



Mahi Tahi

We are one team, stronger together as we work with and for our community to deliver outcomes that matter.

#arohatōmahi

We love our work and know that our work matters. That is why we do what we say we will do and apply energy and enthusiasm across our mahi.

Manaakitanga

We put our people first by showing them that they matter, through a focus on whānau's needs and aspirations.

Tiakitanga

We proudly and professionally contribute every day to the care of our community and whenua with courage, positivity and mana - leaving a legacy which future generations will embrace.

Details

JOB TITLE	Āpiha Arotake, Tūtohu – Ō2NL RMA Monitoring and Compliance Officer – Ō2NL
REPORTS TO	Compliance Team Lead
GROUP	Community Experience and Services
DIRECT REPORTS	Nil
FINANACIAL DELEGATIONS	TBC
WARRANTS REQUIRED	Yes
GRADE	14

Purpose

The purpose of this role is to proactively monitor and manage compliance activities associated with the Ōtaki to North Levin (Ō2NL) project and wider Resource Management Act (RMA) responsibilities within the Horowhenua District.

This role is responsible for undertaking environmental monitoring, investigating compliance issues, responding to incidents and supporting appropriate enforcement responses where required. The role works closely with Alliance contractors, consent holders, internal teams and the community to support positive environmental outcomes and ensure compliance with resource consent conditions, the District Plan and relevant legislation.

The role is fixed-term through to 2029 and has a strong field-based focus and is expected to provide practical, timely and evidence-based monitoring and compliance support across a large and evolving infrastructure environment.



Consent Monitoring and Compliance

- Carry out proactive monitoring of consents, permitted activities and District Plan requirements.
- Respond to compliance matters, complaints and environmental incidents and carry out appropriate follow-up actions.
- Gather and manage evidence to support compliance and enforcement purposes, including across other Council regulated activities where required.
- Support a proactive and balanced compliance approach, including education, direction and enforcement where appropriate.
- Prepare infringement, abatement notice and enforcement recommendations where required.

Project Monitoring & Stakeholder management

- Co-ordinate and carry out monitoring activities associated with the Ō2NL project.
- Maintain awareness of construction programmes, consent requirements and emerging environmental risks.
- Work with contractors and project representatives to identify and address compliance matters early.
- Build and maintain effective working relationships with Alliance contractors, consent holders, consultants, landowners and internal teams.
- Provide clear, practical and technically sound advice relating to compliance monitoring and consent requirements.
- Liaise with customers and stakeholders in a professional and solutions-focused approach.
- Support positive working relationships while maintaining regulatory integrity and independence.
- Represent Council professionally during site inspections, meetings and engagement with contractors and stakeholders.

Reporting and Administration

- Prepare monitoring reports, correspondence and compliance documentation within required timeframes.
- Maintain accurate and defensible records suitable for regulatory and evidential purposes.
- Maintain regular and accurate accounts of time spent on the project and carry out appropriate on-charging to ensure costs are correctly attributed to the activity.
- Assist with the development and improvement of monitoring templates, systems, workflows and reporting processes.
- Provide regular updates regarding monitoring activities and emerging issues.

Health Safety & Wellbeing

- Carry out all work safely and in accordance with Council health and safety requirements.
- Identify and appropriately manage risks associated with active construction and field-based environments.
- Ensure safe work practices are maintained during inspections, investigations and incident response activities.
- Participate in wellbeing, health and safety, and business continuity activities where required.
- Promote a strong health and safety culture by proactively modelling our values and hold self and others to account to Consistently follow all health and safety policies and legislative requirements.



Team and Organisation Contribution

- Contribute positively to the wider Customer & Compliance Team and organisational objectives.
- Support continuous improvement initiatives and collaborative ways of working.
- Share knowledge, insights and lessons learned to support team capability and consistency.
- Maintain professional development and keep current with legislative and industry changes.
- Actively contribute to the Community Experience and Services Group by performing duties as required, promoting a positive workplace culture, and participating in Emergency Management activities.

CAPABILITY & COMPETENCIES REQUIRED

SKILLS, KNOWLEDGE & EXPERIENCE

- Experience in compliance monitoring, environmental regulation, enforcement or related field work.
- Working knowledge of the Resource Management Act 1991 and associated legislation.
- Experience interpreting and applying consent conditions, legislation or regulatory requirements, including preparation of reports, evidence and compliance documentation.
- Experience working in field-based or operational environments.
- Experience working with large infrastructure, construction, environmental or civil works projects would be advantageous.
- Qualification in regulatory practice, environmental management, planning, compliance or a related discipline preferred.
- Current full New Zealand Drivers Licence

Drives Community Outcomes

Delivers impactful outcomes for the community by providing exceptional service, fostering meaningful iwi relationships, integrating Te Reo Māori and tikanga, and continuously improving efficiency within the Horowhenua District Council environment.

Delivery Focused

Delivers high-quality work with integrity, accountability, and efficiency, following through on commitments, engaging with iwi where appropriate, and using digital tools effectively to achieve meaningful community outcomes.

Mana Enhancing

Builds trust by placing people at the heart of decisions, embracing diverse cultures, upholding high standards of professionalism, nurturing personal growth and self-care, and protecting the mana and integrity of relationships.

Connected

Builds strong, trust-based relationships across teams and the community through clear communication, collaboration, and cultural engagement, creating a connected and inclusive environment that drives better outcomes.

Resilient and Adaptable

Adapts to change with curiosity and resilience, maintaining focus under pressure, seeking diverse perspectives, and persevering to deliver the best outcomes for the community.



Alignment with our community outcomes



We uphold Te Tiriti o Waitangi and its principles and recognise the role of Mana Whenua as kaitiaki of their rohe. We support them to maintain and enhance tikanga with their ancestral lands and waterways, wāhi tapu and other taonga, and build mutually respectful partnerships with tangata whenua, supporting whanau, marae, hapū and iwi in achieving their aspirations.



We contribute to improving our natural environment for current and future generations to enjoy, and protect the important natural features in our district.

We ensure our built environment supports the wellbeing of our people and manage competing pressures on resources sustainably.



We provide efficient, reliable and affordable infrastructure, developing and maintaining facilities and infrastructure to meet the needs of current and future generations. Our community facilities and infrastructure are resilient, helping us to respond to climate change and natural hazards, working with partners to develop infrastructure that enables growth.



We are business friendly, supporting diversity and resilience in our local economy and work with others to make our economy grow. We aspire for economic security for all of our people and seize growth opportunities for our district.



We value the diversity of our people, and how our district's heritage shapes our community's sense of identity and pride.

We provide infrastructure, services, facilities and places to build resilient and connected communities where people of all ages and backgrounds feel included and safe. We are building collaborative relationships with service providers to enable all people to live positive and healthy lifestyles, encouraging our people to participate in local decision making.

