



Mahi Tahī

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

#arohatōmahī

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	Compliance & Sampling Technician - Infrastructure
REPORTS TO	Compliance & Regulatory Lead - Infrastructure
GROUP	Community Infrastructure
DIRECT REPORTS	Nil
INDIRECT REPORTS	Nil
FINANACIAL DELEGATIONS	Statutory delegation may change from time to time in alignment and as approved by Council.
WARRANTS REQUIRED	TBC
GRADE	15

*He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hapori – mai i te pae maunga o Tararua ki te moana
With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.*

Purpose

The purpose of the Community Infrastructure Group is to provide operations and services for 3 Waters, Roding and Solid Waste Infrastructure, with a sharpened focus on delivery of the capital programme across these activities. The groups focus is on long term and annual programming of maintenance, renewal and capital development works, and operations of the infrastructure services and support for design and delivery of the capital programme.

Compliance & Sampling Technician - Infrastructure is responsible for the collection and preparation of compliance monitoring samples and analysis of data.

Assist the Compliance & Regulatory Lead - Infrastructure in a wide variety of compliance-related matters to ensure HDC complies with its regulatory and licensing/registration and consent obligations.



Skills, Knowledge and Experience

QUALIFICATIONS	A Trade Certificate or progress towards a science related qualification or NCEA Level 3 in a science related field or equivalent with proven experience in a similar role.
EXPERIENCE	Minimum of 3 year proven experience in a similar role.
KNOWLEDGE	Local Government Act, Drinking water standards and the Health Act. Demonstrates a sound understanding of Tikanga Māori and Māori values and an appreciation as to how it relates to Council functions and policy development. Has obtained expertise in MS Word, Excel, PowerPoint and other database and information management systems.
TECHNCIAL SKILLS	Understanding of relevant environmental and compliance regulations. Proficiency in sampling methods and equipment Data Management Skills in collecting, analysing, and managing compliance data. Ability to conduct site inspections and monitor compliance. Competence in writing detailed compliance reports. Skills in evaluating risks and implementing controls.
ACHIEVEMENT	Demonstrates a strong focus on high performance and personal achievement. Brings a solutions focused approach to getting positive outcomes and is willing to go above and beyond to exceed expectations.
RELATIONSHIPS	Ability to build strong working relationships and become a trusted advisor and colleague.
PROBLEM SOLVING	Asks questions and can think logically to enable problems to be clearly understood. Weighs up options and implications, identifies strategies and plans, and is comfortable making recommendations for possible solutions to problems.
COMMUNICATION	Excellent communications skills both oral and written, including ability to write concise and accurate reports. Exceptional influencing skills with a proven ability to communicate in a clear, confident and articulate manner. Ability to remain calm, composed, and optimistic in high pressure situations..
IMPLEMENTATION	Is reliable, detail-focused and professional knowledge is up to date. Matters are resolved at the first point of contact wherever possible. Complaints are handled effectively and efficiently. Excellent time management and project management skills and experience.
STRATEGIC AGILITY	Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies strategies and plans, and is comfortable with managed risks.
TEAMWORK	Collaborates and supports team members to achieve their targets and bring out the best in those involved.
GROWTH MINDSET	Has a desire to learn more and is able to learn new information and skills quickly. Is able to apply learnt information to new problems. Quick to pick up technical concepts and jargon.



Key Responsibility and Expected Outcomes



**'You'
Matter**

Health, Safety & Wellbeing

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.

Leadership and Influence

Live our Values and focus on the Moments that Matter. Supporting your colleagues and empowering and inspiring growth and development across the organisation.

Change Leadership

Be an advocate for and a driver of change. Be a Future builder, help others across the organisation navigate the future.



**Partnerships
Matter**

Te Tiriti o Waitangi

Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work ensuring HDC projects are delivered in a culturally sensitive way.

Community and Customer Focus

Champion community engagement having a strong focus on meeting quality standards for services and evaluation of customer outcomes and satisfaction.

Relationship Management

Build networks and develop meaningful relationships with stakeholders both internally and outside Council. Internally, with Senior Management and team members from across Council, to ensure commercial procurement, contract management and project planning is aligned with Council's services and strategic planning, externally with the public, contractors and consultants engaged for in projects and liaise with stakeholders as required on behalf of Council.



**Performance
Matters**

Job Execution

Consistently deliver high-quality work while maintaining a positive and professional attitude. At times the way in which work is undertaken will count just as much as the output.

Personal Development

Live the values of council and take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future roles.

Risk Management

Effectively identify and manage risks, take actions to resolve and/or escalate issues to contribute to the maintenance of the risk management framework.

Continuous Improvement

Identify continuous improvement practices to support the implementation and delivery of council's outcomes.



**Work
Matters**

Monitoring and Compliance of Operations Delivered

Support and carry out site investigations and monitoring for Local Waters and Solid Waste, providing information and or recommendations to the Compliance & Regulatory Lead – Infrastructure and the wider Team Leads, for issues found on site.

You will be responsible for:

- Assisting in the collection and management of compliance data for reporting purposes.
- Providing support and guidance to regulatory obligation owners to ensure that controls align with local regulatory standards.
- Supporting risk impact and control adequacy assessments and helping prepare performance reports.
- Acting as a point of contact for monitoring and compliance matters, and building and maintaining relationships with internal customers and the Local Waters and Solid Waste teams.
- Contributing to monitoring and compliance advice and participating in business proposals with a focus on compliance and enablement.
- Ensuring that operations, project administration, and overall service delivery comply with legal, HDC, and regulatory standards.
- Assisting with operational reviews to ensure projects and programmes meet minimum quality, safety, environmental standards, and value for money.
- Supporting projects to meet operational needs by clearly communicating and addressing long-term requirements.
- Coordinating responses to customer complaints, requests, and inquiries, and working with field staff to investigate and resolve issues.

Compliance and Reporting

The Compliance & Sampling Technician ensures compliance with Council policies and bylaws, resource consent, and public health requirements.

This involves carrying out duties in a professional manner and in accordance with standard procedures and best practices. The Compliance & Sampling Technician assists in the regular monitoring program across the HDC Landfills, Local Water Treatment Plants and Networks.

Assisting in the preparation of regulatory reports

Assisting in the development, management, and maintenance of compliance policies, procedures, registers, and trackers to support regulatory requirements and identify relevant new legislation for Local Waters & Solid Waste activities and Resource Consents.

Customer Centric

Maintain a customer centric focus, ensure services are delivered in an effective and customer focussed way, and that effective working relationships are maintained with key stakeholders.

Council Contribution

Actively and positively participate as a member of the Organisation Performance Group and perform all reasonable duties as needed.

Be a positive culture contributor.

Participate in Emergency Management activities.



Alignment with our community outcomes



Reset our engagement and partnership approach and work more with and for the community



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



Provide Leadership and oversight to the management of risk and operation in the Solid Waste and Three Waters Activities
Deliver the capital infrastructure programme



Achieve the best for Horowhenua in the face of Waters Reform to make our economy grow. We aspire for economic security for all of our people and seize growth opportunities for our district.



Rebuilding the Horowhenua District Council, with a focus on empowering a culture of excellence, service & continuous improvement.
Get the basics right and support the customer focused delivery of core services

