



Environmental & Sustainability Officer

Environmental compliance and consent management

- Coordinate and monitor compliance with the Group's environmental obligations, including resource consents, environmental legislation, regulations and applicable environmental management plans.
- Maintain an accurate and effective system for tracking consent conditions, monitoring requirements, reporting obligations and compliance actions, including lapse and expiry timeframes, with lead indicators for renewal of consents.
- Undertake regular environmental inspections and audits across the port, marina, hardstand and other operational areas.
- Identify potential environmental non-compliances and work with relevant personnel, including the regulator, to address them promptly.
- Support the preparation, renewal and variation of resource consents and associated environmental assessments.
- Maintain a sound understanding of the environmental requirements applying to the Group's activities and communicate these clearly to operational personnel.
- Escalate significant environmental risks, non-compliances or regulatory issues to management.

Environmental monitoring and reporting

- Develop and review the Groups 'Environmental Management Plan'.
- Keep a register of all consents, regional and district plans for monitoring and reporting requirements related to the functions of the business.
- Plan, coordinate and undertake environmental monitoring programs as required.
- Coordinate / undertake stormwater and other environmental sampling and monitoring programs.
- Ensure environmental monitoring is undertaken consistently, accurately and in accordance with applicable standards and consent requirements.
- Manage environmental data and identify trends, issues and opportunities for improvement.
- Prepare environmental compliance reports and other technical information for management, regulators and stakeholders.
- Maintain accurate environmental records, databases, registers and monitoring systems.

Environmental management systems

- Maintain and progressively improve the Group's Environmental Management System and associated environmental plans, procedures and controls.
- Ensure environmental risks associated with operational activities are identified, assessed and appropriately managed.
- Undertake environmental inspections and audits and coordinate follow-up actions.
- Support the continual improvement of environmental management practices across the Group.
- Ensure third parties to the Group are aware of their responsibilities and obligations, carry out monitoring and report on outcomes. Non-compliance incidents are to be managed with corrective actions.

Sustainability and environmental improvement

- Support the development and implementation of practical sustainability initiatives across the Group.
- Identify opportunities to reduce waste, improve resource efficiency and reduce environmental impacts.
- Assist with environmental and sustainability data collection, performance measurement and reporting.
- Work with operational teams to develop practical environmental improvement initiatives.
- Support the development of sustainability objectives, programs and performance measures as the Group's sustainability function matures.
- Provide reporting metrics to the Groups shareholders as requested.

Regulatory, mana whenua and stakeholder relationships

- Develop constructive and professional relationships with relevant regulatory authorities, mana whenua, tenants, contractors, consultants, community representatives and other stakeholders.
- Support engagement with Northland Regional Council, Whangārei District Council and other relevant authorities.
- Work appropriately and respectfully with mana whenua and understand the importance of cultural values in environmental management.
- Represent the Group professionally on environmental matters when required.
- Participate in relevant industry environmental networks and forums.

Environmental awareness and communication

- Promote environmental awareness across the Group and its operational community.
- Develop and deliver environmental briefings, toolbox talks and awareness initiatives.
- Communicate environmental requirements in a manner that is practical and readily understood by operational personnel.
- Provide environmental updates and information for internal and external communication where appropriate.
- Help build a positive environmental culture across the Group.

General

- Maintain professional knowledge of relevant environmental legislation, regulatory requirements, standards and good practice.
- Maintain appropriate professional development and technical competence.
- Contribute to the Group's health, safety, wellbeing and risk management objectives.
- Undertake other duties reasonably required from time to time in support of the wider business.

Key relationships

Internal

- Infrastructure & Strategic Assets Manager
- Port Engineer
- Port operations and maintenance teams
- Marina and hardstand teams
- Finance and administration
- Port users, tenants and contractors
- Other Group employees

External

- Northland Regional Council
- Whangārei District Council
- Mana whenua
- Environmental consultants and technical specialists
- Contractors and service providers
- Customers and port users
- Community and stakeholder groups
- Relevant industry organisations and environmental networks

Skills, experience and qualifications

Essential

- Relevant tertiary qualification in environmental science, environmental management, resource management, sustainability or a related discipline, **or equivalent relevant professional experience.**
- Current New Zealand driver's licence.
- Good written and verbal communication skills.
- Strong organisational skills and attention to detail.
- Ability to collect, manage, analyse and communicate environmental information.
- Competence with Microsoft Office, particularly Word and Excel.
- Ability to work independently, take ownership of assigned work and contribute effectively within a team.
- Willingness and ability to undertake field-based work in a marine and industrial environment.

Desirable

- Experience in an environmental role, preferably within a port, marine, industrial, infrastructure, construction or similar operational environment.
- Experience with resource consent compliance and environmental monitoring.
- Knowledge of the Resource Management Act and wider New Zealand environmental regulatory framework.
- Experience with stormwater, water quality or marine environmental monitoring.
- Experience with environmental management systems.
- Understanding of sustainability principles, environmental performance improvement and/or carbon and emissions reporting.
- Experience working with regulators, consultants, contractors, customers or community stakeholders.
- Experience working with mana whenua or Māori organisations and an understanding of Te Tiriti o Waitangi.
- Experience with GIS, environmental databases or environmental reporting systems.