

# WESTLAND DISTRICT COUNCIL

## JOB DESCRIPTION

### JOB TITLE

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Health and Safety and Compliance Officer

### PURPOSE

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The primary purpose of this position is to undertake Health and Safety, and Compliance functions and to provide annual /sick leave cover for the Animal Control Officer and/or Animal Control Ranger (including dog control and stock control) in accordance with the relevant Acts and Regulations, and Council Bylaws and Policies.

### SPECIFIC DUTIES & RESPONSIBILITIES

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#### Key Tasks and Responsibilities

##### Health and Safety Administration

##### Expected Results:

- Development and maintenance of strategy and work programs to ensure Council has a "Safety First" culture.
- Review Council Policies for Health and Safety requirements and ensure appropriate systems are in place to monitor implementation and recording processes.
- Provision of guidance to the Health and Safety Committee, and Wellbeing/Hauora sub-Committee to embed best practice safety actions, attitudes, and continued development of a safety culture
- Provision of advice and support to Managers on Health and Safety matters
- Induction of new employees to Council Health and Safety Policies and processes
- Reporting health and safety matters to the Executive Leadership Team and ensuring they are fully informed of significant issues.
- Review of Council's hazards and risks register to ensure all hazards and risks have been, identified, assessed, and appropriate controls determined and/or implemented.
- Conduct Audits of Council Contractors to ensure compliance with contractual requirements as relates to Health and Safety aspects
- Conduct Audits of Council systems/processes to ensure compliance with Council policies/processes/standards
- Identify external health and safety training opportunities and where appropriate, deliver, or assist in delivery of, training courses
- Provision of Health and Safety Reports to the relevant Committee/s of Council.
- Carry out the function of Safety Officer in the Westland Emergency Operations Centre when activated for Civil Defence events.

##### Compliance, Monitoring and Enforcement

##### Expected Results:

- Implementation of monitoring regimes for Council bylaws, policies, and permitted activities, as relates to building, planning, environmental health, freedom camping and animal control matters
- Monitoring inspections are undertaken in accordance with legislative requirements
- Monitoring and enforcement activities are accurately recorded
- Non-compliances are addressed fairly and consistently.
- Investigations are carried out in accordance with relevant legislation and enforcement best practice.
- All investigations comply with the legislative guidelines set out in the relative Acts including, but not limited to:
  - The New Zealand Bill of Rights, 1980
  - Summary Proceeding Act, 1957
  - Criminal Disclosure, Act, 2011
  - Dog Control Act, 1996
  - Impounding Act, 1955

- Search and Surveillance, Act 2012
  - Freedom Camping Act 2011
  - Resource Management Act 1991 (Noise Complaints)
- All reports submitted meet prosecution standards and guidelines including preparation of affidavits and court documents.
  - Accurate and professional presentation of evidential information including representing Council at formal hearings.
  - Issuing infringement notices where appropriate.
  - Recommending classification of dogs as menacing or dangerous.
  - All complaints are actioned within legislative timeframes.
  - Use of evidential recording devices applied appropriately and within legislative guidelines.
  - Following robust investigative procedures, and taking other legal action as may be necessary to enforce statutory requirements, including preparing documents for court proceedings and court attendance when necessary
  - All enforcement actions are based on respectful engagement with stakeholders at all times
  - All conflicting situations are dealt with in a calm, objective, and constructive manner.

#### Service Delivery

#### Expected Results:

- A customer centric approach to support the public and local community in their compliance with legislation and Council policies is applied.
  - Westland residents and visitors are protected from nuisance and/or harm that may result from non-compliance with Council bylaws, policy or legislation
  - Advising and assisting members of the public on procedures and general enquiries to promote general compliance and encourage good public relations
  - Responding to customer requests for services including aggressive and/or barking dogs, dog attacks and wandering dogs and stock
  - Educating the public around their responsibilities under Council bylaws, policies, and legislation
  - Ensuring the safety and wellbeing of all dogs held within the Council
- ■ Ensuring duties undertaken fall within the legislative requirements prescribed in relevant Acts and/or Regulations, and Council Bylaws and/or Policies .
- All after-hours services and requests meet standards set by Council.
  - Escalating controversial issues as required
  - Acting as an ambassador for Council and its services
  - Acting within professional guidelines at all times

## GENERAL DUTIES & RESPONSIBILITIES

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- Be punctual and work the hours and times specified.
- Prioritize workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

## SKILLS, EXPERIENCE & EDUCATION

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#### Qualifications/Experience

- A qualification in health and safety or evidence of equivalent experience
- Proven experience in compliance roles

- Experience in developing and implementing robust health and safety and audit programmes.
- Experience handling animals (dogs and stock).
- Sound knowledge of enforcement procedures.  
-Relevant experience in a regulatory environment.

#### Skills / Attributes

- Excellent verbal and written communication skills.
- An ability to work comfortably in a team and to contribute positively to that team.
- Excellent conflict resolution skills, tact and patience.
- Strong planning and organisational skills.
- Possess initiative, good judgement and problem-solving abilities.
- Computer literacy in Microsoft applications.
- Ability to manage time and prioritise and organise workload.
- Excellent Customer Service skills.
- Current full drivers licence.

This job description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties. It may therefore be amended from time to time.