

WESTLAND DISTRICT COUNCIL

JOB DESCRIPTION

JOB TITLE

Compliance Team Leader

PURPOSE

To manage and coordinate the implementation of Councils compliance, monitoring and enforcement functions under the council bylaws and other relevant legislation. This includes compliance monitoring, complaint responses and enforcement actions.

SPECIFIC DUTIES & RESPONSIBILITIES

Systems and Processes

- Develop monitoring regimes for bylaws, resource consent conditions and permitted activities, Building Act, environmental health, freedom camping, noise complaints, alcohol licensing and animal control.
- Develop response procedures for complaints and enforcement outcomes.
- Contribute to the continuous improvement of compliance functions including procedures, systems and reporting.
- Initiate process for review and/or development of Bylaws for Regulatory and Compliance functions prescribed in legislation
- Assist in processing of Liquor Licence applications, including inspections of premises, and conducting of interviews

Monitoring and Enforcement

- Undertake investigative work on complex non-compliances in accordance with legislative requirements.
- Provide cover for Animal Control Officer and/or Animal Control Ranger when on Leave (day and after hours rostered duties)
- Record and report on enforcement activities in an accurate and timely manner.
- Manage non-compliance in a fair and consistent manner.
- Provide technical leadership, support and advice internally and externally.
- Establish effective relationships with customers, stakeholders and professional bodies/organisations
- Carry out inspections at events for compliance with associated bylaws and/or licences

Team Performance and Development

- Manage recruitment, selection and retention of compliance personnel to ensure appropriate staffing within the team.
- Develop and implement training plans, objectives and key performance indicators.
- Manage workloads and rosters for compliance staff.
- Authorise time sheets and leave applications.
- Manage the issuing of Warrants of Appointment

Financial management

- Report on budget variances monthly to the Group Manager- Regulatory, Planning and Community Services

Reporting to:

- Group Manager- Regulatory, Planning and Community Services

Key relationships

- Group Manager - Regulatory, Planning and Compliance

- Compliance team
- All Council staff
- Mayor and Councillors
- Ratepayers, residents and the general public
- Government departments and agencies
- SPCA
- Local Authorities
- Contractors and consultants

Delegated Authority

- As per delegations manual

Direct Reports

- 3-5

HEALTH AND SAFETY:

- To adhere to all Council health and safety plans, policies and procedures including using protective equipment supplied.
- To identify existing or potential hazardous conditions and recommend appropriate corrective actions.
- To report all accidents and near miss events.
- To be familiar with emergency procedures.
- To ensure safe working conditions, develop safe working practices and wear protective clothing and equipment where necessary.
- To implement the removal of hazards where practicable and provide training in this area.
- To investigate accidents and near miss events.
- To ensure staff are trained and kept up to date with any new work safe policy changes.
- To ensure visitors and contractors operate under the Council health and safety policy and procedures.

Civil Defence/Emergency Management

- To meet the Council's statutory responsibilities for Civil Defence and Emergency Management (CDEM) you will be expected to participate in CDEM training initiatives and undertake activities, as directed as part of Council's emergency response.

GENERAL DUTIES & RESPONSIBILITIES

- 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

Qualifications/Experience

- A relevant tertiary qualification in a compliance related field
- Minimum 3 years experience in a compliance/regulatory role
- NZ Certificate in Regulatory Compliance (preferred)

Skills/ Knowledge/ Abilities

- Sound knowledge of legislation, enforcement procedures and compliance monitoring requirements
- Experience in working with animals (dogs and stock)
- Demonstrated ability to engage with members of the public, maintain good relationships and negotiate difficult conversations
- Excellent verbal and written communication skills.
- The ability to lead a team and ensure a positive team environment.
- Excellent conflict resolution skills, tact and patience.
- Strong planning and organisational skills.
- Initiative, good judgement and problem-solving abilities.
- Computer literacy in Microsoft and other relevant applications.
- Current full drivers licence.