

# Westland District Council

## JOB DESCRIPTION

### Job title

RMA Compliance Officer

### Purpose

- To investigate and implement necessary compliance or enforcement actions to ensure positive outcomes in response to violations of the District Plan or the Resource Management Act 1991 (RMA).
- Responsible for overseeing, supporting and completing monitoring activities for resource consents, including regular and ongoing assessments of consent conditions.

### Specific duties and responsibilities

Key Tasks and Responsibilities

Manage the monitoring programme for resource consents:

- Ensure compliance with resource consent conditions by conducting monitoring and inspections as required, and updating the Council's database with information collected during these inspections within the specified timeframes.
- Communicate effectively with landowners and/or resource consent holders to ensure they are informed of the resource consent conditions and made aware of the outcomes from monitoring inspections.
- Track follow-up actions in cases of confirmed non-compliance, and review or update compliance monitoring reports accordingly.

Investigate and recommend a course of action for reported breaches of Resource Management Act 1991 or Westland District Plan:

- Respond to complaints and initiate investigations in line with the Westland District Council Compliance and Enforcement Policy.
- Adhere to processes and procedures accurately to ensure consistent handling of all compliance matters.
- Record issues and maintain an updated active monitoring list to track progress and outcomes.
- Encourage the public to avoid intentionally violating legislative requirements.
- Ensure the community feels heard and satisfied with the level of compliance and enforcement.

Implement proactive monitoring processes:

- Provide timely, accurate, and consistent guidance and advice to internal and external customers on compliance matters related to the District Plan and RMA.
- Educate consent holders on their responsibilities and compliance requirements to ensure they understand and adhere to relevant regulations.
- Liaise, consult, and share information with internal stakeholders to promote a collaborative approach in achieving compliance with external stakeholders.
- Work proactively with key external stakeholders to secure compliance and achieve desired outcomes, including facilitating mediation and collaboration between parties to reach acceptable solutions.

Respond to general enquiries and requests for information from council staff, applicants, submitters and other parties both in a written and verbal capacity:

- Ensure accurate advice is provided in a professional and approachable manner.
- Build and maintain positive working relationships with customers.

Record Keeping:

- Maintain a high standard of systematic record-keeping for both physical and electronic records.
- Contribute to the integration of new systems and processes, update existing systems, and identify opportunities for greater efficiency.

Provide support to the Planning Manager and staff as required:

- Contribute to the effective functioning of the planning team, ensuring smooth collaboration and support among members.
- Foster a positive work environment where all staff members feel valued, supported, and encouraged to succeed.

Other Duties

- Supporting the team by completing other duties as and when they arise.

Key relationships:

- Planning Team
- Building Control Authority
- Executive Leadership Team
- Ratepayers, residents, general public
- Government departments
- Local authorities
- Local Government NZ

Financial Delegation

N/A

Direct reports

N/A

Reporting to

Planning Manager

Health and Safety:

- To adhere to all Council 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 and 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.

## **Skills, experience & education**

Person Specification.

Qualifications/Experience:

- A tertiary qualification in resource management, planning or related fields.
- A strong understanding of the RMA and other relevant legislation
- Knowledge of compliance monitoring processes, techniques, and tools, with the ability to implement proactive monitoring systems.

- Experience with conducting inspections, and assessments to ensure adherence to regulatory requirements.
- Experience assessing policies promoted by other agencies and their implications.

**Skills / Attributes:**

- Excellent verbal and written communication skills
- Ability to manage customer inquiries effectively, offering clear advice while maintaining a professional and approachable demeanour.
- High level of accuracy in monitoring, reporting, and providing advice.
- Ability to manage multiple tasks and deadlines, ensuring accurate and timely responses to compliance and monitoring requirements.
- A strong commitment to maintaining transparency and impartiality when handling compliance matters.
- Ability to work well in a team environment and support colleagues to ensure collective success.
- Ability to adjust to changing regulatory frameworks or organisational processes.
- Able to demonstrate a commitment to and respect for Te Tiriti o Waitangi and its principles and incorporate these into your work

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.

**General duties**

- Be punctual and work the hours and times specified.
- Prioritise 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.