

Love life, love the Coromandel

Regulatory Services Administrator



GROUP

Regulatory Services

REPORTS TO

Team Leader Administration

ROLE PURPOSE

Provide professional administration and support to all Regulatory Services activities

COUNCIL'S VISION



We will provide quality services and facilities, which are affordable, and delivered with a high standard of customer service.

We will be a good community citizen through our support of community organisations, economic development and the protection of the environment.

The Coromandel Peninsula is a desirable place to live, work and visit.



KEY RESULT AREAS

Area of Responsibility	Summary of Activities
Building Control	<p>Vetting, lodging, invoicing and issuing of all building consents, Code Compliance Certificates, Certificate of Acceptance applications and exemption applications</p> <p>Processing and issuing of time extension applications</p> <p>Administrative support for consultant consents and incoming building control documentation</p> <p>Lapsing and refusal of building consents, Code Compliance Certificates and Certificates of Acceptance</p> <p>Processing and issuing of reminder documentation</p> <p>Administrative support, desktop auditing and register maintenance of Compliance Schedules, Building Warrants of Fitness' and swimming pools</p> <p>Ensuring internal and legislative timeframes are met</p> <p>General administrative support for building control officers, inspectors, Team Leaders and Building Unit Manager</p>
Compliance	<p>Administrative support for all infringements including inputting of data, response to appeals, issuing of reminder notices, management of electronic extractions to court and payments received from court, infringement file creation.</p> <p>Administrative support for animal control including maintenance of the animal control register and National Dog Database, issuing of microchip letters and running dog renewals and reminders</p> <p>General administrative support for bylaw officers, Team Leaders and Compliance and Licensing Manager</p>
Licensing	<p>Vetting, lodging, invoicing and issuing of all alcohol applications, food licence applications, Outdoor Dining and Display applications and Health Licence applications</p> <p>Administrative support for the District Licensing Committee and alcohol hearings</p> <p>Processing and issuing of reminder documentation</p> <p>Processing and issuing of all renewal documentation</p> <p>General administrative support for Environmental Health Officers, Licensing Inspectors, Team Leaders and Compliance and Licensing Manager</p>
Resource Management	<p>Lodging and invoicing of Resource Consents</p> <p>Administrative support for all incoming Resource Management documentation</p> <p>General administrative support for Planners, Team Leaders and Planning Manager</p> <p>Providing hearing administration support, which can include arranging for Independent Commissioners as required.</p>

Area of Responsibility	Summary of Activities
Reporting	<p>Prepare weekly, monthly, quarterly and yearly reports across all Regulatory activities</p> <p>Produce and maintain desk files and training documents for all Regulatory activities.</p> <p>Assist Team Leaders and Managers with Official Information requests</p>
Financial Management	<p>Processing and creation of refund documentation</p> <p>Monthly reconciliations for Ministry of Building, Innovation and Employment and Building Research Association New Zealand.</p> <p>Monthly reconciliations for Alcohol Regulatory and Licensing Association</p> <p>Maintenance of Regulatory prepayment accounts</p> <p>Arranging authorisation and payments of all purchase orders and accounts for Regulatory Services</p> <p>Follow monthly debt recovery processes across all Regulatory activities</p>
Customer Focus	<p>Ensure services are delivered in an effective and customer focussed way, and that effective working relationships are maintained with key stakeholders.</p> <p>Establish and foster sound professional relationships, and promote a culture of innovation with Council's key stakeholders.</p>
Organisational Support	<p>Participates in Emergency Management activities.</p> <p>Approved procedures, information systems and policies are documented and complied with.</p> <p>Develop and maintain professional knowledge and contacts.</p>
Occupational Health and Safety	<p>Take all reasonably practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction</p> <p>Demonstrate a personal commitment to Health and Safety in accordance with TCDC's Health and Safety Policy.</p> <p>Hazards are identified and control measures followed.</p> <p>Work-related accidents, incidents and illnesses are reported.</p>

VALUES



I make it happen with integrity, innovation and team work

DELEGATIONS

Direct Reports	Nil
Financial	TBA
Warrants Required:	Nil

COMPETENCIES

A successful Regulatory Services Administrator at TCDC will demonstrate the following competencies:

- **Organisational awareness;** Recognises and uses formal structure, rules, processes, methods or policies to accomplish work. Actively supports the organisation's missions and goals.
- **Time management;** Handles working on several tasks at once.
- **Managing relationships;** Is seen as a team player and is cooperative. Responds and relates well to people in all positions, inside and outside the organisation or field of expertise, and builds constructive and effective relationships.
- **Understanding needs and meeting expectations;** Commits to meeting the expectations and requirements of internal and external stakeholders.
- **Teamwork;** Takes the initiative to assist fellow team members in making a positive contribution to the team outcomes.
- **Communication;** Is proficient in a variety of written, electronic and verbal communication styles and uses the appropriate style that suits the message and the audience.
- **Integrity and trust**
- **Negotiation and conflict management;** Negotiation skilfully in difficult situations; can settle differences with minimum noise.

EXPERIENCE / QUALIFICATIONS

- An understanding of the local government context and environment, and sufficient general business knowledge relevant to the role.
- Knowledge of and experience in working with relevant legislation
- Ability to manage workloads to ensure efficient and timely delivery of functions
- Experience and skill in managing information electronically
- Experienced in use of excel, word, outlook, databases
- Experience in and understanding of the political interface.
- Experience in interpretation of statute and District Plans