



General

Role title:	Environmental & Security Manager
Location	Waipa Sawmill, Rotorua
Approximate budget control(\$):	\$830K

Key Relationships

Reporting to (role title):	General Manager, Waipa Sawmill
Number of reports (direct and indirect):	2
Direct & indirect report role titles:	Environmental & Security Coordinator; Security Supervisor
Key service recipients:	Red Stag Timber management and staff including contractors. External service providers and regulatory authorities.

Role Purpose

Overall Purpose

To provide leadership in achieving a high level of environmental and security performance and to minimise associated liability.

To provide technical leadership and expertise in various other activities as appropriate.

Accountabilities

Resource Consents

- Sampling and monitoring
- Consent return, preparation and reporting
- Manage environmental impacts
- Liaise with the Regional Council & other regulatory agencies
- Prepare and negotiate new consents as required.

Environmental Management

- Maintain ISO 14001 Certification
- Business sustainability and environmental impacts/risks
- Manage historic contaminated land areas
- Prepare investigation reports
- Manage site waste disposal (Wastewater treatment & irrigation, Highlands Landfill and Waste Management Ltd).

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- Security & Fire Response**
- Manage the security needs for the site including access control and management
 - Manage fire detection systems
 - Work with the Site Safety Manager to ensure competent Fire Response for the site.
- HSNO Management**
- Ensure compliance with HSNO requirements for the site
- Drinking water supply**
- Manage compliance with the NZ Drinking Water Standards.

Qualifications/Technical

Qualification/Skill/Experience	Details
Educational qualifications	Science degree or equivalent
Work experience	At least 10 years in a similar senior level environmental management role
Role specific technical expertise	Environmental Science knowledge
Specific information systems knowledge	Microsoft Office Suite

Competencies

Competencies	Details
Leadership (Strategic Vision & Alignment)	Creates an environment where people can learn from their actions in a positive way Makes effective decisions re delegation and planning Is actively involved in addressing performance issues Makes operational decisions while maintaining focus on the organisation's overall strategic aspiration
Continuous Performance Improvement (Innovative Thinking and Change Management)	Pulls together ideas, issues and observations into a single concept or clear presentation Creates new ideas and concepts that are not obvious to others Demonstrates an ability to think about situations in several different ways Mentors and coaches others that struggle in times of change
Teamwork	Seeks ideas and opinions and learns from the input and expertise of others Achieves win-win solutions

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	<p>Consistently identifies the need for others involvement in resolutions</p> <p>Communicates openly to stakeholder parties</p> <p>Shows respect for others' strengths and contributions to group goals</p>
Customer Commitment	<p>Becomes personally involved in customer's decision making process and becomes a trusted adviser</p> <p>Develops an independent opinion on customer's current and long term needs, problems and opportunities</p> <p>Acts on own independent opinion to recommend approaches that are new</p> <p>Focuses on potential long term mutual benefits to both the customer's and own organisation</p>
Respect for the Individual (Interpersonal Understanding)	<p>Is effectively able to persuade others to adopt own viewpoint</p> <p>Anticipates the effect of an action or other detail on people's image of a presentation</p> <p>Intuitively understands others' motivations and uses these for mutual benefit</p> <p>Resolves conflict constructively</p>
Personal Accountability (Results Focus)	<p>Uses historical data or benchmarking to set challenging targets (50/50 chance of achieving)</p> <p>Uses specific measures as baseline measures of performance</p> <p>Is self starting and able to use own judgement</p> <p>Develops systems to organise and keep track of information</p>
Purposeful Action (Analytical Thinking)	<p>Breaks down complex parts of a problem into manageable parts</p> <p>Probes issues and questions data sources</p> <p>Recognises several likely causes of events or consequences of actions</p>
Human Resource Strategy	<p>A broad understanding of the principles of strategic planning and an understanding of the translation of those plans into a human resource planning framework.</p>
Business Acumen	<p>Has good understanding of commercial principles in immediate area</p> <p>Uses informal quantitative measures to assess performance</p> <p>Focuses on the cost/benefit of opportunities and adding value to the business</p>