



## CLUTHA DISTRICT COUNCIL

### Compliance Engineer

**Are you passionate about ensuring water compliance and making a difference in your community?**

**Clutha District Council is seeking a Compliance Engineer to join our Three Waters team.**

#### **About Us:**

At Clutha District Council, we are committed to empowering our community to thrive while preserving our spaces for future generations. We believe in creating a workplace where everyone feels valued, supported, and confident in their roles.

#### **About the Clutha District:**

The Clutha District, spanning over 6,700 square kilometers in the lower South Island, offers breathtaking scenery from coast to mountains. Enjoy a relaxed lifestyle, affordable housing, and a friendly community, fostering an ideal work-life balance. Conveniently located near Central Otago and Dunedin, with its international airport and university, and bordered by the stunning Catlins, renowned for its waterfalls, wildlife, rainforest, and surf-worthy beaches.

#### **Role Overview:**

As a Compliance Engineer, you will play a crucial role in ensuring our water systems comply with regulatory standards and consent conditions. You will coordinate compliance activities and lead improvement projects to enhance our compliance with resource consents and drinking water standards.

Approx minimum to maximum salary range NZ\$71,317-\$83,902 (gross annual). Minimum hours of work are 37.5 hours per week.

#### **Key Requirements:**

- NZ Dip. Eng., NZCE (Civil), an equivalent qualification or a BSc.
- 4+ years' experience in the water services industry.
- Strong reporting administration skills.
- High level of computer literacy particularly spreadsheets, financial monitoring and ability to learn and use Council's various electronic systems.
- Working knowledge of Resource Consent and DWQAR requirements associated with water compliance activities.

#### **Why Join Us?**

- Opportunity to make a meaningful impact in your community.
- Supportive and inclusive work environment.
- Great work-life balance.
- Ongoing professional development and training opportunities.

**If this role sounds like what you're looking for, we'd love to hear from you!**

*We will be assessing applications as they are received, so apply now!*



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<b>For confidential enquiries</b>	Please contact Daniel Pickup, Team Leader Compliance and Reporting ( <a href="mailto:daniel.pickup@cluthadc.govt.nz">daniel.pickup@cluthadc.govt.nz</a> ) or phone 03 262 2172
<b>Vacancy closes</b>	7 <sup>th</sup> May 2024
<b>Package</b>	Up to \$83,902 per annum gross, dependent on relevant experience, skills and qualifications <b>plus</b> relocation
<b>To apply</b>	<p>Go to <a href="https://cluthadc.recruitment.co.nz/">https://cluthadc.recruitment.co.nz/</a> where you can complete an application form and upload your CV and covering letter. Or you can send a hardcopy to: Vacancy, Clutha District Council, PO Box 25, Balclutha 9240</p> <p>Please go to <a href="http://www.cluthadc.govt.nz">www.cluthadc.govt.nz</a> for information about the Clutha District and this council.</p>
<b>Privacy Act Provisions</b>	The information you provide on your application for employment will be collected and held by the Clutha District Council. This is collected for the purpose of assessing your suitability for employment by the Clutha District Council, which may include subsequent changes in employment with the Council, and to meet Council's information requirements as a potential employer. You have a right of access to personal information held by the Council and may seek correction of such information to ensure accuracy.
<b>Vacancy Process</b>	<ul style="list-style-type: none"><li>• All applications will be acknowledged to the email address provided in your application.</li><li>• After the closing date, relevant staff will shortlist the applicants for the interview process.</li><li>• We really like to read your cover letter - an incomplete application is less likely to lead to success.</li><li>• Those applicants selected for interview will be contacted by us to arrange a date/time.</li><li>• If you are selected for an interview, be prepared to sign police vetting form authorizing the Clutha District Council to seek a police report on you.</li><li>• We will notify unsuccessful applicants at an appropriate stage of the recruitment process. We are not obliged to provide a reason why you were not successful with your application.</li><li>• <b>All applicants <u>must</u> currently be legally entitled to work in New Zealand.</b></li></ul>



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### Job Description

Job Title	<b>Compliance Engineer</b>
Date	April 2024
M Files	891938
Department	Three Waters
Location	Based at the 3 Waters Office of the Clutha District Council, 26 Crown Street, Balclutha with possible occasional work at other Council premises and activities within and around the Clutha District
Employment Period	Permanent
Hours of Work	Full Time (minimum of 37.5 hours/week)
Responsible to	Team Leader Compliance and Reporting
Responsible for	No staff report to this position
Job Summary and Purpose	To coordinate compliance activities and improvements to enable compliance with resource consents, drinking water standards and regulations.

#### ORGANISATIONAL CONTEXT





## CLUTHA DISTRICT COUNCIL

### KEY RESULT AREAS

- Resource consent compliance management
- Drinking Water compliance management
- Coordination of compliance improvements across Three Waters Team and Contractors
- Management of compliance improvement projects

Job Holder Is Accountable For	Performance Standard
<b>KEY RESULT AREA – Resource Consent Compliance Management</b>	<b>MEASURES</b>
<ul style="list-style-type: none"> <li>• Be a point of contact for compliance issues with regulatory organizations such as Regional Council.</li> <li>• Work with the Team Leader Engineering to ensure reporting and data consent requirements are met.</li> <li>• Work with contractors to ensure that appropriate monitoring and sampling regimes are in place to comply with consent conditions.</li> <li>• Collaborate and coordinate with other departments and contractors on compliance-related matters and activities as required.</li> <li>• Responsible for monthly and annual compliance reporting to Otago regional Council.</li> </ul>	<ul style="list-style-type: none"> <li>• All systems are compliant with consent conditions or Compliance Plan targets and timeframes are being met.</li> <li>• There are no significant surprises or missed communications or reports regarding significant water and other compliance related matters that reflect poorly on Council performance in this area.</li> <li>• Non-compliant results are identified such that they can be appropriately reported to the relevant people for action in a timely manner and the actions and responses are recorded for reporting purposes.</li> <li>• Water Outlook, CS-Vue and other compliance systems are used to monitor and flag compliance requirements in advance.</li> </ul>

Job Holder Is Accountable For	Performance Standard
<b>KEY RESULT AREA – Drinking Water Compliance Management</b>	<b>MEASURES</b>
<ul style="list-style-type: none"> <li>• Be point of contact for drinking water compliance issues with regulatory organizations such as Taumata Arowai.</li> <li>• Monitor drinking water systems and report on non-compliance.</li> <li>• Develop and monitor compliance plans for systems that require improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• Drinking water systems are fully compliant</li> <li>• Reporting of drinking water compliance issues and impacts is completed in a timely and appropriate manner.</li> </ul>
<b>KEY RESULT AREA- Coordination of Compliance Across Three Waters Team and Contractors</b>	<b>MEASURES</b>
<ul style="list-style-type: none"> <li>• Work with the Three Waters team to deliver projects and processes to improve consent and drinking water compliance.</li> <li>• Co-ordinate with contractors to deliver projects and processes to improve consent and drinking water compliance.</li> <li>• Maintain Water Outlook and CS Vue systems.</li> <li>• Technical support and troubleshooting</li> <li>• Conduct minor capital works</li> </ul>	<ul style="list-style-type: none"> <li>• Projects are delivered to meet the desired objectives to improve compliance outcomes.</li> <li>• Reporting systems and processes are continuously improved to support compliance objectives.</li> <li>• Problems are solved</li> <li>• Improvements are made to processes</li> <li>• Consent information is accurate and timely</li> <li>• Productivity levels are met.</li> </ul>



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Job Holder Is Accountable For	Performance Standard
<b>KEY RESULT AREA – Drinking Water Compliance Management</b>	<b>MEASURES</b>
<ul style="list-style-type: none"> <li>Assist with process improvements</li> <li>Assist with building consent processing and new connections approvals</li> <li>Assist with LIM's as required</li> </ul>	

<b>KEY RESULT AREA – Management of Compliance Improvement Projects</b>	<b>MEASURES</b>
<ul style="list-style-type: none"> <li>Lead and deliver compliance improvement projects</li> </ul>	<ul style="list-style-type: none"> <li>Compliance improvements projects are delivered to set objectives and in a timely manner.</li> </ul>

### Work Complexity

<b>Most challenging duties typically undertaken, or most complex problems solved:</b>
<ul style="list-style-type: none"> <li>Coordinating and collaborating with internal and external stakeholders to address complex water operational issues to ensure compliance with resource consent conditions.</li> <li>Understand the Drinking Water Quality Assurance Rules and other relevant legislation, and be able to troubleshoot drinking-water compliance issues with contractors, operators, and Taumata Arowai.</li> </ul>

### Financial Responsibilities

<b>The job holder does not control a budget.</b>	
Maximum delegated expenditure that may be spent without reference to manager	\$10,000

*Delegated authorities are in accordance with Appendix C of the Clutha District Council Delegations Manual, which may be amended from time to time by the Clutha District Council.*

### Person Specification

<b>Technical/Professional Qualifications/Experience</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>NZ Dip. Eng., NZCE (Civil), an equivalent qualification or a BSc.</li> </ul>	<ul style="list-style-type: none"> <li>B. Eng. or equivalent Washington Accord Degree</li> </ul>
<ul style="list-style-type: none"> <li>4+ years' experience in the water services industry</li> </ul>	<ul style="list-style-type: none"> <li>Compliance and water assessment knowledge</li> </ul>
<ul style="list-style-type: none"> <li>Reporting administration experience</li> </ul>	<ul style="list-style-type: none"> <li>Project Planning experience</li> </ul>
<ul style="list-style-type: none"> <li>High level of computer literacy particularly spreadsheets, financial monitoring and ability to learn and use Council's various electronic systems</li> </ul>	<ul style="list-style-type: none"> <li>Database use and field device/tablet usage</li> </ul>



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Knowledge/Skills and Attributes	
Essential	Desirable
<ul style="list-style-type: none"> <li>Working knowledge of Resource Consent and DWQAR requirements associated with water compliance activities.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to gain knowledge and understanding of new water regulations and to be able to interpret the associated compliance requirements.</li> </ul>
<ul style="list-style-type: none"> <li>Ability to organise and prioritise workloads to meet targets and work to deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>Database and data formatting experience.</li> </ul>
<ul style="list-style-type: none"> <li>Liaise effectively and efficiently with others in a friendly manner and have the ability to deal courteously with everyone.</li> </ul>	
<ul style="list-style-type: none"> <li>Ability to work independently, use initiative to work with contractors and others involved in consent monitoring, sampling and analyses.</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of resource consents associated with water supply, sewage treatment, and stormwater management.</li> </ul>
<ul style="list-style-type: none"> <li>Ability to build positive working relationships with colleagues.</li> </ul>	<ul style="list-style-type: none"> <li>Desire to learn about technical aspects of the work area and to participate as a member of a technical team.</li> </ul>
<ul style="list-style-type: none"> <li>Ability to maintain confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<ul style="list-style-type: none"> <li>Current, full motorcar/light motor vehicles driver's license.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<ul style="list-style-type: none"> <li>Enthusiastic, energetic and self-motivated.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<ul style="list-style-type: none"> <li>Well-groomed and present a professional image.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

### Key Relationships

External	Purpose of contact with this person/s
<ul style="list-style-type: none"> <li>Regional Council, Taumata Arowhai, Government and non-government agencies.</li> </ul>	<ul style="list-style-type: none"> <li>Liaison regarding operational matters e.g., NZDWS data, Regional Council consent data and reporting, audit and inspections.</li> </ul>
<ul style="list-style-type: none"> <li>Other territorial authorities and regional councils.</li> </ul>	<ul style="list-style-type: none"> <li>Liaison regarding operational matters and consent management and monitoring activities.</li> </ul>
<ul style="list-style-type: none"> <li>Public/stakeholders/customers.</li> </ul>	<ul style="list-style-type: none"> <li>Limited interaction with customers.</li> </ul>
Internal	Purpose of contact with this person/s
<ul style="list-style-type: none"> <li>Three Waters Team</li> </ul>	<ul style="list-style-type: none"> <li>Data coordination and support, consent monitoring and reporting requirements</li> <li>Identification, investigation and reporting of compliance issues.</li> </ul>
<ul style="list-style-type: none"> <li>Activity Management Leaders</li> </ul>	<ul style="list-style-type: none"> <li>Co-ordinate and provide responses for specific compliance data, information and reporting</li> <li>Responding to enquiries about compliance issues.</li> </ul>
<ul style="list-style-type: none"> <li>All staff</li> </ul>	<ul style="list-style-type: none"> <li>Response to operations enquiries and to provide administrative cover</li> </ul>



## CLUTHA DISTRICT COUNCIL

### ORGANISATIONAL BEHAVIOURS

CDC Purpose Statement (why we exist/why we are needed):

*“To empower our community to thrive and look after our spaces for future generations”.*

Cultural Vision Statement (the type of workplace employees want to have):

*“CDC is a safe and enjoyable place to work where everyone feels valued, supported and confident in their role”.*

Values Statements (the principles that guide behaviour and decision-making):

**Empathy:** *We have empathy and treat people with respect.*

**Inclusion:** *We are inclusive of different cultures, perspectives and experiences.*

**Openness:** *We are respectfully honest and share knowledge and information.*

**Integrity:** *We do the right thing and speak up when we see the wrong thing.*

Therefore, when working for CDC we expect our people to:

Be open, inclusive, have empathy and do the right thing

### HEALTH AND SAFETY

- All employees have a responsibility to work towards keeping a safe and healthy work environment by practicing safe work methods, identifying work place hazards and using appropriate safety equipment.
- Managers are responsible for implementing and promoting the management responsibilities as described in any Clutha District Council Health and Safety plans, policies and processes.

### COUNCIL INFORMATION

- All employees must actively demonstrate commitment to the various management systems and processes that are adopted and used by the Clutha District Council, for example the Electronic Document Records Management System (EDRMS), accounting systems etc.

### EMERGENCY RESPONSE

Under the Civil Defence Act 2002, all territorial local authorities (TLA's) are required to have trained staff ready to respond to civil defence emergencies at a local level. You may be assigned a specific civil defence role or generally be co-opted to assist during a civil defence emergency event. You may be required to:

- Undergo training for a civil defence role
- Take part in exercises as required
- Work within and/or outside of normal hours (at time of an event)
- Work in another TLA if required (at time of an event).