

Job Description

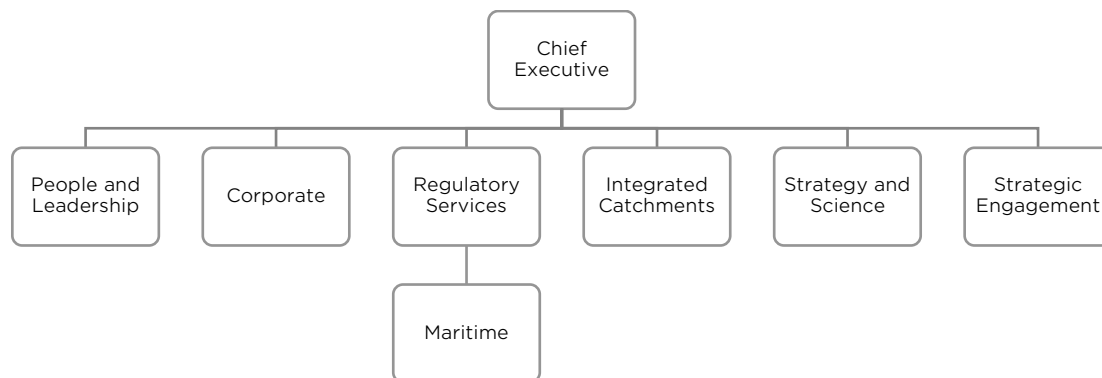


Job title	Maritime Officer
Group	Regulatory Services
Section	Maritime Operations
Responsible to	BOP Harbour Master/Maritime Manager
Responsibility for employees	None
Date	February 2024

Our organisation

About us	Toi Moana Bay of Plenty Regional Council's work guides and supports the sustainable development of the Bay of Plenty. We are responsible for land, air and water, as well as public transport and economic development. We want to make sure our region grows and develops in a way that keeps its values safe for future generations.
Our vision	Our vision of "Thriving together - mō te taiao, mō ngā tangata" means we want to ensure that both the environment and the people in the region thrive. Looking after the environment is at the heart of what we do.
Our values	Our values reflect who we are and what is important to us: Trust, Integrity, Courage, Manaakitanga, Kotahitanga, Whanaungatanga (see attached).
Our leadership model	Te Pae Rangatira, means 'The Model of Leadership'. In Māori, it is said a Rangatira (Leader) is one who is able to raranga (weave) their tira (group of people) together. Leadership at Toi Moana is guided by four pou whirinaki (pillars of guidance), these are: Care, Collaborate, Navigate and Balance (see attached).
Our community outcomes	Our community outcomes describe what we're working towards achieving for the Bay of Plenty: He taiao ora - a healthy environment, Te mana o te wai - freshwater for life, Kia haumarū, kia pakari te hāpori - safe and resilient communities, and Toitū to rohe - a vibrant region. Directly or indirectly, your work will feed into helping us achieve one or more of these outcomes.
Partnerships with Māori and Te Tiriti o Waitangi	The Treaty principles and the partnership upon which it is founded are an established part of our local government framework. As Treaty partners, Māori hold a unique role in shaping and contributing to regional leadership and direction. It is the collective responsibility of Toi Moana staff to uphold the principles and spirit of the Treaty.

Our team



Job purpose

Toi Moana Bay of Plenty Regional Council (BOPRC) is committed to its’ vision of thriving together through the delivery of strong community outcomes. It is our people and their commitment to first class leadership and high performing teams which will ensure this delivery.

Functional relationships

External	Purpose and frequency of contact	
• Maritime New Zealand	• Consultation	As required
• LINZ	• Collaboration	Daily
• Coastguard	• Monitoring	Weekly
• Local port authorities	• Seeking information, products and services	Weekly
• Police, Fire and MPI	• Collaboration	As required
• Search and rescue groups	• Collaboration	As required
• Consultants	• Collaboration	Occasionally
• Contractors	• Instruction	Occasionally
• Community Group	• Collaboration	Occasionally
• Commercial licence holders	• Instruction	Occasionally
• Public	• Communicate	Daily
• Other local authorities	• Communicate/Collaborate	As required

Internal	Purpose and frequency of contact	
• Maritime Team	• Briefings, collaboration, taskings, project updates.	Daily
• Staff at all levels	• Consultation	Daily
• Section Managers	• Providing information and responding to queries	Daily
• Group Managers	• Provide information	Weekly
• Chief Executive	• Provide information	Occasionally

Key result areas

The job encompasses the following major functions or key result areas:

- Operational management
- Relationship Management
- Corporate Contribution

The requirements in the above key result areas are broadly identified below:

Key accountabilities

The requirements in the above key result areas are broadly identified below:

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
1. Operational Management	
<ul style="list-style-type: none"> • Implement the requirements of and compliance with Bay of Plenty Navigation and Safety bylaws and various relevant acts. • Be responsible for advising the status of the Whakatāne Bar. • Ensure that all water-based activities comply with relevant maritime and health and safety legislation. • Assist with Bay of Plenty navigation and safety maintenance, contract works, contractors and projects. • When requested and as required stand in for and assist Senior Maritime Officers in Whakatāne, Rotorua, Tauranga. • As designated Master ensure that all council vessels are maintained to Maritime NZ and MOSS requirements. • Ensure that approved events and activities follow best practice and that conflict over competing for space is minimised. • Assist with boating water safety education. • Coordinate and manage contractors, volunteers and internal staff. • Ensure all skippers and crew are trained to effectively conduct Council patrols and represent Council at a high level. • Respond to oil spills or other threats to the marine environment up to and including the level of Site Supervisor. • Provide technical vessel skippering services. • Conduct internal and contractor Health and safety and operational audits. 	<ul style="list-style-type: none"> • Work is conducted efficiently and effectively and complies with internal policy and fulfils legislative requirements. • Advisories shared by 0700 in line with BoPRC guidelines. • Advice, developments, and implementations are based on sound research and analysis, are provided in a timely and professional manner. • Work is carried out safely to the required standard. • Reports are well written, accurate and clear. • Any additional duties are completed to appropriate standards. • Summer patrol are well planned and executed, and documentation available to demonstrate level of coverage.

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
<ul style="list-style-type: none"> • Be part of the Duty roster to manage the 24/7 Maritime team response. • Undertake any other relevant duties as directed by the BOP Harbourmaster/Manager. 	
2. Relationship Management	
<ul style="list-style-type: none"> • Establish and maintain close working relationships with internal and external contacts including local authorities, ratepayers, landowners, suppliers, consultants, and contractors. 	<ul style="list-style-type: none"> • Effective, professional relationships and partnerships are developed and maintained with internal and external contacts. • Professional image is conveyed in public forums.
3. Corporate Contribution	
<ul style="list-style-type: none"> • Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems. • Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015. • Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard. • Meet Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management. 	<ul style="list-style-type: none"> • Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. • Hazards are identified and all incidents and accidents are reported. • Participate in any wellness programmes, such as stress management training and health monitoring. • Council records are created and maintained in corporate information systems, meeting specified information management standards. • Participate in any civil defence and emergency management training initiatives and assist with any civil defence emergencies, as part of Bay of Plenty Regional Council's responsibilities for civil defence and emergency management.

Delegations

Delegations as set out in the Chief Executives Delegations Manual.

Freedom to act

Guidelines and support available to assist the jobholder to make decisions e.g. policy documents, standard procedures, reference to team leader or senior employees. If jobholder can make decisions without approval from anyone else, please note that authority.

- Harbour Masters, Regional Harbour Master or Maritime Operations Manager.
- Other regional council maritime staff.
- Maritime New Zealand.
- Industry groups.
- Navigation Safety Bylaws, Maritime Rules, Industry Best Practice.
- BOPRC Policies and Procedures.
- SSM Guidelines.

- SOP's and Maritime Regulations.

Work complexity

Most challenging duties typically undertaken:

- Maintaining a high level of professional awareness with regard to navigation and safety activities and relevant legislation.
- Regularly required to respond to wide range of maritime incidents and occasionally required to respond to maritime emergencies.
- Required to respond to commercial shipping/Port of Tauranga requirements such as hot work permits, enquiries and incidents/accidents on the port from time to time.
- Occasionally required to handle difficult onsite face-to-face confrontational situations when dealing with the public, regarding complaints and non-compliance of navigation and safety regulations and bylaws.
- Responding and deploying appropriate oil spill equipment as required.

Person specification

Minimum academic qualifications required:	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> • National Certificate, Level 5 or equivalent body of knowledge acquired through combination of education and experience. • Skipper Restricted Limits (NZQA Level 4 equivalent). • A valid driver's licence required*¹ 	<ul style="list-style-type: none"> • A relevant tertiary qualification or appropriate experience. • Experience with coordinating contract works and contractors. • Forklift licence. • First Aid. • HT qualification. • Oil spill responder qualification.

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> • Minimum 5-7 years boating experience. • Competent boating and safety skills. • Professional and technical knowledge of navigation and safety. • Knowledge of navigation and safety legislation and environmental trends. • Knowledge of mooring construction, ropes, weather interpretation and radio use. • Maintenance of vessels and navigation aids. • Experience with coordinating contract works and supervising contractors. 	<ul style="list-style-type: none"> • Knowledge of environmental practices, particularly within the marine area. • Knowledge of the Bay of Plenty Regional Council waters.

¹ Driving record free of driving suspensions or convictions (excluding demerit points and infringement fees). Requirement for valid Driver's Licence may be waived if applicant has a driving-related disability.

Key skills / job specific competencies

The following indicates what would typically be expected for this role at a competent level:

Advanced knowledge	<ul style="list-style-type: none">• Vessel maintenance and certification• Vessel handling and safe practices
Working knowledge	<ul style="list-style-type: none">• Maritime Transport Act and Local Government Act 1974 and other relevant legislation• Occupational Health and Safety and maritime safety best practices• Project and time management• A reasonable level of computer ability
Awareness	<ul style="list-style-type: none">• Community, cultural and political awareness

Personal attributes / key behaviours

- Sound judgement and initiative.
- Critical decision-making skills.
- Ability to work unsupervised.
- Negotiation and mediation skills, with the ability to resolve conflict situations.
- A high level of courtesy, listening and communication skills.
- Well-developed public relation skills.
- Public speaking and oral presentation skills.
- Sound report writing skills.
- Ability to demonstrate a high level of flexibility and self-motivation.
- Excellent problem-solving skills.

Other requirements

- May require frequent travel within or outside Bay of Plenty region.
- Required to be on call (and flexible with work hours) for any after-hours call outs or oil spill emergencies.

Change to job description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning.

Approved:

Manager

Date

Discussed with job holder:

Employee

Date

Our Vision

Thriving together - mō te taiao, mō ngā tāngata

mō te taiao, mō ngā tāngata translates to "for the environment, for the people"

Our Values

A tatou haerenga - our journey

Our values reflect who we are and what is important to us.

Te Pumanawa 'the beating heart of the organisation'.

Our organisational values have been woven together following input from staff across the organisation, now it's up to each of us to bring these values to life in the work that we do every day.

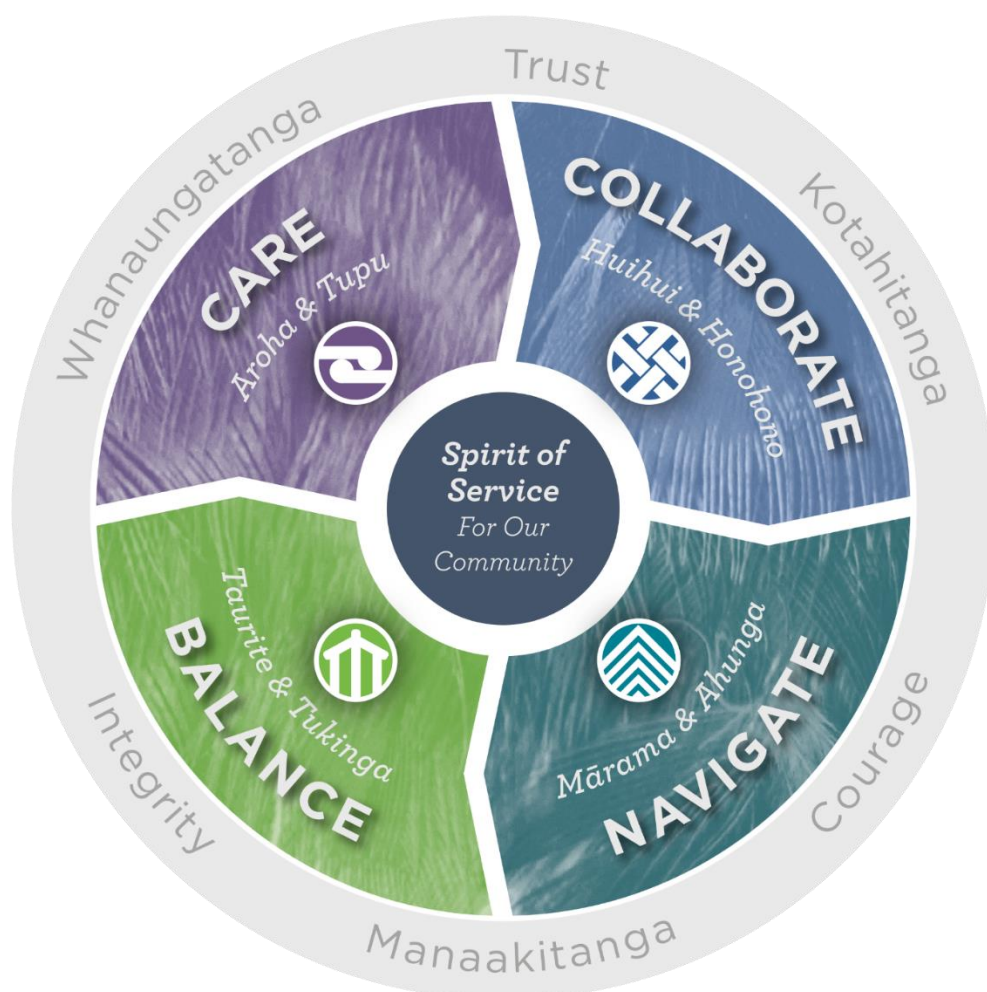
TRUST	INTEGRITY	COURAGE
We trust each other and work to build trust	We do what we say we will do We act with purpose to achieve results	We act boldly to lead and do the right thing for our region
MANAAKITANGA	KOTAHITANGA	WHANAUNGATANGA
<p>Mana</p> <ul style="list-style-type: none"> Leadership Having strength and courage Being a positive influence Being proud and courageous Professionalism <p>Manaakitanga</p> <ul style="list-style-type: none"> Trust and respect Reciprocity (sharing) Nurture/support <p>Mana has many meanings such as integrity, charisma and prestige.</p> <p>Manaaki means 'to nurture and support and help each other grow'. When you add the 'tanga' the word is enhanced.</p>	<ul style="list-style-type: none"> Unity Strong emphasis on collaboration Being inclusive Nurturing a positive team spirit Sense of ownership <p>Kotahi means 'as one'. Adding the 'tanga' accentuates the word, giving it a wider meaning, bringing us together - 'strength in unity'.</p>	<ul style="list-style-type: none"> Strong focus on relationships. Having fun and being happy Socialising, including the importance of friends Supporting each other <p>Whānau means family. Adding the 'tanga' extends the word to a wider whānau context. It has a very strong focus on relationship within the organisation.</p>

Te Pae Rangatira

Our Leadership Model

In Māori, it is said a Rangatira (Leader) is one who is able to raranga (weave) their tira (group of people) together. Our model, known as Te Pae Rangatira, means 'The Model of Leadership'.

At Toi Moana, we believe that to achieve great outcomes for our community we must enable our people to thrive together - connected and consistent leadership is a key success factor. Our leadership model has been co-designed with our people to create a shared understanding of what great leadership looks like at Toi Moana.



He aha te rangatira? Who is a leader at Toi Moana?

Everyone at Toi Moana has the opportunity to display leadership qualities.

Whether you're in a people leader role, working with our community, or supporting your colleagues, Te Pae Rangatira defines the capabilities that support us all to raranga (weave) a tira (group of people) together to enable great outcomes.

Ngā Pou Whirinaki The Pillars of Guidance



CARE

Aroha & Tupu Love & Growth

Ka manaaki tātou i a tātou ki te aroha, ki te manawaroa, kia tupu, kia rea.

We care for ourselves and others with empathy, resilience and growth mind-sets.

Whakaaronui

Empathise

Whakawhanake i a koe ake

Develop self

Kia kaha, haere tonu

Embrace resilience

Kia tupu te whakaaro

Have a growth mind-set

Āwhinatia ngā tāngata kē

Enable others



COLLABORATE

Huihui & Honohono Come Together & Connect

Ka whakakotahi tātou i a tātou, kia hono ai wō tātou rourou, e ora ai te iwi.

We are curious, connected and inclusive of all.

Mahi tahi

Work as one

Whakakotahi

Be inclusive

Whakawātea

Create safe spaces

Kia tupu te pā harakeke

Grow relationships and networks

Whāia tā te rōpū e whai ana

Facilitate shared goals



NAVIGATE

Mārama & Ahunga Understanding & Direction

Ka arahi tātou i a tātou, kia mārama ai ki ngā āhuatanga hai arotau mā tātou, e ahu whakamua ai tātou.

We are clear on our purpose, adaptable and navigate the way forward.

Kia Mārama

Create clarity of purpose

Aro whānui

Scan the horizon

Āta whai

Zoom out and in

Kia āhua rerekē

Be adaptable

Kia whai whakaaro ki te ao tōrangapū

Have political perspective



BALANCE

Taurite & Tukinga Balance & Impact

Ka whakarite tātou i a tātou, kia taurite ai ngā mahi, mo te tukinga nui tonu.

We balance what we do, how we do it and when we do it for maximum impact.

Whāia ngā hua

Focus on outcomes

Āta whakariterite

Plan and organise

Āta whakaraupapa, ka whai rauemi

Prioritise and resource

Āta whakatau

Make decisions

Mo te tukinga nui tonu

Deliver for success