



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	Āpiha Tūtohu Hanga Whare – Building 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 deliver building compliance and regulatory services that contribute to safe, resilient and compliant communities. The Building Compliance Officer is responsible for undertaking compliance monitoring, investigations, inspections and enforcement activities under the Building Act and associated legislation, while delivering timely, consistent and customer-focused outcomes.

The role supports Council's Customer & Community First approach by providing practical advice, promoting voluntary compliance where appropriate, and delivering mana-enhancing customer interactions.



Compliance Monitoring & Enforcement

- Monitor and support compliance with the Building Act 2004, Building Code, regulations, bylaws and associated legislation.
- Investigate complaints and reports relating to unlawful or non-compliant building work.
- Undertake inspections and monitoring activities relating to dangerous buildings, insanitary buildings, earthquake-prone buildings, building warrants of fitness, compliance schedules, swimming pool barriers and amusement devices.
- Assess compliance against legislation, standards, Council policy and regulatory requirements.
- Apply a consistent, proportionate and risk-based compliance approach in line with Council policy and agreed enforcement practices.
- Prepare notices, statutory documents, evidence and supporting information required for enforcement action.
- Support investigations and legal proceedings, including preparing reports and evidence where required.
- Maintain accurate records of inspections, investigations and compliance actions.
- Undertake inspections of buildings requiring Building Warrant of Fitness and ensure appropriate follow-up actions and records are maintained.
- Undertake amusement device inspections and issue permits in accordance with legislative requirements.
- Provide advice and recommendations to the Compliance Team Lead on significant, complex or high-risk matters.
- Gather, prepare and maintain evidence and documentation required to support enforcement action and legal proceedings.

Building Territorial Authority Functions

- Undertake Territorial Authority functions under the Building Act 2004 in accordance with legislative requirements and Council procedures.
- Assess and determine matters including Certificates of Acceptance, Schedule 1 exemptions, Certificates for Public Use, waivers and modifications.
- Carry out functions relating to dangerous, earthquake-prone and insanitary buildings.
- Assess works to determine whether building work is exempt under Schedule 1 of the Building Act 2004.
- Maintain statutory records and ensure building information is accurate, current and managed in accordance with legislative requirements.
- Administer and maintain statutory building records and information in accordance with legislative requirements and make information available where required.
- Ensure building records and public information are maintained in accordance with statutory obligations and Council procedures.
- Ensure decisions are evidence-based, appropriately documented and completed within statutory timeframes.

Customer Service & Advice

- Provide clear, practical and mana-enhancing advice to customers, contractors, consultants, property owners and members of the public.
- Support customers to understand and meet building compliance requirements.
- Contribute to timely and effective resolution of customer enquiries and service requests.
- Build and maintain positive working relationships with customers and key stakeholders.
- Put service delivery to our customers and community at the centre of what you do by following through on commitments and responding to service requests within agreed timeframes.



Regulatory Collaboration and Continuous Improvement

- Work collaboratively with internal teams and external agencies to support effective regulatory outcomes.
- Support wider compliance and enforcement functions across Council where required, including other regulatory responsibilities, bylaws and cross-functional compliance initiatives.
- Contribute specialist advice and expertise across Council teams.
- Identify opportunities to improve processes, systems and service delivery.
- Maintain professional competency and remain current with legislative changes, industry standards and best practice.
- Participate in training and professional development opportunities.

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.

Council Contribution

- 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 a regulatory, compliance, enforcement, building or customer-facing role
- Working knowledge of the Building Act 2004, Building Code, Building Regulations and associated legislation, or ability to acquire quickly
- Ability to interpret and apply legislation, policies and procedures in a practical and consistent way
- Experience carrying out inspections, assessments, investigations and determining appropriate compliance responses
- Ability to read and interpret building plans, specifications and technical documentation
- Strong communication skills including the ability to explain technical requirements clearly and manage challenging conversations professionally
- Strong organisational skills with the ability to manage competing priorities and statutory deadlines
- Strong attention to detail and ability to maintain accurate records and use Council systems effectively
- Current full NZ Driver Licence
- Qualification recognised under Regulation 18 of the Building Act 2004 desirable

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 landscape.

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.

