

WESTLAND DISTRICT COUNCIL

JOB DESCRIPTION

JOB TITLE

Senior RMA Compliance Officer

PURPOSE

- To investigate and undertake appropriate compliance and enforcement measures in response to breaches of the Operative and Proposed Plan or Resource Management Act 1991.
- To be responsible for overseeing the implementation of the compliance monitoring programme.
- To support Council in keeping up to date with industry best practice for compliance and enforcement activities.
- To peer review all compliance and enforcement related letters and reports.
- Develop and identify process improvement opportunities.

SPECIFIC DUTIES & RESPONSIBILITIES

Investigate and recommend a course of action for reported breaches of Resource Management Act 1991 or Westland District Plan. Expected Results:

- Community feel heard and satisfied with level of compliance and enforcement.
- Act upon complaints and begin to investigate within 48 (working) hours.
- Follow processes, procedures and the Westland District Council Compliance and Enforcement Policy accurately to ensure a consistent consideration of all compliance issues.
- Members of the public refrain from purposely breaching legislative requirements.
- Issues are recorded and an active monitoring list is kept updated to reflect progress and outcomes.

Implement the monitoring programme for resource consents. Expected Results:

- Consent holders are educated and able to follow consent conditions.
- Public are satisfied that conditions and monitoring will control effects of activities.
- Transparency and communication throughout the organisation.
- Undertake concise monitoring of existing consent and identify unconsented activities.
- Internal systems are updated to reflect the outcome of the monitoring undertaken.

Contribute to the development and review of the Compliance and Enforcement Policy and planning documents as required. Keep up to date with industry best practice for resource management compliance and enforcement. Expected Results:

- Timely review of policies and procedures, ensuring RMA and other statutory processes are complied with.
- Policies and procedures fulfil the requirements of the RMA and reflect the views of the Council.
- Reports, evidence and plan documentation are clear, accurate and complete, concise and appropriate to the audience.

Analyse and provide both written and verbal responses to policy documents, letters and reports produced by others as required by Planning Manager. Expected Results:

- Responses are provided within deadlines and communicate Council's views in a clear and convincing manner.

Compliance and Enforcement Support. Expected Results:

- Support RMA Compliance Officer to ensure that upon complaints being received that investigation begins within 48 (working) hours.
- Support RMA Compliance Officer to follow processes, procedures and the Westland District Councils Compliance and Enforcement Policy accurately to ensure a consistent consideration of all compliance issues.

- Support RMA Compliance Officer to undertake concise monitoring of existing consents and identify unconsented activities.

Produce reports for Council as required by Planning Manager. Expected Results:

- Relevant information is communicated to Council in a timely fashion and in a clear and concise manner.

Respond to general enquiries and requests for information from council staff, applicants, submitters and other parties both in a written and verbal capacity. Expected Results:

- The correct advice is provided in a friendly but professional manner.
- Positive working relationships with customers are established.

Provide support to Planning Manager and staff as required. Expected Results:

- Support the RMA Compliance Officer through tasks to ensure a consistent workload and consistent outcomes.
- Keep the Planning Manager informed of workload levels.
- The planning team will function well collectively
- The Council will be a positive place to work where all staff members feel valued and supported.

Other Duties.

- Supporting the team by completing other duties as and when they arise

Key Relationships

- Planning Team
- Chief Executive
- Executive Team
- Mayor and Councillors
- Westland District Council staff
- Ratepayers, Residents and the General Public
- Government Departments
- Local Authorities
- Local Government New Zealand

Delegated Authority

- N/A

Staff management

- N/A

Reporting To:

- Planning Manager

Health & Safety

- To adhere to all Council and safety plans, policies and procedures including using protective equipment supplied.
- To identify existing or potential hazardous conditions and recommend appropriate corrective actions.
- To report all accidents and near miss events.
- To be familiar with emergency procedures.
- To ensure safe working conditions, develop safe working practices and wear protective clothing and equipment where necessary.
- To implement the removal of hazards where practicable and provide training in this area.
- To investigate accidents and near miss events.
- To ensure staff are trained and kept up to date with any new work safe policy changes.
- To ensure visitors and contractors operate under the Council health and safety policy and procedures.

Civil Defence/Emergency Management

- To meet the Council's statutory responsibilities for Civil Defence and Emergency Management (CDEM) you will be expected to participate in CDEM training initiatives and undertake activities, as directed as part of Council's emergency response.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

Qualifications/Experience:

- A tertiary level qualification in resource management, planning or related fields.
- A minimum of 5 years' experience in resource management compliance and enforcement activities.
- Experience assessing policies promoted by other agencies and their implications.

Skills/Attributes/Knowledge:

- Excellent verbal and written communication skills.
- Ability to ensure that work is completed to a high standard and to meet deadlines.
- Ability to work cooperatively as part of a team demonstrating energy, vision and initiative.
- Excellent Customer Service skills.
- Extensive knowledge and experience of the Resource Management Act, planning and consenting processes.
- Understanding of social and economic impacts of policy and proposals.
- Ability to manage time, prioritise and organise workload.
- Ability to support a small team and support workload.