

Job Description

Position Title: *Compliance Officer*

Responsible to: Team Leader - Compliance

Responsible for: N/A

Relationships:
Compliance Team
Compliance Manager
All Taranaki Regional Council staff
General public and iwi

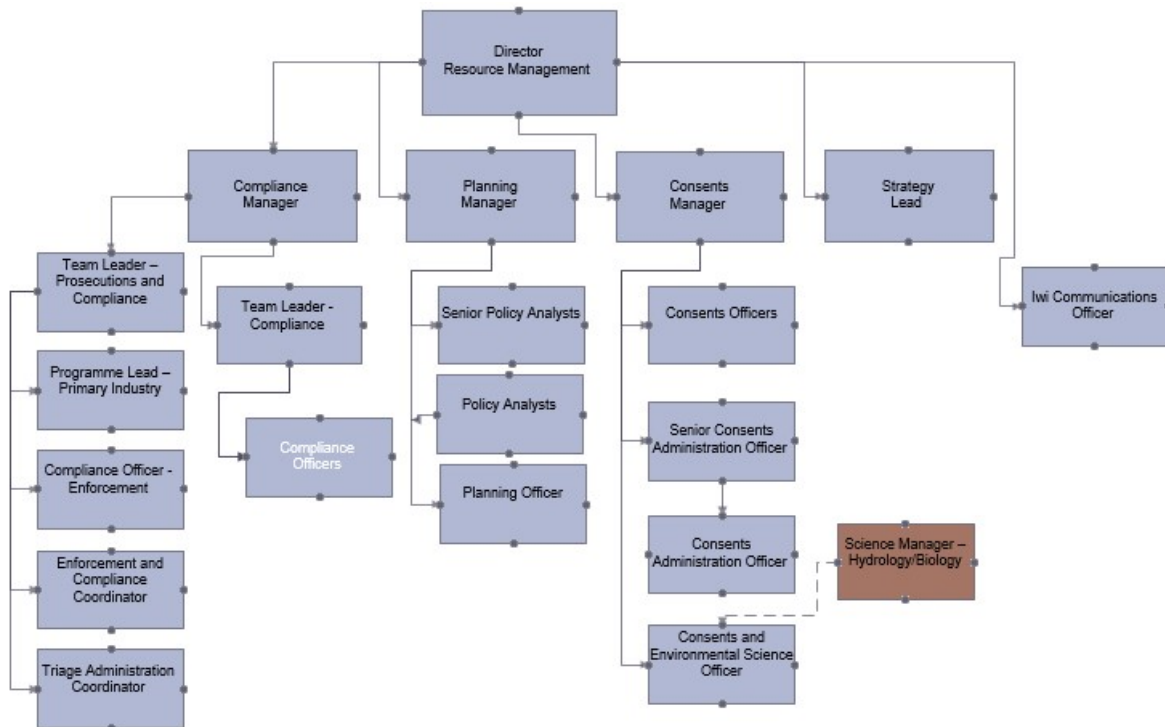
Salary: A market salary for the position will be negotiated, depending on experience, qualifications and aptitude.

Location: Stratford

Job Context: Permanent Full Time

Position Number:

Holder: Vacant



Role of Compliance Officer

The role of a Compliance Officer is to provide advice to the public and resource users, investigate applications for consents; inspect, monitor and report on authorised discharges; and where necessary respond to complaints and contingencies and undertake enforcement under the Resource Management Act 1991.

Key Skills

Qualification

- Desired: previous experience and/or relevant qualifications in a relevant field.

Knowledge

- Strong computer literacy, including confidence and competence in the use of Microsoft Office products.
- Understanding of the Resource Management Act 1991 and the Maritime Transport Act 1994.
- Experience and knowledge within the Forestry Industry.
- Knowledge and understanding of the National Environmental Standards for Plantation Forestry Regulations 2017.

Skills

- Excellent oral and written communication skills
- Strong organisation and time management skills
- Experience in Environmental Monitoring
- Investigation skills
- Good mathematical ability.

Personal Attributes

- Attention to detail
- Excellent initiative
- Able to work with minimum supervision
- Is committed to getting the job done
- Stay calm under pressure
- Team Player.

Tasks

- Carry out the function of an enforcement officer and oil spill response training and operations under the Resource Management Act 1991 and the Maritime Transport Act 1994.
- Carry out compliance monitoring for forestry, oil and gas and earth works (sediment)
- Investigate and report on consent applications for agricultural, oil and gas and industrial waste discharges.
- Respond to complaints, self-notifications and contingencies implementing the Council's contingency plans, including the marine oil spill plan, and undertaking enforcement where appropriate.
- Process resource consents applications as appropriate.
- Provide accurate and timely advice and information to the public and consent holders in relation to Council policy's, rules and requirements.
- Any other task and duties as required by the Compliance Manager, Director – Resource Management or Chief Executive.

Special requirements

- May be required to work outside normal working hours.
- Must be able to undertake the physical requirements of the position.
- May be required to work with hazardous and toxic materials.
- May be expected to work under conditions in which personal risk is maybe incurred and safety procedures must be adhered to in accordance with the Council's Policies and Procedures.

Health and Safety

The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities. There are two key points to health and safety:

- The safety of our people and the communities in which we operate always comes first.
- We are all empowered and expected to challenge any unsafe situation at work.

We will achieve these by:

- Building culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicate
- Develop knowledge
- Investigate and learn
- Ensure competence to do the job.

Mission and Key Message

Our Mission:

To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources
- Safeguarding Taranaki's people and resources from natural and other hazards
- Promoting and providing for significant services, amenities and infrastructure
- Representing Taranaki's interests and contributions to the regionally, nationally and internationally community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

Our Key Message:

The Taranaki Regional Council works with the Taranaki community to help make our region a fantastic place to live, play and do business.

Values:

We are committed to:

- Public service
- Service First
- Improving the quality of our performance
- Working safely
- Effective communication and teamwork
- Initiative and the right to make mistakes
- Accountability and results
- Presentation, respect and care
- Job satisfaction.