



District Licensing Committee Secretary (part time - 20 hours per week)

The purpose of this role is to deliver high quality procedural and administrative support to the Hurunui District Licensing Committee, and to assist the Council to carry out timely and efficient licensing and reporting functions under the Sale and Supply of Alcohol Act 2012.

Reports to: Compliance and Waste Manager

Our values - tikanga

Respect - *give it to get it.*

- We show civility through listening, being thoughtful and acknowledging others points of view.
- We embrace diversity, recognise differences and are inclusive in our treatment of others.
- We demonstrate our appreciation through praise and recognition.

Integrity - *do what's right.*

- We are honest, transparent and authentic.
- We are ethical, sincere and trustworthy.
- We seek the best solution rather than the easiest.

Commitment - *be in; boots 'n all.*

- We are passionate about the work we do and motivated to do a good job.
- We are solution focused and accountable for our actions.
- We take pride in working for the Hurunui District Council.

Our vision – pae tawhiti

To be a workplace that embraces diversity of thought.

Our mission – aronga

To have the right people in the right place at the right time to provide infrastructure and services that are efficient, effective and appropriate to our Hurunui community.

Our expectations

Working for the Hurunui District Council means working as a team to deliver the best outcomes for our district.

We are developing our organisational culture to put our customers at the heart of everything we do through our organisational values, working together, and focussing on outcomes rather than tasks.

That means we will:

- Commit to working proactively with our customers to understand their needs.
- Operate collaboratively as a total council team.
- Deliver our services in a way that is best for the district (as opposed to best for us).

We want you to think about what we are trying to achieve, and then work as a team to provide great services to the residents of our district. Even though you will have a primary position at Hurunui District Council, working with us is much more than simply completing your work. It is about how you go about doing your work, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

Each of us has a key role to play in making our district a great place to live. We do that by giving superb service to our customers; we do it by working together; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes. We want you to work across teams to bring your solutions to the table and to work with those teams to implement them.

What you will do

- Liaise with the District Licensing Committee (DLC) and provide advice on all aspects of alcohol licensing.
- Manage communication between the DLC and the parties involved in applications including the Licensing Inspector, Police, Medical Officer of Health, applicant and public objectors.
- Schedule and manage DLC hearings.
- Act as an advisor to the DLC at hearings.
- Ensure that DLC hearings (including all associated pre- and post-hearing matters) are conducted in a manner consistent with the Hurunui DLC Practice Notice and the principles of natural justice.
- Maintain the quality of information produced by the DLC and Alcohol Licensing Team.
- Prepare the written DLC decisions on the direction of the DLC.
- Produce licences, certificates, and notices of renewal of licences and certificates.
- Act as a signatory on alcohol licences and certificates.
- Complete monthly and annual returns to the Alcohol Regulatory and Licensing Authority .
- Facilitate weekly licensing team meetings.
- Organise and facilitate monthly meetings with the DLC.
- Monitor the progress of applications being processed by the licensing team and follow up with the reporting agencies and applicants as required.
- Proofread reports prior to submitting to the Licensing Committee.
- Report to Council committees on Alcohol Licensing activities.
- Ensure Alcohol Licensing information on Council's website is up to date.
- Assist with public enquiries and administrative tasks when required.
- Report to the Compliance & Waste Manager on the performance of the alcohol licensing function.
- Any other tasks reasonably required by the Team Leader or Manager.

What we all do

- Embrace diversity and display cultural awareness in all aspects of work and development.
- Demonstrate a commitment to our values and wanting to be here.
- Welcome training and professional development opportunities for continuing improvement.
- Undertake Civil Defence Emergency Management responsibilities and activities when required

Customer service

- Demonstrate a “customer centric” culture within the team, department and in the wider organisation.
- Act as a *customer advocate* in the team, department and in the wider organisation.
- See customer feedback as an opportunity to improve service.
- Develop partnerships within the organisation to meet customer needs.
- Provide assistance, guidance and advice to Council and committee members as applicable.
- Demonstrate empathy and non-judgemental approach.

Health and safety

- Ensure you accurately and promptly report all accidents, incidents and risks immediately or as soon as possible.
- Keep yourself and others safe.
- Adhere to all Council Health and Safety policies, procedures and guidelines.

What you will bring

- Knowledge of the Sale and Supply of Alcohol Act 2012, or comparable experience with other legislation.

- An understanding of the legal and regulatory framework of local government.
- Well-developed time management skills and ability to meet deadlines.
- Ability to interpret and apply legislation and explain it clearly to others.
- Strong written skills including the ability to produce documents of a legal nature
- Strong advisory skills.
- Excellent administrative skills and attention to detail.
- A current full drivers licence is required.