



Position Description

Position Title: Compliance and Monitoring Officer

Tenure/Hours: Permanent Part Time – 30 hours per week
6 hours per day, Monday to Friday
On call for emergency operations

Position Summary: This role is to provide compliance and monitoring services, consistent with legislation relevant to Local Government, for District Planning compliance, environmental services and Animal Control. It ensures public safety outcomes are achieved, including safe food and appropriate alcohol management practices and minimisation of risk from trade waste and hazardous substances.



COUNCIL MISSION

In partnership with tangata whenua and our communities, we will innovate and collaborate to enable a range of opportunities for the Tararua District.

Mā te mahi tahi mātou o kaunihera ki ngā tangata whenua, ka auaha aheinga mō tātou katoa o te rohe o Tamaki-nui-a-Rua



DISTRICT VISION

Vibrant, connected communities where our land and waters are nurtured and our people flourish.

Mā te whenua, mā te waiora tatou e ora ai hei hapori ngangahau hei hapori honohono hoki.

What you will do

- Delivering a responsive, customer-focused service by meeting performance standards and providing clear information to the public.
- Provide monitoring and enforcement of Council bylaws and legislation relating to: *environmental nuisances, litter, abandoned vehicles, parking, environmental health, Food Act and regulations, alcohol licensing and class 4 gambling policy compliance, swimming pool barrier fencing, building warrant of fitness, Resource Management Act and District Plan compliance.*
- Supporting Animal Control through fieldwork, complaint resolution, investigations, and enforcement.
- Provide responses for hazardous substances and compliance and monitoring of trade waste compliance.
- Oversee the prompt actioning and resolution of complaints and queries received from the public ensuring appropriate processes are followed.
- Issue infringement notices and warnings under the relevant legislation as directed.
- Collect evidence in support of prosecution cases and prepare files for prosecutions in the District Court.
- Provide advice and information to the Team Leader Compliance and Monitoring or Regulatory Services Manager when requested.
- Prepare information as required for comprehensive reports as appropriate, pertaining to assessment, investigation, monitoring enforcement action, including requested statistical activity/performance information.
- Provide responses to customer complaints to support organisational and legislative requirements and ensure these are recorded appropriately.

What you will bring

Required

This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- Monitoring and compliance experience and knowledge of enforcement activity and procedures.
- Able to demonstrate a high level of resilience and persistence in a challenging environment
- Strong organisational, administrative, and time management skills.
- Excellent communication and interpersonal skills with a commitment to customer service.
- Full driver's licence.

Desired

In addition to the required fields, there are also a number of competencies where an expert level of knowledge/experience is desired.

- Suitable related tertiary qualification or G Reg certification.
- A working understanding of applicable legislation and bylaws.
- Good report writing skills.
- Local government experience

Our Values

PONO

Integrity through transparency, trust and accountability

Integrity through standing up for what's right

Integrity through respect for our communities, environment and cultures



WHANAUNGATANGA

One team who unites behind a shared vision

One team who is respectful and considerate to all

One team who encourages each other to succeed and excel



WHANAKE

We will continue to evolve, adapting to our ever-changing environment

We will continue to evolve, steering our waka in the right direction

We will continue to evolve, leading our communities into a better future



Your reporting lines

Group Manager - Operations



Regulatory Services Manager



Team Leader Compliance and Monitoring



Compliance and Monitoring Officer

Additional Information

Delegations

Number of people reporting to the role	n/a
Financial delegation	Nil
Contract delegation	Nil
Statutory delegation	As per Council's statutory delegations register

Role Acceptance

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

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Approved: (Manager/Supervisor)

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Date:

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Agreed: (Staff Member)

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Date: