and the Environment Service on REA (Rarotonga Environment Authority) and other various related committees, and to attend national, regional and international meetings/workshops and seminars as approved by the Director;
* Provide secretarial and administrative services (including technical advice) to the Rarotonga Environment Authority, and, where requested by an island environment authority, to any sub committee appointed by the Island environment Authority;
* Make recommendations and provide advise to the National Environment Service;
* Assisting in the representation of the NES’s interests in the Court system of the Cook Islands as required under the Environment Act 2003;
* Assist with data entries for ALL compliance monitoring programs;
* Other duties appropriate to skills and qualifications, as required from time to time.

**Approved:**

Manager/Supervisor Date

Employee Date