

# Job Description

**Position Title:** *Compliance Manager*

**Responsible to:** Director- Resource Management

Team Leader – Compliance  
Team Leader – Prosecutions and Compliance  
Compliance Officers

**Responsible for:** Compliance Officer – Enforcement  
Enforcement and Compliance Coordinator  
Triage Administration Support  
Programme Lead - Dairy

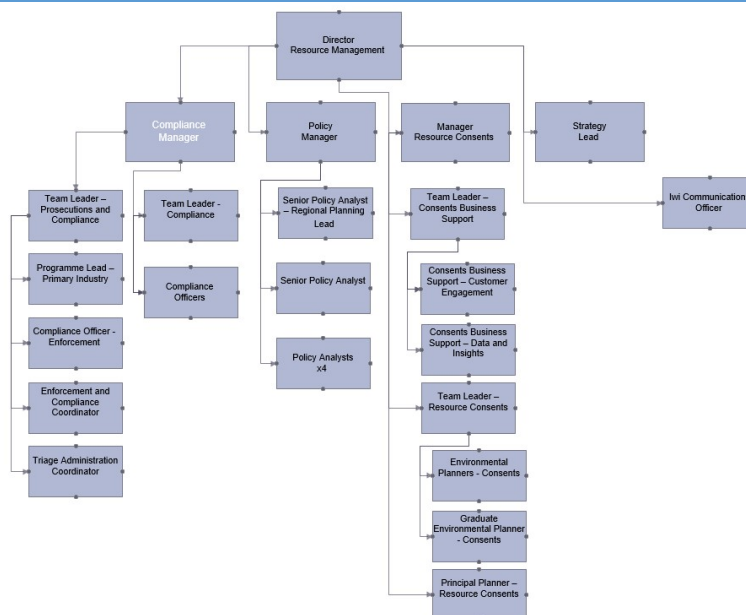
**Relationships:** Section Managers (Consents, Policy, and Environmental Monitoring)  
Other Council officers, as appropriate  
Council Committees  
Senior staff in other District and Regional Councils  
General public  
Consent applicants, holders and their consultants  
Land user group representatives  
Government Departments and agencies  
Community, iwi and special interest groups

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

**Location:** Stratford, although travel throughout the region will be required as part your daily duties

**Job Context:** Permanent Full Time **Position Number:** 406

**Holder:** Vacant



## Role of a Compliance Manager

The Compliance Manager is responsible for the strategic leadership of the organisation and direction of the Council's Compliance Section. Ensuring that all consents, standards, regulations and Acts associated with resource management administered by the Council are properly and equitably enforced. The role leads a team and is responsible for the team's performance, setting clear expectations, and providing mentoring and development opportunities.

The Council has a development programme (OUR TRC). The position holder is expected to gain a full understanding of the programme and be committed to its implementation and development.

## Key Skills

### Qualification

- It is preferable that the position holder has a relevant tertiary qualification (Resource Management, Environmental Law, Water-related Sciences, Ecology, etc.) and/or at least five years' experience in resource management (principally water and soil management).

### Knowledge

- Sound knowledge of the Resource Management Act generally, and demonstrated high level of knowledge of the Resource Management Act and case law relating to enforcement.
- A good understanding of Te Ao Māori, Māori values, and their application in the enforcement process.
- An understanding of the Hazardous Substances and New Organisms legislation would be an advantage, but not essential.

### Skills / Experience

- It is preferable that the position holder has experience in pollution control, clean-up and site restoration.
- Environmental training relevant to the petroleum industry.
- Proven administrative and managerial abilities.
- Excellent skills in verbal communication, negotiation, and conflict resolution.
- A demonstrated ability to prepare clear, concise reports for a range of audiences.
- Proven experience in staff management and the ability to build a positive team culture, convey a compelling vision and clear team purpose.
- A good level of computer literacy.
- A current driver licence.

### Personal Attributes

- High professional and ethical standards.
- Ability to perform under pressure to meet tight timeframes.
- An energetic person with a high degree of self-confidence.
- Ability to relate to, and to develop a rapport with, a wide range of people and organizations.
- An ability to work in a team, and excellent inter-personal skills.
- An ability to think clearly and analytically.
- Facilitation skills.

## Tasks

- To lead, manage and support staff within the Compliance Section including staff performance and development, training and implementation of the Council's health and safety policy.
- Assist the Director - Resource Management to achieve the objectives set out for the Resource Management Department with particular emphasis on those applicable to the Compliance Section.
- Manage the activities of the Council's Compliance Officers to achieve an integrated inspection service ensuring that all consents, standards, regulations and Acts, administered by the Council, are equitably and properly enforced.
- Manage the Council's response to all contingency and unauthorised discharge events, including spills, accidents, and discoveries of pollution.
- Manage the Council's contingency response to all actions likely to result in environmental impacts.
- In the event of a marine oil spill or inland oil spill, assume the responsibility of the On-Scene Commander.
- Co-ordinate compliance monitoring of resource consents and permitted activities.
- Ensure that in carrying out its duties and functions, the Compliance Section co-operates and supports other sections of the Council and at all times maintains a professional approach and fosters good relations with the general public.
- To display behavioral attributes which reflect the Council's values in the day-to-day role of Compliance Manager.
- To promote the concept of continuous improvement actively and enthusiastically in your work for the Council.
- To undertake such Emergency Management functions as are determined appropriate to meet the Council's role and function in this area.
- Actively assist with strategic thinking/planning and organisational development.
- Develop a positive staff engagement and on-going professional development culture.
- Prepare Section estimates and maintain financial control.
- Any other task and duties as required by the Director – Resource Management or Chief Executive.

### Special requirements

- May be required to work outside normal working hours.

## 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 regionally, nationally and internationally.

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 the 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.