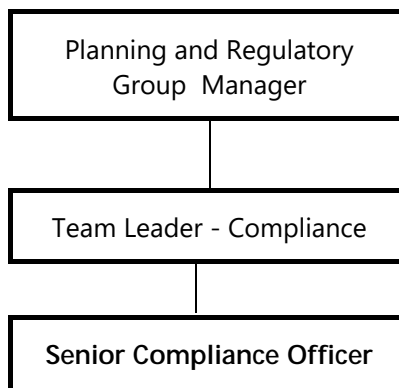


POSITION DESCRIPTION



Job Title:	Senior Compliance Officer
Responsible To:	Team Leader - Compliance
Responsible For:	Nil Staff
Position Purpose:	This job exists to: <i>"Monitor and enforce compliance with :</i> <ul style="list-style-type: none">• <i>Resource Management Act</i>• <i>District Plan</i>• <i>Building Control Act."</i>
Date:	July 2021

ORGANISATION CONTEXT



IMPORTANT FUNCTIONAL RELATIONSHIPS

External

Residents and ratepayers
Council customers
Telephone customers
Various government agencies

Internal

All staff
Elected Members

KEY RESULT AREAS

The position of **Senior Compliance Officer** encompasses the following functions or Key Result Areas:

Jobholder is accountable for	Jobholder is successful when
<p>Resource Management Act Monitoring Conditions</p> <ul style="list-style-type: none"> Monitoring Land Use and Sub Division resource consent conditions Ensuring continued monitoring of non-compliant consent occurs. 	<ul style="list-style-type: none"> Database of Consents requiring monitoring is accurate and up to date Resource Consent conditions are monitored in accordance with resource consent and RMA.
<p>RMA Enforcement</p> <ul style="list-style-type: none"> Promoting, educating and investigating compliance with the Resource management Act, 1991 and associated regulations Initiating and conducting enforcement action for non-compliant activities/consents as agreed with the Team Leader - Compliance Reviewing and reporting on RMA and District Plan compliance matters. 	<ul style="list-style-type: none"> Appropriate enforcement action for noncompliance with RMA and/or District Plan rules is taken Work conducted complies with internal policies and meets professional standards.
<p>Building Control</p> <ul style="list-style-type: none"> Developing, implementing and maintaining a program to monitor all swimming pool fences Solid Fuel Heaters: Process and inspect Building Consent applications for Solid Fuel Heaters. Building WOF database is developed and maintained. 	<ul style="list-style-type: none"> Monitoring program established and implements in accordance with the Fencing of Swimming Pool Act Building Consent applications for Solid Fuel Heaters are processed and inspected in accordance with the Building Act. Building WOF activities meet legislative requirements.
<p>Building Control Complaints and Enforcement</p> <ul style="list-style-type: none"> Investigating complaints as required and in consultation with the Team Leader - Compliance Enforcement action is taken when authorised by the Team Leader - Compliance. 	<ul style="list-style-type: none"> Complaints have been actioned in a timely manner, decisions and reasons are recorded and issues are resolved.
<p>Planning, resource consent and building control enquiries</p> <ul style="list-style-type: none"> First point of contact for telephone, face to face or online enquires regarding planning, resource consent and building related enquires. 	<ul style="list-style-type: none"> Enquires have been responded to in a timely manner Information provided is accurate, addresses any potential risk to Council and has met internal policy and procedure Database of enquires and responses is up to date.

<p>Other compliance work as required</p> <ul style="list-style-type: none"> Investigating complaints as required and in consultation with the Team Leader - Compliance Enforcement action is taken when authorised by the Team Leader - Compliance. 	<ul style="list-style-type: none"> Complaints have been actioned in a timely manner, decisions and reasons are recorded and issues are resolved.
<p>Relationships/communication</p> <ul style="list-style-type: none"> Ensuring the relationship between the Council and its key external stakeholders is positive and constructive Representing Council at appropriate events, meetings and conferences Building effective relationships with the other staff across Council 	<ul style="list-style-type: none"> Customers are satisfied and feedback is complimentary Relationships with key decision-makers and opinion leaders in the community is positive and constructive Communications material is well managed, accessible and filed appropriately.
<p>Personal Development</p> <ul style="list-style-type: none"> Developing and maintaining professional knowledge and contacts. 	<ul style="list-style-type: none"> Identify and undertake sufficient training to maintain knowledge to undertake allocated tasks Attend training opportunities relevant to position and the Council.
<p>Health and Safety</p> <ul style="list-style-type: none"> Taking all reasonable care to ensure the health and safety of yourself and others. Complying with Ōpōtiki District Councils Health and Safety Policy and Procedures and any other reasonable instructions 	<ul style="list-style-type: none"> Events, near misses and injuries are reported in accordance with organisations requirements. Engage in and promote health and safety in team and related work areas.
<p>Civil Defence</p> <ul style="list-style-type: none"> Undertake necessary training to ensure Preparedness for Emergency Management. 	<ul style="list-style-type: none"> Support is provided during an emergency.

Other duties expected of position holder:

Undertake any other duties and functions as may be requested of you by your Manager.

Note:

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

PERSON SPECIFICATION

- At least 5 years' experience in a regulatory/compliance/enforcement role
- Qualification in planning or similar discipline
- A current driver's license is essential
- A good attitude when under pressure is essential
- Ability to work flexible hours, including weekends and public holidays

Key Job Competencies

- Ability to accurately interpret and understand relevant legislation and bylaws
- Good listening, research and communication skills
- Excellent interpersonal communication and customer relations skills
- Ability to prepare accurate statistical returns
- Sound administrative, computer, data input and word processing skills
- Ability to give advice in a professional, impartial and non-emotional way
- Team player with the ability to work with minimum supervision
- Ability to interact with a diverse range of people
- Excellent time management and organisational skills
- Ability to categorise work to establish priority tasks
- Ability to learn new programme software and to plan and execute tasks with efficiency.

Manager

Date

Position Holder

Date