

Job Description

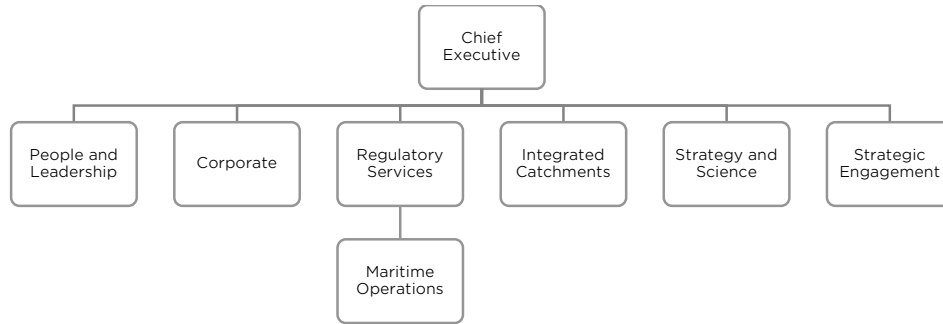


Job title	Maritime Officer II (Moorings)
Group	Regulatory Services
Section	Maritime Operations
Responsible to	BOP Regional Harbour Master/Manager
Responsibility for employees	None
Date	September 2025

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.
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.
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.
Our community outcomes	<p>Our community outcomes describe what we're working towards achieving for the Bay of Plenty:</p> <ul style="list-style-type: none"> ○ He taiao ora - a healthy environment, ○ He hāpori mata-hī awatea - future ready communities, ○ Ngā hāpori e honoa ana, e whakamanatia ana hoki - Connected and enabled communities, ○ He whanaketanga mauri tū roa - Sustainable development, ○ Te Ara Poutama - The Pursuit of Excellence. <p>Directly or indirectly, your work will feed into helping us achieve one or more of these outcomes.</p>

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.

This job exists to administer and manage all moorings in the region in accordance with relevant legislation and Council requirements. The role also is a part of the wider Maritime team and as such is required to respond to a wide range of maritime incidents and administer relevant legislation on all the waters in the Bay of Plenty.

Functional relationships

External	Purpose and frequency of contact	
• Moorings Owners	• Providing information and responding to queries	Daily
• Moorings Inspectors	• Providing information and responding to queries	Daily
• Lawyers	• Seeking information, products and services	As Required
• Maritime New Zealand	• Consultation	Occasionally
• Coastguard	• Monitoring	As Required
• Local port authorities	• Seeking information, products and services	As Required
• Visiting ships and agents	• Communicate	As Required
• Police, Fire, Customs, and MPI	• Collaboration	As Required
• Event Holders	• Collaboration	As Required
• Consultants	• Collaboration	Occasionally
• Contractors	• Instruction	Occasionally
• Patrol Skippers and crew	• Instruction	As required
• Community Groups	• Collaboration	As Required
• Commercial licence holders	• Instruction	As Required
• Public	• Communicate	Daily

• Other local authorities	• Communicate	As Required
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Internal	Purpose and frequency of contact	
• Staff at all levels	• Consultation	Regularly
• Section Managers	• Providing information and responding to queries	Regularly
• Group Managers	• Provide information	Occasionally
• Chief Executive	• Provide information	Occasionally

Key result areas

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

- Operational management
- Ensuring safe Navigation Relationship Management
- Corporate Contribution

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)
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. • 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 assist Senior Maritime Officer's and Maritime Officers in Tauranga, Whakatāne and Rotorua. • Ensure that all moorings within the boundaries of the BOPRC are administered and managed according to relevant bylaws and legislation • Keep accurate records of mooring administration and owner interactions. • As a designated Maintenance Coordinator ensure that council vessels are maintained to Maritime NZ and MOSS requirements. 	<ul style="list-style-type: none"> • Work is conducted efficiently and effectively and complies with internal policy and fulfils legislative requirements. • Advice, developments and implementations are based on sound research, analysis and are provided in a timely and professional manner. • Reports are well written, accurate and clear. • Any additional duties are completed to appropriate standards. • All moorings are administered and managed in line with relevant bylaws and legislation • Relationships with moorings owners is professional and upholds the standards required by BOPRC • BOPRC vessels kept in survey and checks completed in time. • Vessel acquisition projects are well handled meeting all financial and

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
<ul style="list-style-type: none"> • Coordinate and manage contractors, volunteers and internal staff. • Technical writing of safer boating resources including mooring newsletters. • Technical writing of procedures for Maritime Training Operational Proficiency (MTOPI) • Support training of staff, contractors and students for summer patrols initiatives • Respond to oil spills or other threats to the marine environment. • Provide technical vessel skippering services. • Conduct internal and contractor Health and safety and operational audits. • Available to be rostered on the after-hours Duty Harbourmasters Roster including weekends and public holidays. • Undertake any other relevant duties as directed by the BOP Harbourmaster/Manager or his/her designate. 	<p>operational requirements to ensure the BOPRC fleet is future proof.</p> <ul style="list-style-type: none"> • Contractors, volunteers and internal staff coordinated and managed in line with Council expectations and policies. • Written and verbal communication meet the standards expected of Council employees • Staff, contractors and students receive appropriate support and training • Support for Oil Spill response provided • Technical vessel skippering provided as requested • Health and safety and operational audits completed as expected. • Participation in the on-call roster (usually for week at a time including after hours and weekends), ensures BOPRC meet requirement to provide 24/7 response to maritime events
Relationship Management	
<ul style="list-style-type: none"> • Establish and maintain close working relationships with internal and external contacts including mooring owners, 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.
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.

- BOP Harbour Master, Deputy Harbourmaster, Maritime Operations Team Leader, wider Maritime team
- Maritime Transport Act and other relevant legislation and bylaws
- Maritime New Zealand
- Navigation Safety Bylaws, Maritime Rules, Industry Best Practice
- BOPRC Policies and Procedures
- MTOP Guidelines
- SOP's and Maritime rules, regulations and publications

Work complexity

Most challenging duties typically undertaken:

- Maintaining a high level of professional awareness regarding 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.
- 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">• Skipper of Restricted Limits Certificate or equivalent accepted by Maritime New Zealand.	<ul style="list-style-type: none">• A relevant tertiary qualification or appropriate experience• 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">• Post qualification experience• Competent boating and safety skills• Technical knowledge of mooring systems and their construction	<ul style="list-style-type: none">• Knowledge of environmental practices, particularly within the marine area

<ul style="list-style-type: none"> • Knowledge of navigation and safety legislation and environmental trends • High computer literacy • Excellent communication skills, enabling you to communicate with a range of people (verbally and in writing) • Background in a co-ordinator/administrative role within a technical work environment Customer service experience interaction to a high level • Flexibility with hours of work and be available to work weekends. 	<ul style="list-style-type: none"> • Knowledge of the Tauranga Harbour and Regional Waters • Customer facing experience. • Personal responsibility under the Health and Safety Work Act. • Maintenance of vessels and navigation aids • Experience with coordinating contract works and supervising contractors •
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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 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 • Interpersonal skills • Time management and organisational skills • Vessel maintenance and certification
Awareness	<ul style="list-style-type: none"> • Community, cultural and political awareness • Resource Management Act.

Personal attributes / key behaviours

- Sound judgement and initiative.
- Critical decision-making skills.
- Ability to work unsupervised.
- Able to spend time in the field for extended periods of time, includes physical tasks
- Negotiation and mediation skills, with the ability to resolve conflict situations.
- A high level of courtesy, listening and communication skills.
- Well-developed organisational skills; systems and process driven.
- Well-developed public relation skills.
- Public speaking and oral presentation skills.
- Sound report writing skills.

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- 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 on a rostered basis 24/7 (including after hours and weekends, and usually for a week at a time) to support after-hours call outs and/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