



### 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	RMA Monitoring & Compliance Officer
REPORTS TO	Compliance Team Lead
GROUP	Community Experience and Services
DIRECT REPORTS	Nil
FINANACIAL DELEGATIONS	Statutory delegation would apply as approved by Council.
WARRANTS REQUIRED	Yes
GRADE	14

*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

As a member of the Compliance Team this role is responsible and accountable for the delivery of job specific responsibilities in line with their Business Units program of work.

The purpose of this role is to ensure the Resource Management Act (RMA) 1991 is actively managed within Council by monitoring activities from building houses, clearing vegetation, moving earth to taking water from a stream.

As the RMA Monitoring & Compliance Officer it is your responsibility to ensure activities won't harm our neighbours or communities, or damage the air, water, soil and ecosystems that we and future generations need to survive.



## Skills, Knowledge and Experience

EXPERIENCE	2-5 years of proven experience in a similar role. Tertiary qualification in Resource Management Planning would be advantageous.
KNOWLEDGE	Demonstrated practical working experience and knowledge of the Resource Management Act and Local Government Act and other relevant legislation and regulations.
SKILLS	Excellent computer skills and proficient in Microsoft office/365, particularly Word, Excel, Power point and Outlook and experience in other database and information management systems. Conflict resolution.
ACHIEVEMENT	Demonstrates a strong focus on high performance standards and personal achievement. Goes above and beyond to exceed expectations. Displays initiative and is personally driven by successfully completing tasks.
RELATIONSHIPS	Ability to build strong working relationships and become a trusted support person and colleague.
INTEGRITY	High level of professionalism and confidentiality. Ability to appropriately manage sensitive information, builds trust through actions
COMMUNICATION	Communicates in a clear, confident and articulate manner. Is able to adapt communication style to meet the needs of the audience. Is effective at influencing others. Is able to communicate in a way that builds trust and positive relationships.
IMPLEMENTATION	Is reliable, detail-focused and meticulous within a fast paced environment. Follows through on plans to ensure they are carried out accordingly.
STRATEGIC AGILITY	Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies and manages risks.
SELF-INSIGHT	Is aware of own strengths and weaknesses and actively seeks out opportunities for new learning and growth.
RESILIENCE	Remains calm, composed, and optimistic in stressful or high pressure situations.
TEAMWORK	Supports and collaborates with team members to achieve targets and strives to get the best out of others. Is resourceful with a can-do attitude.
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.



**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**

### Compliance Management & Enforcement

Investigate complaints related to non-compliance with the RMA, resource consent conditions and take appropriate enforcement action when non-compliance with legislation, district plan rules and/or resource consent conditions are discovered.

Investigate complaints related to non-compliance with regulatory enforced legislation. Bylaws and policies in a timely manner.

Participate in enforcement hearings when necessary.

Determine whether an activity complies with relevant regulations or legislation and taking appropriate remedial and enforcement measures where necessary; make recommendations to the Compliance Manager for prosecution when appropriate.

Effective communication with both the complainant and the offender to ensure that they are aware of the outcome of an investigation and understand what (if any) enforcement action will be taken.

### Resource Consent Monitoring

Monitoring compliance with resource consent conditions and carry out monitoring inspections in accordance with legislative requirements and updating Council's database with information gathered during monitoring inspections within specified timeframes.

Effectively communicate with landowners and/or resource consent holders to ensure that they understand resource consent conditions and are aware of the outcome of monitoring inspections.

Monitoring follow up actions in cases where non-compliance have been confirmed and review/update compliance monitoring reports. Preparing statements and affidavits and give evidence in court.

### Customer Centric

Actively seek information to understand customers' circumstances, problems, expectations and needs. Providing internal and external customers with timely, accurate and consistent professional guidance and advice on matter relating to compliance with the Resource Management Act 1991.

Liaising, consulting and sharing information with internal Stakeholders to ensure a collaborative approach in obtaining external stakeholder compliance.

Working consultatively with key external stakeholders to proactively obtain compliance as an initial means of achieving desired outcomes. This may include mediation and facilitation between parties to achieve acceptable outcomes.

### 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



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.

