

Compliance Officer

Location	Thames (Role may encompass anywhere in TCDC Territorial Area)	
Reports to	Bylaws and Compliance Team Leader	
Group	Regulatory	
Direct Reports	Nil	
Financial Authority	Nil	
Warrant required	Yes	
Legislation & Bylaw	<i>Council Bylaws Reserves Act 1977 Freedom Camping Act 2011 Dog Control Act 1996 Impounding Act 1955</i>	<i>Local Government Act 1974 Local Government Act 2002 Resource Management Act 1991 Land Transport Act 1998 Litter Act 1979</i>
Functional Relationships	<i>Internal Regulatory staff</i>	<i>External Community members Key stakeholders</i>

Our Council

As one of the largest employers on the Coromandel Peninsula, we are proud to be Thames-Coromandel District Council.

We will provide high quality, affordable services and facilities with excellent customer service. We will maintain innovative leadership and empower our communities. We will strive to make the Coromandel Peninsula a desirable place to live, work and visit. We will **be the best**.

To achieve our vision we aim to attract, employ and support people to be their best while being guided by our core values of **respect, integrity, innovation** and **teamwork**.

How you fit

The **Compliance Officer** role is responsible for the successful delivery of Council's Local Community Enforcement function, ensuring all compliance actions are completed in an effective and customer focused manner, with public safety a priority.

Your responsibilities

Accountable for	Successful when
<p>Bylaw and Regulatory Compliance</p>	<p>Council responsibilities for investigation, monitoring, patrols and enforcement of Bylaws and Community Regulatory issues are completed efficiently and effectively, meet legislative requirements and Council policy and guidelines.</p> <p>Bylaws and Compliance Team Leader receives accurate and comprehensive advice to support decision making; and is well informed of all information, including identified trends or forecasted concerns or issues, in a timely manner.</p> <p>Relevant risks and / or issues are identified in a timely manner with consistent, effective, sustainable solutions implemented.</p> <p>Internal, operational and contractual audits are completed regularly to meet compliance and quality standards, with high success rates.</p> <p>Audit outcomes and / or non-conformance investigations are completed and addressed within priority timeframes.</p> <p>New innovations are identified for ongoing system improvement.</p>
<p>Relationship Management</p>	<p>Customers, stakeholders and staff are supported with professional, accurate and timely advice and guidance, as required, on relevant legislation and Bylaws.</p> <p>External relationships are professionally managed with clear communication on expectations</p> <p>Key stakeholders are well informed and consulted, with input and influence from Council in decision making.</p>
<p>Organisational Support</p>	<p>Knowledge and skills are shared, and other staff are supported.</p> <p>Procedures, information systems and policies are documented and complied with.</p> <p>Appropriate and agreed continuous professional development is undertaken.</p> <p>Civil Defence and Emergency Management training and activities are participated in.</p> <p>Other duties are completed, as requested by the Team Leader, to support the business unit.</p>

Personal Health & Safety	<p>Council's documentation and procedures are understood and implemented to ensure risks to health and safety of those in the workplace are eliminated and/or controlled.</p> <p>All work-related hazards, incidents and accidents are accurately reported and any follow up corrective actions are implemented</p> <p>Support is provided, as required, to the Health & Safety Advisor to complete hazard assessment and reporting, and incident reporting and investigation</p> <p>Health and Safety training is regularly attended and certification, as required, is current</p> <p>Active worker participation and engagement in Council's health, safety and wellbeing practices and projects.</p>
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About you

Honesty, Enthusiasm, Accountability, Respect and Teamwork are considered core competencies for all staff.

A successful *Compliance Officer* will need the following to succeed:

Education / Training	Relevant qualification is desirable
Experience	<p>Demonstrated experience in a compliance / enforcement role</p> <p>Demonstrated experience in working with the public</p> <p>An understanding and application of key local government legislation, and national legislation enforcement would be advantageous.</p> <p>Demonstrated experience of embedding a continuous improvement culture in business processes</p>
Knowledge, skills and attributes	<p>Able to drive and influence decisions confidently with highly developed interpersonal and communication skills</p> <p>Solution focused, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities</p> <p>Innovative mind set, is an improvement focused team player that shows initiative and inspires commitment to achieve Council outcomes</p> <p>Strong decision making and problem-solving skills, can confidently analyse and apply key information with good judgement and takes accountability</p>

I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

- a) This position description may be amended by the employer following reasonable notice to me
- b) I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

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Employee

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Date

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Employer

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Date