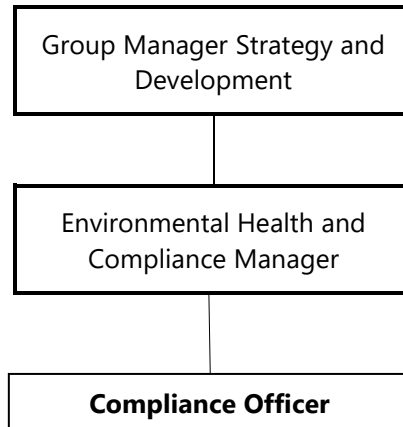


POSITION DESCRIPTION



Job Title:	Compliance Officer
Responsible To:	Environmental Health and Compliance Manager
Directly Responsible For:	No other staff
Position Purpose:	This job exists to monitor and enforce compliance with: <ul style="list-style-type: none">• Council Bylaws• Resource Management Act 1991• Building Act 2004, and• All other Acts relevant to maintaining environmental health and compliance.
Date:	October 2024

ORGANISATION CONTEXT



IMPORTANT FUNCTIONAL RELATIONSHIPS

External

Residents and Ratepayers
Visitors to the district
Council customers
Other Local Authorities
General Public
Various government agencies

Internal

Chief Executive, Management and Staff
Elected members and Council committees

KEY RESULT AREAS

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

Jobholder is accountable for	Jobholder is successful when
<p>Freedom Camping Bylaw Monitoring</p> <ul style="list-style-type: none"> • Monitor Freedom Camping activities throughout the week including weekends. • Proactively following up on non-complying activities • Enforcement action is taken after discussion with the Environmental Health and Compliance Manager. 	<ul style="list-style-type: none"> • All instances of potential and actual non-compliance with the Ōpōtiki District Council bylaws are followed up, and the activity ceases, or enforcement action is taken. •
<p>Complaints</p> <ul style="list-style-type: none"> • Complaints regarding activities being undertaken are investigated and report findings are provided to the Environmental Health and Compliance Manager • Investigate complaints as required and in consultation with the Environmental Health and Compliance Manager • Enforcement action is taken when directed by the Environmental Health and Compliance Manager. 	<ul style="list-style-type: none"> • Complaints are actioned in a timely manner, decisions and reasons are recorded, and issues are resolved. • Enforcement action taken in a timely manner.
<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"> • Training is undertaken to maintain skills and qualifications relevant to the job.
<p>Health & Safety</p> <ul style="list-style-type: none"> • Taking reasonable care to ensure the health and safety of yourself and others • Complying with Councils policy, work practices and instructions and contributing to a safe and healthy work culture. 	<ul style="list-style-type: none"> • Near misses, injuries and illness are reported in accordance with Council's requirements • There are examples of engagement and promotion of health, safety and well-being in your work area.
<p>Civil Defence</p> <ul style="list-style-type: none"> • Undertake any 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 2-3 years’ experience in a regulatory/compliance/enforcement role
- Qualification in a regulatory discipline is favourable
- 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

- Can accurately interpret, understand and apply relevant legislation and bylaws
- Able to give advice in a business-like, respectful and non-emotional way
- Excellent interpersonal communication and customer relations skills
- Can interact with a diverse range of people and customers
- Able to give advice in a professional, impartial and non-emotional way
- Able to prepare accurate statistical reports
- Sound administrative, computer, data input and word processing skills
- Able to learn new program software
- Team player and able to work with minimum supervision
- Excellent time management and organisational skills
- Able to complete a variety of work

Manager

Date

Position Holder

Date