



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 Monitoring & Compliance Officer
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 monitor compliance with resource consent conditions, the District Plan and relevant legislation, and to respond to complaints and reports of potential non-compliance across the Horowhenua District.

The Monitoring & Compliance Officer carries out proactive monitoring and site inspections, investigates RMA and District Plan complaints and environmental incidents, and takes appropriate action where non-compliance is identified.

The role works with consent holders, landowners, businesses, complainants, internal teams and the community to resolve compliance matters, provide clear advice and guidance, and use regulatory and enforcement tools where required.



Key Responsibility and Expected Outcomes

Environmental Monitoring

- Carry out proactive monitoring of resource consents, permitted activities and District Plan requirements.
- Undertake site inspections, identify compliance issues and environmental risks, and ensure appropriate follow-up action is taken.
- Work with consent holders, landowners and other parties to address compliance matters and ensure required remedial actions are completed.
- Maintain accurate monitoring records and clearly communicate findings and required actions.

Complaints, investigations and enforcement

- Respond to RMA and District Plan complaints, environmental incidents and reports of potential non-compliance.
- Investigate alleged breaches, gather and assess evidence, and determine whether activities comply with relevant requirements.
- Determine and implement appropriate and proportionate responses, including education, direction, remediation and enforcement.
- Prepare statutory notices, infringement documentation and recommendations for further enforcement action where required.
- Prepare evidence and participate in hearings or legal proceedings where necessary.
- Keep complainants and relevant parties appropriately informed of investigation outcomes.

Customer & Stakeholder Management

- Provide clear, practical and technically sound advice about resource management and compliance requirements.
- Build constructive relationships with customers, consent holders, landowners, contractors, consultants, mana whenua, internal teams and other agencies.
- Work with people to identify practical pathways to compliance while maintaining regulatory integrity and independence.
- Represent Council professionally during inspections, meetings and stakeholder engagement.

Reporting & Administration

- Prepare monitoring reports, investigation records, correspondence and compliance documentation within required timeframes.
- Maintain accurate and defensible records suitable for regulatory and evidential purposes.
- Maintain appropriate records of chargeable monitoring activity and ensure costs are correctly attributed.
- Contribute to improvements in monitoring systems, processes and reporting and identify emerging compliance issues and trends.

Health, Safety & Wellbeing

- Carry out work safely and appropriately manage risks associated with inspections, investigations and field-based environments.
- Follow Council health and safety requirements and safe working practices.
- Participate in wellbeing, health and safety and business continuity activities where required.

Team & Organisation Contribution

- Contribute positively to the Compliance and Regulatory team and wider organisational objectives.
- Work collaboratively, share knowledge and support consistent regulatory practice across the team.
- Maintain professional development and keep current with relevant legislative and industry changes. Support continuous improvement and participate in Emergency Management activities as required.



CAPABILITY & COMPETENCIES REQUIRED

SKILLS, KNOWLEDGE & EXPERIENCE

- Experience in environmental monitoring, resource management, compliance, investigation, enforcement or related regulatory work.
- Working knowledge of the Resource Management Act, District Plan framework and associated legislation.
- Experience interpreting and applying resource consent conditions, District Plan rules and regulatory requirements.
- Experience undertaking site inspections, investigating complaints, assessing evidence and determining appropriate compliance responses.
- Strong written and verbal communication skills, sound judgement and the ability to manage challenging situations professionally.
- A qualification in environmental science, resource management, planning, regulatory practice, compliance or a related discipline is preferred.
- Local government or other regulatory experience would be advantageous.
- Current full New Zealand Driver Licence and ability to meet the requirements to hold relevant statutory warrants and delegations

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.

