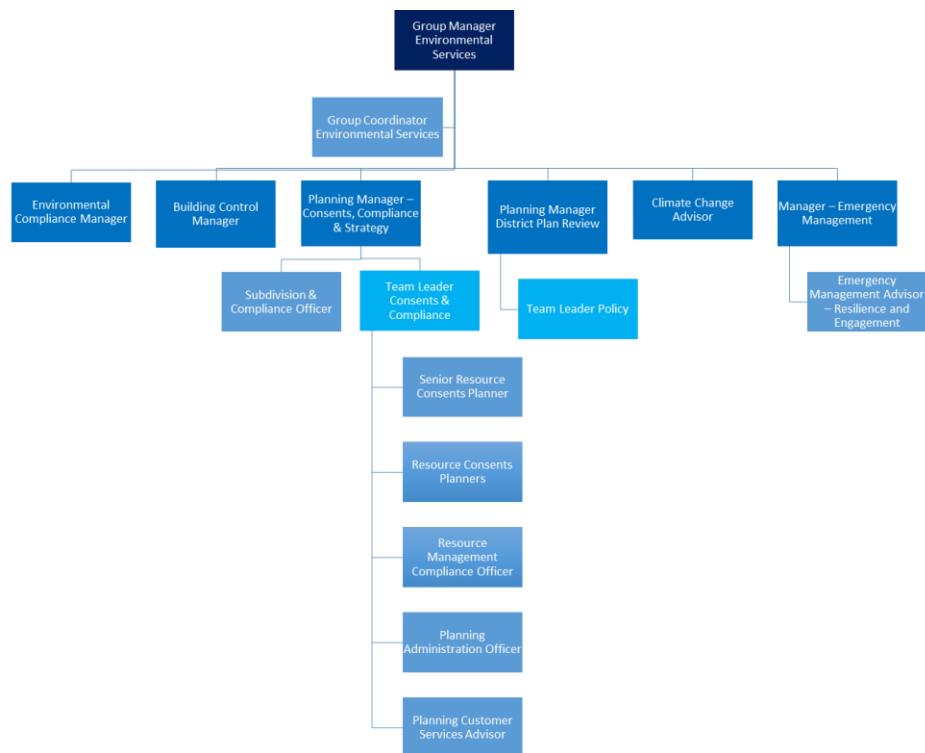


## Position Description: Resource Management Compliance Officer

<b>Business Group</b>	Environmental Services
<b>Reports To</b>	Team Leader Consents and Compliance
<b>Direct Reports</b>	Nil
<b>Date</b>	February 2024
<b>Budget Responsibility</b>	Nil
<b>Financial Delegation</b>	Nil

### Business Group Structure



### Business Group Purpose

The Timaru District Council Environmental Services Group is responsible for ensuring our district is a healthy and safe place to live. This encompasses the effective management and regulation of the districts Building, Planning, Health, Licensing, Animal Control, Parking and Bylaws functions.

### **Purpose of the Position**

The purpose of the Resource Management Compliance Officer position is to manage compliance of the relevant rules in the proposed and operative Timaru District Plans, the Resource Management Act 1991. The role will also manage associated regulations, and also to manage associated public enquiries and complaints, and undertake enforcement action as required.

### **Key Relationships / Customers**

<b>External</b>	<b>Internal</b>
Members of the public	District Planning Unit
Resource Consent holders	Environmental Services Group
Developers	Elected Members
Regulatory agencies eg, NZ Police, ECAN, District Court	All TDC Staff
Stakeholders	
Other Local Authorities	

### **Position Responsibilities**

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

#### *Monitoring and Compliance*

1. Monitor and enforce compliance with all aspects of the District Plan as may be appropriate and investigate complaints about District Plan compliance.
2. Monitor, report on, seek compliance with and enforce Resource Consents as part of the consent monitoring process.

3. Undertake regular liaison and support the Subdivision and Consents Monitoring Officer in relation to the investigation and follow up of complaints as referred on from the monitoring activities.
4. Develop and maintain effective relationships within the organisation and with the public in order to deliver a customer-focused service consistent with the TDC values.
5. Work with consent holders to ensure a good standard of compliance with consent conditions are met, including educating and informing consent holders and other stakeholders on their requirements to comply with the District Plan.
6. Undertake enforcement action in accordance with Timaru District Council's Enforcement Policy.
7. Undertake mediation where required and/or provide guidance to achieve compliance.
8. Where enforcement action is required, collect and prepare accurate and admissible evidence.
9. Take responsibility for educating and informing self of changes to legislation, practice, and operational policy and sharing learnings with others
10. Respond to and undertake Local Government Official Information and Meetings Act 1987 (LGOIMA) and other information requests in a timely manner within legislative timeframes.
11. Monitor and Maintain the Ministry for Environments National Monitoring System to ensure internal compliance and to ensure accurate reporting.
12. Undertake administrative duties when required in relation to compliance, enforcement and monitoring matters.
13. Identify and implement improvements to work processes (business excellence).

#### *General*

14. Actively engage in setting own goals and objectives.
15. Assist the Planning Managers and the Team Leader Consents and Compliance with such other planning related matters or other reasonable duties as required.

16. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
17. To actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.
18. To be actively involved in Civil Defence Emergency Management when required.
19. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
20. Commitment to the principles of the Treaty of Waitangi.

### Formal Qualifications / Training / Experience

<b>Minimum Qualification</b>	Diploma in Environmental Management or relevant qualification
<b>Desired Qualification</b>	Degree in Resource Management, Planning, or other relevant field (e.g. Risk/Compliance Management Environmental science, Construction, Law, Science etc.) Knowledge of the Resource Management Act 1991 (RMA).
<b>Minimum Experience</b>	3 years' experience in a relevant industry or in a compliance enforcement regulatory role.
<b>Desired Experience</b>	5+years' experience in a similar role, preferable in a Local Authority environment.

### Key Competencies / Skills / Knowledge

- A good understanding of the Resource Management Act 1991 and the sub-divisional aspects of district planning.
- Understands and demonstrates Regulatory Compliance best practice.
- Experience in dealing with members of the public in an enforcement and compliance matters.

- High interpersonal skills with the ability to negotiate and resolve contentious issues.
- High communication skills both written and oral with strong attention to detail.
- Ability to communicate effectively with a wide range of stakeholders e.g customers, team members and senior managers.
- Ability to build and maintain effective working relationships across multiple stakeholder groups.
- Able to work well within a team environment and across different teams.
- Good data collection and recording skills together with the ability to meet, in particular, statutory timeframes.
- Well-developed computer skills, including Microsoft Office suite of products.
- Demonstrate a commitment to ongoing learning and development, to improve the way in which Council delivers its services.
- Ability to maintain confidentiality and neutrality.
- High level of honesty, integrity, and a trustworthy manner.
- Able work independently and remotely with the ability to undertake site inspections.
- Innovative and flexible, able to adapt and develop solutions to improve customer experiences.
- Highly organized, able to plan and prioritise effectively to meet competing deadlines.
- Outcome focused.
- Hold a valid driver's license.

**Planning Manager  
Consents, Compliance & Strategy**

**Resource Management Compliance  
Officer**

\_\_\_\_\_  
**Date**

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**Date**