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| ***POSITION DESCRIPTION*** | |
| **POSITION TITLE** | Compliance Officer |
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| **GROUP** | Regulatory & Policy |
| **REPORTS TO:** | Manager Compliance |
| **DIRECT REPORTS** | nil |
| **POSITION PURPOSE**  At the West Coast Regional Council, our Compliance Officers play a vital role in safeguarding our environment while fostering positive relationships with our community. This position is all about making a meaningful impact by:   1. Monitoring resource consents and regulatory activities. 2. Responding to environmental complaints and incidents. 3. Investigating complaints, incidents, and non-compliances. 4. Taking appropriate enforcement action for non-compliances. 5. Contributing to the success of the wider Consents and Compliance team. | |
| **DATE OF REVIEW** | January 2024 |
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| **ORGANISATIONAL CONTEXT** | |

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| ***KEY RELATIONSHIPS*** | | | |
| **EXTERNAL** | | **INTERNAL** | **COMMITTEE/GROUPS** |
| * Public * Other Local and Territorial Authorities * Government agencies * Iwi * Primary contractors (and subcontractors) * Consultants * Industry Peers | | * All staff | * Standing Committees of Council |
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| ***FINANCIAL RESPONSIBILITIES*** | | | |
| Controls a budget Y / **N**  Maximum that may spent without reference to manager ($)  Jobholder can spend unbudgeted capital Y / **N**. Amount ($)  Jobholder is responsible for committing the organisation to long term contracts Y / **N** | | | |
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| ***KEY ACCOUNTABILITIES*** | | | |
| KEY RESULT AREAS | EXPECTED OUTCOMES/PERFORMANCE INDICATORS | | |
| **Values** | At all times ensuring Council values are reflected in behaviours and professional delivery of role. | | |
| **Monitoring Resource Consents and Regulatory Activities** | Conduct compliance monitoring of assigned sites, territorial authority consents, and other activities in line with the Resource Management Act and Council policies.  Ensure monitoring data is accurately recorded in our systems in a timely manner.  Respond to and report all non-compliances, including enforcement actions, following our Compliance and Enforcement Policy.  Build and maintain strong working relationships with consent holders, the public, and other stakeholders.  Provide clear, consistent, and timely advice and information.  Long Term Plan and internal compliance targets are met.  Monitoring activities contribute to the Council’s reputation as a proactive and effective regulatory body. | | |
| **Responding to Environmental Complaints and Incidents** | Respond to enquiries and provide advice on compliance matters.  Ensure effective, timely, and accurate responses to all information requests, both internal and external.  Timely and thorough investigations that align with Council’s Compliance and Enforcement Policy to ensure public confidence in the Council’s ability to address environmental concerns. | | |
| **Providing Compliance Advice** | Respond to enquiries and provide advice on compliance matters.  Ensure effective, timely, and accurate responses to all information requests, both internal and external.  Foster positive working relationships and deliver excellent customer service.  Strong trust and rapport with stakeholders and the community.  Consistent delivery of high-quality, professional advice. | | |
| **Team Contribution** | Actively engage with colleagues and contribute to team discussions.  Bring forward ideas for improvement to the Manager Compliance.  Collaborate with the Policy and Regulatory team and consents staff to achieve shared goals.  Participate in Council-wide projects and discussions as required. | | |
| **Health, Safety and Wellbeing** | Provide leadership and direction in matters relating to Health, Safety and Wellbeing by understanding and implementing the requirements of the Health and Safety at Work Act, and Council’s policy and procedures. This includes:   * Maintaining Council’s safe working practices and procedures within your team and leading by example in all areas of health, safety and wellbeing. * Ensure compliance with any reasonable policy or procedure given by Council. * Taking reasonable care for your own health and safety, as well as the safety of others, ensuring that your actions or omissions do not adversely affect anyone. * Cooperating with Council policies and procedures, including the use of necessary personal protective equipment and clothing. * Reporting any potential or actual risks, injuries, work-related illnesses, and incidents (including near misses) to facilitate investigation and mitigation. * Accurately reporting all work-related hazards, incidents, and accidents, and promptly implementing corrective actions. * Providing support to the Health, Safety, and Wellbeing team in internal audits, assessments, and investigations as required. * Attending and completing Health and Safety training, ensuring all required certifications remain current. * Actively participating in Council’s health, safety, and wellbeing practices and projects. | | |
| **Additional Duties** | **Collaboration and Inclusion:** Demonstrate understanding and respect for work colleagues and customers. Actively support a diverse and inclusive workplace environment. Ensure the Council meets its obligations under the Treaty of Waitangi, the Treaty Settlement Act. Additionally, observe cultural protocols and safety practices to support initiatives, consultations, and relationships with Iwi.  **Emergency Management:** Participate in civil defence and emergency management training and activities as directed to fulfil the Council’s statutory responsibilities.  **Additional Duties:** Perform other duties as required, as appropriate.  Embrace change by being proactive in your learning and development to support both personal growth and the Council’s goals. Discuss and set development goals with your people leader, engage in on-the-job learning, and stay open to feedback and innovation. Collaborate across teams, share your ideas and strengths, and mentor others to enhance team outcomes. | | |

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| ***PERSON SPECIFICATION*** | | | | | |
| **QUALIFICATIONS**  *(or equivalent level of learning)* | **Essential** | **Desirable** (for recruitment purposes only) | |
| A relevant tertiary qualification or equivalent experience.  Familiarity with the Resource Management Act 1991, Regional Plans, and RMA processes, or a demonstrated ability to interpret similar legislation and policy. | . | |
| **EXPERIENCE**  *(Indicate years of experience required as appropriate)* | | General knowledge of mining environmental practices and principles is advantageous.  A broad understanding of natural physical processes, such as hydrology, soil erosion, air quality, and coastal environments.  Proven ability to engage with consent holders and the public, maintaining positive relationships while handling challenging conversations.  Knowledge of enforcement procedures and environmental compliance monitoring is preferred.  Investigative experience is a strong asset | |  | |
| **SKILLS/ATTRIBUTES/JOB SPECIFIC COMPETENCIES**  *(Typically, be expected for 100% fully effective in role)* | | * Excellent verbal and written communication skills. * A collaborative team player who contributes positively to the team environment. * Strong interpersonal skills, with the ability to handle diverse people and situations professionally. * Well-developed conflict resolution skills, tact, and patience. * Exceptional planning and organisational abilities. * Resilience under pressure, with the ability to manage multiple priorities and meet deadlines. * Initiative, good judgement, and problem-solving capabilities. * Proficient in using computer systems, including word-processing, spreadsheets, databases, and mobile technology. | | | |

*To adapt to the evolving nature of our work environment, including technological advancements and statutory changes, it may be necessary to periodically review and update this job description. These updates can occur as part of the annual performance cycle's preparation or as needed. The manager of this position, in consultation with the position holder, may initiate these updates. This job description should be reviewed during the preparation phase of performance planning.*

Employee Name Date

Employee Job Title

Approved: Manager Name Date

Manager Job Title

