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| ***POSITION DESCRIPTION*** | |
| **POSITION TITLE** | Manager Compliance |
| **DEPARTMENT** | Regulatory & Policy |
| **REPORTS TO:** | Group Manager – Regulatory & Policy |
| **DIRECT REPORTS** | 5 |
| **POSITION PURPOSE**  To provide leadership and support to the Compliance Team. This team is responsible for the implementation of Council’s compliance, monitoring, and enforcement functions under the Resource Management Act (RMA) and other relevant legislation. This includes the oversight of resource consent and permitted activity monitoring, complaint responses, and enforcement actions.  It is expected the Manager will ensure the team is well-equipped and empowered to meet their responsibilities with professionalism, fairness, and consistency. They also lead the review, development, and implementation of fit-for-purpose processes and procedures to deliver these functions. | |
| **DATE OF REVIEW** | July 2025 |
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| **ORGANISATIONAL CONTEXT** | |

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| ***KEY RELATIONSHIPS*** | | | |
| **EXTERNAL** | | **INTERNAL** | **COMMITTEE/GROUPS** |
| * Public * Consent/Permit holders * Poutini Ngā Tahu * Consultants * Industry Peers * Contractors (and subcontractors) * Local and Territorial Authorities | | * All staff | * Standing Committees of Council |
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| ***FINANCIAL RESPONSIBILITIES*** | | | |
| As per the Financial Delegations Register   * Controls a budget **Y** / N * Maximum that may spent without reference to manager: $10,000 * Jobholder can spend unbudgeted capital Y / **N.** Amount ($) * 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** | The best interest of the organisation are represented at all times ensuring Council values are reflected in behaviours and professional delivery of role. | | |
| **Manage and oversee compliance functions across the organisation** | Long Term Plan compliance targets are consistently met.  The Compliance and Enforcement Policy is adhered to and applied consistently.  Monitoring and enforcement activities are accurately recorded, tracked, and reported.  Non-compliances are dealt with fairly and consistently; officer recommendations are reviewed prior to final decisions being made.  Clear and transparent monitoring regimes are in place for resource consents and permitted activities.  Efficient and professional processes are followed in responding to complaints and undertaking enforcement actions. | | |
| **Provide leadership and management of the Compliance Team** | Allocation of work, timesheet approval, and other team management functions are carried out promptly and effectively.  Staff are mentored, coached, and provided with training and development opportunities that align with both personal growth and organisational needs.  A collaborative and supportive team environment is maintained.  Team members feel empowered, informed, and engaged in their roles. | | |
| **Undertake and oversee investigations into complex non-compliances** | Ensure complex investigations are approached with professionalism, integrity, and in line with legislative requirements.  Investigations into complex non-compliances are undertaken or led by the Manager where appropriate.  All work complies with relevant legislation, Council policy, and recognised best practice in enforcement.  Recommendations for enforcement actions are robust, fair, and well-documented. | | |
| **Drive continuous improvement and collaboration across Council** | Actively engages with regional peers and sector groups to identify and share best practice.  Leads the development and refinement of internal processes and procedures.  Collaborates across the wider Council – particularly with planning, environmental science, and consents teams – to ensure integrated and effective service delivery. | | |
| **Oil Spill Response** | Act as an active member of the West Coast Regional Council's oil spill response team, maintaining marine and inland spill response capabilities. | | |
| **Health, Safety and Wellbeing** | Demonstrates a strong understanding of the Health and Safety at Work Act and adheres to Council's health, safety, and wellbeing policies and procedures. This includes:   * Promoting and maintaining safe work practices within the team, consistently leading by example. * Ensuring compliance with all reasonable health and safety policies and procedures issued by Council. * Taking reasonable care for your own health and safety and that of others, avoiding actions or omissions that could cause harm. * Following Council procedures, including proper use of personal protective equipment (PPE) and safety gear. * Promptly reporting all hazards, incidents, injuries, work-related illnesses, and near misses to support effective risk management. * Ensuring timely and accurate documentation of all health and safety events and taking appropriate corrective action. * Supporting internal audits, assessments, and incident investigations as required by the Health, Safety and Wellbeing team. * Attending mandatory health and safety training and maintaining current certifications. * Actively engaging in Council-wide health, safety, and wellbeing initiatives and continuous improvement efforts. | | |
| **Organisational Contribution and Engagement** | **Collaboration and Culture Engagement** Foster a respectful, inclusive, and culturally aware work environment. Support diversity and inclusion initiatives and uphold the Council’s obligations under the Treaty of Waitangi and the Treaty Settlement Act, including observing cultural protocols when engaging with iwi and other stakeholders. We recognise the Mana Whakahono a Rohe agreement with Poutini Ngāi Tahu.  **Emergency Management Participation** Participate in civil defence and emergency management activities as required, contributing to the Council’s statutory emergency preparedness and response obligations.  **Additional Duties:** Perform other duties as required.  May be required to provide evidence in court.  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 professional experience.  In-depth understanding of the Resource Management Act 1991, Regional Plans, and the resource consent process. |  |
| **EXPERIENCE**  *(Indicate years of experience required as appropriate)* | At least three years’ experience in a regulatory environment, with a strong compliance and enforcement focus.  Demonstrated success in engaging with resource users and the public, including navigating complex and sometimes challenging conversations.  Sound knowledge of enforcement procedures and environmental compliance practice. | Proven leadership experience, ideally including staff supervision and mentoring.  Strong knowledge of natural environmental processes such as hydrology, soil erosion, air quality, and coastal dynamics. |
| **SKILLS/ATTRIBUTES/JOB SPECIFIC COMPETENCIES**  *(Typically, be expected for 100% fully effective in role)* | Ability to lead, develop, and motivate others in a supportive and constructive manner.  Strong relationship management and conflict resolution skills, with the ability to maintain professionalism and empathy.  Proficient in the principles and applications of Te Tiriti o Waitangi, especially in relation to the processing and monitoring of resource consents.  Well-developed planning, prioritisation, and organisational skills.  Strong judgement, initiative, and problem-solving ability.  Excellent verbal and written communication skills.  Must be capable of performing the physical requirements of the role.  Must be willing to work outside normal business hours, including fulfilling on-call duties as required.  Must be prepared to work under conditions that may involve personal risk, adhering to safety procedures in line with the West Coast Regional Council’s Policies and Procedures.  Full driver’s license (as travel will be required). | |

*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

Approved: Manager Name Date  
Group Manager Regulatory & Policy

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