



Alcohol Licensing Inspector

Location	Thames	
Reports to	Environmental Health Team Leader	
Group	Regulatory Services	
Direct Reports	Nil	
Financial Authority	Nil	
Warrant required	Yes	
Legislation & Bylaw	<i>Council Bylaws Local Government Act 2002 Resource Management Act 1991 Sale & Supply of Alcohol Act 2012</i>	
Functional Relationships	<i>Internal</i> Environmental Health Team Leader, Licensing & Compliance Manager, Regulatory Manager, Regulatory and all TCDC staff	<i>External</i> Community members Key stakeholders and partner agencies.

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 **Alcohol Licensing Inspector** role is responsible for the successful delivery of Council’s responsibilities under statutes and legislations concerned with Public Safety and Environmental Health, with a focus on alcohol licensing 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>Statutory Compliance</p>	<p>Council responsibilities for investigation, monitoring, assessment and enforcement of public safety and environmental health issues relating to alcohol licensing are completed efficiently and effectively, and meet legislative requirements and Council policy and guidelines; including but not limited to:</p> <ul style="list-style-type: none"> • alcohol licensing and licenced premises • environmental sound level – noise nuisance <p>Requests for Service (RFS) are investigated, monitored and resolved, with enforcement action as appropriate, in accordance with legislative requirements, with documentation completed accurately and customers provided feedback.</p> <p>Files and documentation are maintained accurately.</p> <p>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>After hours monitoring and inspections are undertaken and follow up actions taken where necessary.</p> <p>New innovations are identified for ongoing system improvement.</p>
<p>Relationship Management</p>	<p>A customer focused approach is provided to all customers and key stakeholders with professional, accurate and relevant information provided.</p> <p>Internal relationships are effectively managed and maintained where Managers and staff seek and/or receive advice and guidance in a timely manner with successful outcomes.</p> <p>Sound professional relationships are established and fostered.</p>

Organisational Support	<p>Knowledge and skills are shared, and 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 may be requested by the manager to support the business unit.</p>
Health Safety & Wellbeing	<p>All reasonably practicable steps are taken 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>All reasonable workplace health and safety policy and procedures are followed.</p> <p>Any reasonable instructions given are complied with.</p> <p>A personal commitment to Health, Safety and wellbeing is demonstrated, in accordance with TCDC's Health and Safety Policy.</p>
Te Tiriti o Waitangi	<p>Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Māori</p>

About you

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

A successful *Environmental Health Officer* will need the following to succeed:

Education / Training	<p>No formal qualification is required.</p>
Experience	<p>Demonstrated experience in the application of alcohol licensing.</p> <p>Demonstrated experience in report writing.</p> <p>An understanding and application of key local government legislation, including environmental health and public health legislation.</p> <p>Demonstrated customer service experience.</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>
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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

.....
Date

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Reports to	Environmental Health Team Leader	
Group	Regulatory Services	
Direct Reports	Nil	
Financial Authority	Nil	
Warrant required	Yes	
Legislation & Bylaw	<i>Council Bylaws Health Act 1956 Housing Improvements Regulations 1947 Food Act 2014</i>	<i>Local Government Act 2002 Resource Management Act 1991 Sale & Supply of Alcohol Act 2012 Hazardous Substances & New Organisms Act 1996</i>
Functional Relationships	<i>Internal</i> Environmental Health Team Leader, Licensing & Compliance Manager, Regulatory Manager, Regulatory and all TCDC staff	<i>External</i> Community members Key stakeholders and partner agencies.

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How you fit

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Your responsibilities

Accountable for	Successful when
<p>Statutory Compliance</p>	<p>Council responsibilities for investigation, monitoring, assessment and enforcement of public safety and environmental health issues are completed efficiently and effectively, and meet legislative requirements and Council policy and guidelines; including but not limited to:</p> <ul style="list-style-type: none"> • water quality testing • alcohol licensing and licenced premises • environmental sound level – noise nuisance • Health Act nuisance • premises licenced under the Health Act • Premises licensed under the Food Act <p>Requests for Service (RFS) are investigated, monitored and resolved, with enforcement action as appropriate, in accordance with legislative requirements, with documentation completed accurately and customers provided feedback.</p> <p>Files and documentation are maintained accurately.</p> <p>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, reported and addressed within priority timeframes.</p> <p>After hours monitoring and inspections are undertaken and follow up actions taken where necessary.</p> <p>New innovations are identified for ongoing system improvement.</p>
<p>Relationship Management</p>	<p>A customer focused approach is provided to all customers and key stakeholders with professional, accurate and relevant information provided.</p> <p>Internal relationships are effectively managed and maintained where Managers and staff seek and/or receive advice and guidance in a timely manner with successful outcomes.</p> <p>Sound professional relationships are established and fostered.</p>

Organisational Support	<p>Knowledge and skills are shared, and 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 may be requested by the manager to support the business unit.</p>
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Te Tiriti o Waitangi	<p>Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Māori</p>

About you

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A successful *Environmental Health Officer* will need the following to succeed:

Education / Training	<p>A tertiary qualification in Health Science or equivalent that will meet the requirements of the EHO Qualifications Regulations.</p> <p>MPI appointment as a food safety officer</p> <p>MPI approval to audit Food Control Plans and national programmes.</p>
Experience	<p>Demonstrated experience in the application of environmental health and public health legislation, including alcohol licensing.</p> <p>An understanding and application of key local government legislation, including environmental health and public health legislation.</p> <p>Demonstrated customer service experience.</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>
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