

RMA Compliance Officer

Reporting to: Planning Manager

Location: Hokitika

Date Reviewed: 23rd November 2020

Position Purpose

- To be responsible for a monitoring programme and undertaking periodic monitoring of Resource Consent conditions.
- To investigate and undertake appropriate compliance or enforcement measures in response to reported breaches of the Westland District Plan or Resource Management Act 1991.

Functional Relationships

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> • Planning Manager • Chief Executive • Executive Team • Mayor and Councillors • Westland District Council staff 	<ul style="list-style-type: none"> • Ratepayers, Residents and the General Public • Government Departments • Local Authorities • Local Government New Zealand

Limitations of Authority:

As defined in the Delegations Manual.

Financial: N/A

Staff: N/A

Operational:

Nature and Scope

There is a requirement for systematic monitoring of Resource Consent conditions and a positive response to issues arising which are, or may be in breach of the RMA or Westland District Plan. This role includes an educational component to get alongside the public and obtain the desired outcome.

Key Tasks and Responsibilities

- 1. Manage the monitoring programme for resource consents.**

Expected Results:

- a) Consent holders are educated and able to follow consent conditions.
- b) Public are satisfied that conditions and monitoring will control effects of activities.
- c) Transparency and communication throughout the organisation.

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

Expected Results:

- a) Community feel heard and satisfied with level of compliance and enforcement.
- b) Members of the public refrain from purposely breaching legislative requirements.

3. Produce reports for Council as required by Planning Manager.

Expected Results:

- a) Relevant information is communicated to Council in a timely fashion and in a clear and concise manner.

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

Expected Results:

- a) The correct advice is provided in a friendly but professional manner.
- b) Positive working relationships with customers are established.

5. Provide support to Planning Manager and staff as required.

Expected Results:

- a) The planning team will function well collectively.
- b) The Council will be a positive place to work where all staff members feel valued and supported.

6. Other Duties

Expected Results:

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

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.

To meet the Council’s statutory responsibilities for civil defence and emergency management you will be expected to participate in any civil defence and emergency management training initiatives and undertake activities, as directed as part of Council’s emergency response.

Person Specification

Qualifications/Experience

- Holds a tertiary level qualification in resource management, planning or related fields.
- Extensive knowledge and experience of the Resource Management Act, planning and consenting processes.
- Understanding of social and economic impacts of policy and proposals.
- Experience assessing policies promoted by other agencies and their implications.

Skills / Attributes

- Excellent verbal and written communication skills
- Ability to ensure that work is completed to a high standard and to meet deadlines
- Ability to work cooperatively as part of a team demonstrating energy, vision and initiative
- Excellent Customer Service skills
- Ability to manage time and prioritise and organise workload

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.

Employee’s Signature

Date

Manager’s Signature

Date