

POSITION DESCRIPTION

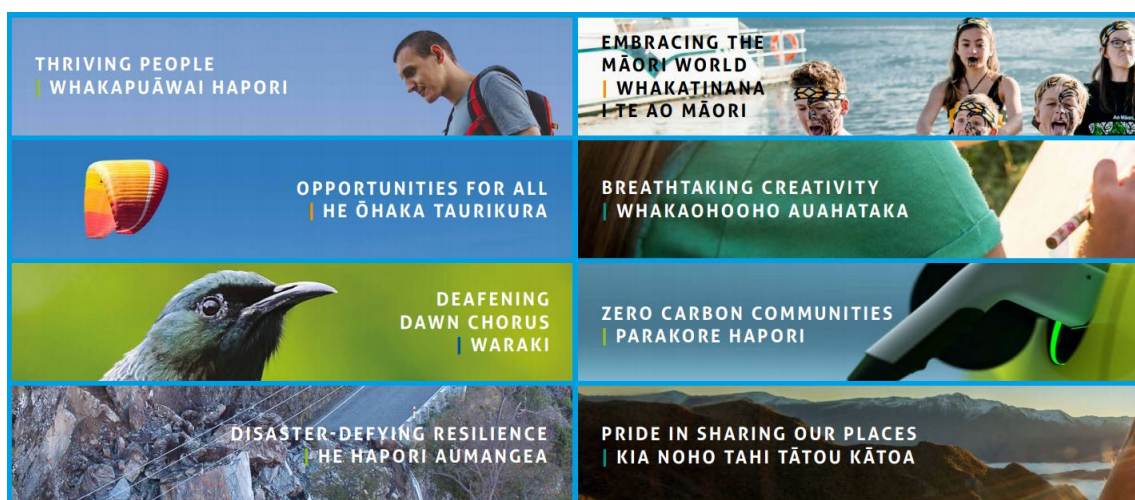
Position:	Trade Waste Officer
Department:	Maintenance & Operations – Property & Infrastructure
Location:	Queenstown
Reports to:	Environmental Manager – Infrastructure
Date:	July 2021

BACKGROUND

Queenstown Lakes District Council (QLDC) is a territorial authority in Te Waipounamu South Island of Aotearoa New Zealand, with a current resident population of approximately 40,750 which is projected to increase to 53,510 by 2031¹. The Queenstown Lakes District is also a premier tourist destination making a significant contribution to the national economy. In recent years, the district has undergone significant and sustained growth in both resident population and in international and domestic visitor numbers. On a peak day in 2018, visitor numbers totalled 79,300 which is projected to reach 91,270 on a peak day in 2031². The overall growth pressures the district is experiencing has led to the draft 2021 -2031 Ten Year Plan setting out an ambitious programme of work, with over \$1.6 billion of capital investment to be made over the decade³.

QLDC has a central role to play in maintaining and enhancing the quality and liveability of the outstanding environment of the district. It also has a central role in development and regulation and provides high quality services and infrastructure to residents and visitors; managing the district's parks, trails, libraries and recreational facilities; enabling sustainable development through consenting services; and regulating local activities. QLDC's role in leading the recovery effort for the district in response to COVID-19, also means that the diversification of the district's economy is an increasingly important priority for our Council.

The community outcomes set out in the 2021 – 2031 Ten Year Plan are directly extracted from [Vision Beyond 2050](#), which is our community vision statement:



¹ QLDC demand projections, July 2020

² QLDC demand projections, July 2020

³ Draft QLDC Ten Year Plan 2021 - 2031

VISION, MISSION AND VALUES

We're proud to be QLDC, and in response to the growth the district has experienced over recent years the QLDC organisation has itself experienced substantial growth. With an employed workforce of approximately 400 FTE in January 2021, and a range of partner organisations delivering services on behalf of Council, QLDC is also a significant employer in the district. The range and types of work carried out at QLDC are extensive, and complex; becoming increasingly so as the district continues to grow.

Our culture is an important part of who we are. The vision, mission and values set out below are the foundation for our organisational culture; how and why we go about things:



PURPOSE

To assist the Environmental Manager and Environmental Advisor within the Property & Infrastructure Team to monitor and address the environmental and public health obligations of QLDC's Infrastructure assets and services.

The role will operate across the three waters space made up of drinking water, wastewater/sewerage and stormwater, and will have a predominant focus on managing trade waste throughout the district under the Integrated Three Waters Bylaw 2020 (the Bylaw).

Key responsibilities of the role include implementing the Bylaw by working with local businesses to ensure that they are operating in accordance with the Bylaw, issuing approval notices and consents to discharge trade waste into the QLDC wastewater network, conducting inspections and providing guidance on best practice.

KEY TASKS

Three Waters Bylaw Implementation

- Work closely with the Environmental Advisor to implement all aspects of the Bylaw
- Process trade waste applications, including liaising with applicants to seek additional information, and advising applicants of their approval notice or consent condition requirements
- Schedule and conduct initial inspections of trade waste premises during the application process, and routine follow up compliance audits during the life of each trade waste consent
- Process consent transfers, suspend or cancel consents as required
- Utilise the technical knowledge of our in house three waters team and external contractors to develop and apply consent conditions
- Invoice for trade waste consent fees and charges
- Complete audits of numbers of registered trade premises throughout the district to identify unauthorised discharges to the network
- Implement a strategy to communicate the Bylaw requirements to all key stakeholders
- Review stormwater management practices onsite and provide guidance and education
- Liaise and communicate with persons in breach of relevant legislation and/or Council Bylaws in an effort to achieve compliance
- Regularly review systems and reporting tools and advise on opportunities to improve data integrity, visibility and administrative efficiency
- From time to time carry out enforcement proceedings including issue of infringement notices, prosecutions involving liaison with Council's Solicitor and Regulatory Team

Environment and Public Health Protection

- Collect environmental and public health monitoring data for QLDC Infrastructure, and enter into QLDC databases and national reporting systems as required
- Complete basic analysis of environmental and public health data, identify and report on trends
- Assist with pollution control complaints, such as spillages, overflows and non-compliant discharges to the three waters network and the natural environment
- Work closely with the Regional Council and Public Health authorities to protect the community and the environment from discharge of contaminants

Policy support and Education

- Encourage business and the wider community to utilise and implement improved environmental solutions through education and communication
- Work across the organisation designing and implementing effective and targeted programmes that support Council's priority work programmes with a focus on public health and positive environmental outcomes
- Developing programmes that educate our communities on water sustainability and conservation in order to drive behaviour change

Corporate Responsibilities

- Build commitment to QLDC's vision, values and services.
- Willingly undertake any duty required within the context of the position.
- Manage own personal health and safety and takes appropriate action to deal with workplace hazards, accidents and incidents.
- Comply with all legislative requirements.
- Adhere to QLDC's Code of Conduct

KEY RELATIONSHIPS

Internal:

- Property & Infrastructure Team
- Planning & Development Team
- Building Services Team
- Regulatory Team
- Resource Management Engineering Team
- All QLDC staff

External:

- Council's contracted service providers
- Members of the public and other stakeholder groups
- Community Stakeholders
- Ratepayers and residents
- Iwi
- Other local authorities
- Regional Council
- Ministry of Health/Public Health South
- Professional groups

ACCOUNTABILITIES AND DELEGATIONS

Financial Authority

- *Nil*

Staff Authority

- *Nil*

Contractual Authority

- *Nil*

PERSON SPECIFICATION

Education

- Bachelor of Science / Environmental Science or similar (to degree level) required

Experience

- Three years' minimum experience in the administration, application and practice of local authority regulations or similar.
- A sound working understanding of information systems.
- Experience in the analysis and interpretation of data to formulate outcomes/solutions.
- Proven quality assurance and/or risk management procedures experience.
- Trade waste or infrastructure experience within a Council, other regulatory environment or private sector highly desirable
 - Knowledge of engineering infrastructure, works, functions and operations.
 - Knowledge of engineering pre-treatment works, methods and best practice.
 - Knowledge of characteristics and effects of wastes, pollutants and hazardous wastes.

General

- A current and valid driver's licence for New Zealand.

COMPETENCIES

Core competencies for all employees of QLDC:

Customer focus	Is dedicated to meeting the expectations and requirements of internal and external customers; Gets first-hand customer information and uses it for improvements in products and services; Acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Action Oriented	Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others.
Drive for results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Integrity & Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Relationship Management & Teamworking	Relates well to all kinds of people, up, down, sideways, inside and outside of the organisation; Builds appropriate rapport quickly; Builds constructive and effective relationships; Uses diplomacy and tact; Can defuse high tension situations comfortably.

Health & Safety	<ul style="list-style-type: none"> • Ensures compliance to all legal/statutory and company requirements for Health and Safety • Adheres to all QLDC's Health & Safety policies and procedures • Is actively involved in QLDC's health and safety systems • Wears relevant personal protective clothing and equipment as and when required* Use only for roles where PPE may be required • Reports any pain, discomfort or other health & safety concerns as soon as possible • Ensures all accidents, incidents and hazards are reported using QLDC's Health & Safety reporting procedures
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Competencies specific to the role:

<i>Community focus</i>	Oversee and enhance community engagement associated with infrastructure bylaws to ensure positive environmental outcomes.
<i>Problem Solving</i>	Uses rigorous logic and methods to solve difficult problems; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
<i>Timely Decision Making</i>	Makes decisions in a timely manner, sometimes with incomplete information under tight deadlines and pressure; able to make a quick decision.
<i>Decision quality</i>	Makes good decisions based upon a mixture of analysis, wisdom, experience and judgement; most solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
<i>Planning</i>	Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.