



Compliance Officer

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

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>Investigation, Monitoring, Patrols and Enforcement</p>	<p>Compliance processes are followed for all aspects of Council bylaws and legislation including but not limited to</p> <ul style="list-style-type: none"> • Dog control • Impounding Act • Freedom Camping • Parking and LTSA (Waka Kotahi) • Litter • Council bylaws • Reserves Act <p>Proactive daily patrols are undertaken in rostered area.</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>The afterhours on-call roster meets levels of service as agreed.</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 when 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>
<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 may be requested by the manager to support the business unit.</p>
<p>Te Tiriti o Waitangi</p>	<p>Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Māori.</p>

Health Safety & Wellbeing	<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>Cooperate with any reasonable workplace health and safety policy or procedure.</p> <p>Comply with any reasonable instructions given.</p> <p>Demonstrate a personal commitment to Health and Safety in accordance with TCDC’s Health and Safety Policy.</p>
--------------------------------------	---

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	No specific qualification required but must have the ability to work in isolation and drive individual performance.
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.

.....
Employee

.....
Date

.....
Employer

.....
Date