

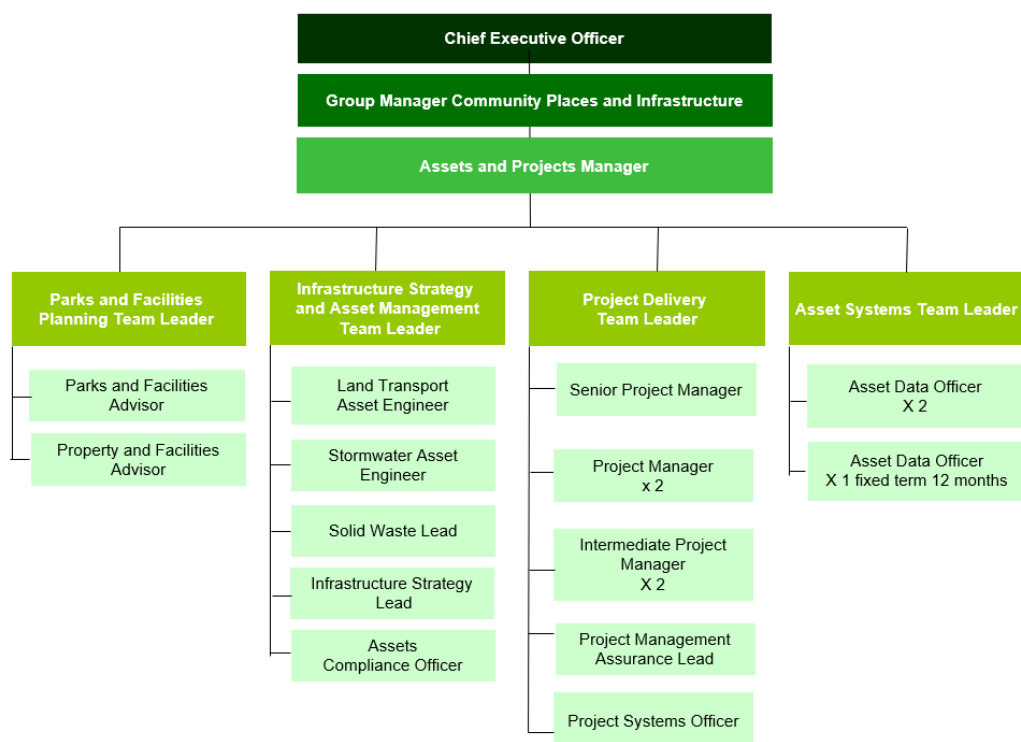


Position Description

Title:	Assets Compliance Officer
Group:	Community Places and Infrastructure
Reports to:	Infrastructure Strategy and Asset Management Team Leader
Number of staff reporting to this position:	No Direct Reports
Position purpose:	The Assets Compliance Officer ensures the Council's infrastructure and operations meet regulations, directly supporting reliable and safe services for the community. This role reduces non-compliance risks, helps maintain legal and financial integrity, and addresses compliance issues proactively. Ultimately, the position safeguards Council operations and the wellbeing of Matamata-Piako residents by ensuring essential compliance tasks are fulfilled.
Date:	July 2026



Organisation context



Our Vision: Making a difference

We as a Council strive to make a difference in our community in everything we do. In our work, in our district, and in our staff culture.

Making a difference means doing your job to the best of your ability, to improve the district, the towns we live in, and the lives of the people who live in Matamata-Piako.

The way we do things, has a real opportunity to make a difference in the lives of those who live in our communities.



Our Mission: Working with the community

Our mission is to work with the community to enhance the lives of all those in the district.

What we do has a direct effect on our community - the better the quality of our work and the more we work with our community, the better our community will be.

What we do matters.



Our Values: We do it right, we do it better, we do it together



Expected behaviours

We do it right

- We are accountable for our actions
- We take ownership of our work
- We provide great customer service
- We are professional in all our dealings with others
- We are aware of how our actions reflect on Council
- We are open and honest with each other
- We are trustworthy
- We are responsible for our own wellbeing and the wellbeing of our workmates

We do it better

- We are open to learning and change
- We are self motivated and we use our initiative
- We learn from our mistakes
- We challenge the status quo
- We strive for continuous improvement
- We are friendly, helpful and flexible
- We are solution centred

We do it together

- We work together as one team
- We respect and accept the views of others
- We are informed and we keep others informed
- We share our knowledge with other teams
- We celebrate success
- We are actively involved as part of the team



Key accountabilities

The position of Assets Compliance Officer encompasses the following functions or Key Accountabilities:

- Regulatory and consent compliance monitoring (stormwater discharge, closed landfills, and other infrastructure assets where applicable)
- Consent renewals support and regulatory reporting
- Environmental monitoring and performance reporting (including built-environment compliance oversight)
- Environmental incident response and notification
- Cover and support
- Safety and Wellness
- Customer, Community and Stakeholder Focus
- Organisation Contribution, Risk and Compliance
- Business Resilience/Civil Defence Emergency Management (CDEM)

The requirements in the above Key Accountabilities are broadly identified below:

Jobholder is accountable for	Jobholder is successful when
1. Regulatory and consent compliance monitoring • Implement and maintain a compliance monitoring programme for relevant resource consents and environmental obligations (including stormwater discharge, closed landfills, and other infrastructure assets such as roading and community facilities where consent conditions or environmental requirements apply). • Coordinate audits, inspections and site visits; document findings and required corrective actions. • Maintain consent condition registers and evidence records to demonstrate compliance.	• Monitoring activities are completed to agreed schedules and priorities. • Consent condition registers are accurate, current and auditable. • Non-compliances are identified early, appropriately investigated, and corrective actions are tracked to closure.



Identify compliance risks and escalate issues to the Team Leader/Manager in a timely manner.	Escalations are timely and include clear options/recommendations.
2. Consent renewals support and regulatory reporting - Provide compliance and documentation support to the relevant asset owners for WRC consent renewals and variations. - Compile consent condition evidence, monitoring results and incident records required for renewal applications and regulator queries. - Prepare and submit compliance reports and returns to regulators (e.g., Waikato Regional Council) within required timeframes, in line with agreed responsibilities. - Maintain regulator correspondence and ensure commitments, conditions and actions are captured and tracked. - Contribute to continuous improvement of compliance processes, templates and evidence requirements.	- Renewal support is provided early enough to reduce compliance risk and avoid last-minute escalation. - Evidence packs (monitoring, incidents, actions) are complete, accurate and easy to audit. - All external compliance reports/notifications owned by the role are submitted on time and are accurate and complete. - Regulator requests are responded to promptly, and issues are resolved collaboratively with the Stormwater Asset Engineer and other stakeholders. - Records support audit readiness and demonstrate a clear compliance trail.
3. Environmental monitoring and performance reporting Coordinate monitoring requirements under consents, programmes and relevant legislation across applicable assets (e.g., stormwater discharge activities, closed landfill sites, and other infrastructure sites where monitoring is required), including sampling, analysis and data management where applicable.	- Monitoring data is reliable, fit-for-purpose and stored/managed appropriately. - Reports highlight meaningful insights and drive timely decisions and corrective actions.



• Analyse trends and identify emerging compliance risks and priority issues. • Provide clear, evidence-based reporting to management, including recommended actions and timeframes. • Provide built-environment compliance oversight by coordinating with relevant teams to ensure key legislative compliance checks and obligations for buildings (BWOFF) and facilities are identified, scheduled, completed and appropriately evidenced.	• Compliance performance is transparent and understood by relevant stakeholders. • Key built-environment compliance checks are tracked, completed to schedule by the relevant teams, and supporting evidence is accessible and audit-ready.
4. Environmental incident response and notification • Respond to and coordinate environmental incident investigations relevant to consent obligations (including assessment of cause, impacts and required mitigations). • Ensure statutory notifications and regulator communications are completed accurately and within required timeframes. • Track corrective and preventive actions through to closure, including lessons learned and process improvements.	• Incidents are managed promptly with clear documentation and evidence. • Regulatory notifications meet required thresholds and timeframes. • Corrective actions reduce recurrence and improve compliance outcomes.
5. Cover and support • To provide cover and support within the team as directed by your manager	• Cover and support is provided as required.



6. Safety and Wellness • Taking day-to-day responsibility for working safely and supporting the wellbeing of yourself and others. • Following safe work practices, using required controls (including PPE), and stopping work if it is unsafe. • Identifying hazards/risks, applying controls, and escalating issues you cannot resolve. • Reporting events (including near misses), participating in investigations/learning reviews where required, and contributing to continuous improvement in safety and wellness.	• Work is planned and carried out safely, with hazards/risks identified early and managed appropriately. You participate in safety and wellness training, health monitoring, and return-to-work processes as required for your role. • You consistently follow MPDC safety and wellness requirements, including contractor or volunteer management and procurement processes where applicable. • You speak up, stop unsafe work, and escalate concerns early. • You report safety events promptly and contribute to learning and improvement.
7. Customer, Community and Stakeholder Focus • Providing professional, timely and respectful service to customers and colleagues across all channels (phone, face-to-face, email and written correspondence).	• Customers receive timely, accurate and respectful service, with clear information and appropriate follow-up.



• Recording, progressing and following through customer requests in line with agreed processes and service standards. • Communicating clearly, using plain language where appropriate, and keeping people informed of progress and outcomes. • Showing cultural awareness and respect in day-to-day interactions, including understanding the relevance of Te Tiriti o Waitangi to your role and considering Māori and community perspectives where required.	• Requests and enquiries are recorded correctly, progressed efficiently, and action taken decision communicated within expected timeframes. • Interactions demonstrate cultural awareness and support constructive relationships with colleagues, stakeholders and the community.
8. Organisational Contribution, Risk and Compliance • Contributing to the wider organisation's success beyond your immediate tasks by working collaboratively, sharing information early, and supporting a positive team culture. • Using approved systems and processes to keep information accurate, complete and up to date (including records and customer/service information as required). • Complying with Council policies, procedures and legislative requirements relevant to your role, and raising concerns early if you are unsure or see something that may be a breach. • Using Council digital and technology systems responsibly and in accordance with Cybersecurity policies and guidance (including protecting logon credentials, handling information appropriately, and reporting cyber incidents or potential risks).	• You work constructively with others across the organisation, contribute to continuous improvement, and build your capability through learning and development. • Work is completed using approved processes and systems, with accurate records and information. This includes payroll processes such as time-sheets and leave applications, and keeping business processes up to date. • Policies are complied with and procedures are followed, and issues or uncertainties are raised early. • Digital tools are used responsibly and securely; potential cyber risks are identified and reported.



• Following procurement and purchasing requirements when ordering goods/services, including seeking approvals and using delegated authority processes where applicable. • Supporting a risk-aware culture by identifying risks in your work, applying controls, and escalating new or changing risks. • Participating in required learning and development, applying new skills, and sharing knowledge to improve outcomes.	• Purchasing and procurement activities are completed correctly and on time, and approvals are obtained where required. • Risks are identified, controls are applied and new risks are reported. • L&D processes are followed and development needs are discussed with your manager.
9. Business Resilience / Civil Defence Emergency Management (CDEM) • Recognising that business continuity, crisis management and CDEM is a shared responsibility across Council. • Completing required CDEM/business continuity training and understanding your role in an emergency. • Considering business continuity and CDEM impacts in day-to-day work, raising risks or improvement opportunities when identified. Participating in readiness activities, exercises, and response or recovery activities when required (including undertaking duties outside normal BAU during events).	• You understand your responsibilities in an emergency and follow instructions during events. • Required training is completed and kept up to date. • Risks and impacts to service delivery are raised early and improvement opportunities are identified. • You participate in readiness, response and recovery activities when required.

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.



Work complexity

Most challenging duties typically undertaken:

- Interpreting complex consent conditions and translating them into practical monitoring and evidence requirements.
- Managing competing regulatory deadlines and responding to emerging compliance risks and incidents.
- Influencing internal stakeholders to prioritise corrective actions that reduce compliance risk while maintaining service delivery.

Key relationship skills

Key internal and/or external contacts	Nature of the contact most typical <i>(e.g. courtesy, giving/receiving information, explaining things, liaising, advising, gaining cooperation, facilitating, influencing and persuading, resolving minor conflicts, mediating, negotiating, formal negotiation, supervising, leading.)</i>	Frequency of interaction D - daily W - weekly M - monthly
Regulators (e.g., Waikato Regional Council)	Providing/receiving compliance information, clarifying obligations, coordinating reporting, and resolving issues	W/M
Internal teams (Operations, Projects, Asset Management, Rooding, Community Facilities)	Advising on obligations, coordinating evidence collection, tracking corrective actions, and supporting incident response	D/W
Managers / Team Leader	Escalating compliance risks, providing recommendations and progress reporting; supporting decision-making and prioritisation	W

Examples of the situations which require the use of the highest level of communication or influencing skills:

- Communicating a non-compliance and required corrective actions to internal stakeholders and agreeing realistic timeframes.
- Supporting the Stormwater Asset Engineer in liaison with regulators during investigations, audits or consent renewal discussions where positions may differ.
- Presenting evidence-based recommendations to management that balance compliance risk, cost, and operational constraints.

Examples where the role co-ordinates or provides coaching or monitors the work of other people not reporting directly to the role (e.g. contractors)? Two examples, how often?

- Coordinating external consultants or laboratories to complete monitoring, analysis and reporting.
- Working with contractors to ensure site practices and documentation meet consent and environmental requirements.
- Monitoring completion of corrective actions by internal teams and following up on overdue actions.



Person specification

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current jobholder has.) This may be a combination of qualifications/experience, knowledge or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Essential	Preferred
Education and qualifications • Full NZ Drivers' Licence • National Certificate or Diploma qualification in a related field. • Relevant 3 year degree engineering, science, planning or environmental Knowledge and experience • At least 3 years practical experience in related field. • Understanding of stormwater and closed landfill operations and maintenance. • Knowledge of sampling and laboratory procedures. • Solid/Advanced experience with excel and data.	• Working towards qualification in related field. • NZQA accredited in resource management • Substantial experience in related field. • Working knowledge of managing community consultation processes. • Understanding process engineering and how to apply software applications • Understanding of impacts of legislation relating to areas of responsibility

Skills & Competencies

- Legislation - Has the ability to interpret and enforce a wide range of legislation
- Interpersonal Skills - Establishing and maintaining relationships with staff, customers and suppliers to improve the overall effectiveness of the position
- Consultation - applying appropriate consultative processes and procedures; summarising and disseminating the outcomes or consensus of the process
- Analytical Thinking - Can gather detailed information and investigate issues in detail to identify trends, patterns and core issues.



- Report Writing - Expressing ideas clearly in reports or other documents that have appropriate organisation and structure, correct grammar, language and terminology, adjusted to the characteristics and needs of the audience.
- Quality and Accuracy - Accomplishing tasks with concern for the standard produced; checking own or others' work to ensure accuracy, adherence to procedures and completeness. Improves processes as required.

Change to position description

From time to time it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

Position holder

Date

