

JOB DESCRIPTION

Job Title	Alcohol Licensing Administrator
Position Status	Permanent
Business Unit & Team	Service Delivery, Bylaws Compliance
Reports to	Manager, Bylaws Compliance
Direct Reports	N/A
Base Location	Mangawhai or Dargaville
Salary Grade	Grade 10

ABOUT KAIPARA

Kaipara te Oranganui. Two oceans, two harbours.

Kaipara district extends from coast to coast, to the Waipoua Forest in the north and Pouto Peninsula in the south. It includes iconic beaches, kauri forests, rich farmland and rugged landscapes. People come from all over to experience this special part of the world, and we are privileged to play an important part in making Kaipara the place to be.

Our team is committed to Kaipara communities. We deliver essential services including roads, water, waste services, recreational facilities, libraries and regulatory services. Council staff engage our communities to contribute to key projects and plans, and support them to achieve their own. We love what we do, and have a real passion for our people and our place.

At Kaipara District Council, we know there are some important ingredients to develop a strong and supportive culture for our people to thrive, these are our values - mahi tahi (team work), mahia te mahi (make it happen), mana (integrity), whakaute (respect), and pono (trustworthy). These values guide how we work together as a team and alongside our diverse communities.

ROLE PURPOSE

This role supports delivery of alcohol licensing, environmental health and wastewater bylaws services and gives our customers an excellent experience when they connect with Kaipara District Council. Ensures they get the right information, and understand it, to proactively comply with relevant legislation regarding alcohol licensing, environmental health and wastewater bylaws.

KEY RESPONSIBILITIES

Administrative Support for Alcohol Licensing &	<ul style="list-style-type: none"> Vet, input and invoice all Alcohol Licensing applications. Peer review applications sent to the DLC.
--	---



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY

Wastewater	<ul style="list-style-type: none"> • Process Alcohol License monthly renewals for Manager's and Licensees. • Manage public notices for alcohol licensing applications. • Issue and forward licenses, certificates and documentation following DLC Hearing to applicants and required agencies as per relevant legislation. • Manage and process correspondence including responding to objectors, and onsite Wastewater compliance letters. • Vet incoming Onsite Wastewater reports. • Provide support to the Specialists / Officers within each function of this portfolio. • Provide cover during leave for the Environmental Health support. • Maintain integrity of the wastewater and alcohol databases • Promapp owned procedures - update and review annually • Assist with recording accurate statistics to complete the monthly, quarterly, and annual statutory reporting to the team. • Monitor service requests and take appropriate action.
Service delivery	<ul style="list-style-type: none"> • Maintain existing monitoring and compliance systems. • Provide support to the organization in relation to monitoring and compliance activities. • Interpret and provide technical information to our customers regarding legislation and legislative guidelines. • Ensure policies and procedures are in place and relevant. • Ensure all correspondence is customer focused and easy to understand. • Record accurate statistics for reporting purposes. • Assist team to ensure deadlines are met. • Prepare reporting as required. • Assist team with administration of plans, applications, and other relevant activities. • Assist the Team with research to provide accurate information for our customers.
Financial management	<ul style="list-style-type: none"> • Ensure required service outputs are delivered within approved budget allocations. • Assist with the monitoring of income and expenditure against all allocated budgets. • Reconcile alcohol general ledger and invoice-receipt direct credits. • Annual fee invoicing for alcohol licensing.

KDC CORE RESPONSIBILITIES

Health, Safety & Wellbeing	<ul style="list-style-type: none"> • Take care of your own health, safety and wellbeing and that of others affected by your work • Ensure prompt reporting of all Health and Safety hazards or incidents
Professional	<ul style="list-style-type: none"> • Participate in monthly and yearly roadmap planning and chats with your manager • Actively participate in professional development initiatives to keep up to date in



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY

Development	<p>your area of expertise and to continuously develop skills and capabilities.</p> <ul style="list-style-type: none"> • Complete annual mandatory learning.
Other Organisational Responsibilities	<ul style="list-style-type: none"> • Provide CORE customer experience (connected, open, reliable and easy) • Champion our values • Adhere to our ways of working (WoW) • Observe KDC policies, procedures and guidelines • Contribute to continuous improvement by identifying systems, processes or documents to improve and making changes to keep up with legislation, trends or best practice • Maintain records in compliance with the Public Records Act 2005 • Be involved in the readiness for emergencies by attending relevant Civil Defence Emergency Management training as required • Participate in any required Civil Defence exercises to ensure that essential services are maintained during emergencies • Other tasks and/or projects as assigned

COMPETENCIES

Leader of Self

- Work Together
- Deliver Results
- Embrace Innovation and Change
- Customer Experience Excellence
- Informed Decision Making
- Effective Communication

SUCCESS PROFILE

Qualifications & Experience

- Experience providing excellent customer service.
- Preferably a minimum of two years' experience in Local Government administration (or alternative experience in other administration roles).
- Familiarity with legislation would be an advantage in the Supply of Alcohol Act 2012, Alcohol Control Bylaw 2018, Resource Management Act 1991, Local Government Act 1974 and 2002, Consolidated General Bylaw 2020, Signs Bylaw and Signs Standards 2024, Wastewater Drainage Bylaw 2021, Litter Act 1979, Food Act 2014 and Food Regulations 2015, District Plan, Health Act 1956.

Role Specific Skills & Attributes

- High level of judgment, discretion, and tact.
- The ability to effectively interpret statutes, regulations, bylaws and policies.
- Negotiation and resolution skills to achieve successful compliance outcomes.
- Proven planning and organisational skills.
- Excellent written and oral communication skills.
- Excellent attention to detail.
- Excellent time management and a proven ability to work to deadlines.
- Ability to maintain confidentiality and political neutrality.
- Proficient in Microsoft applications: Word, Excel,



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY

Outlook.

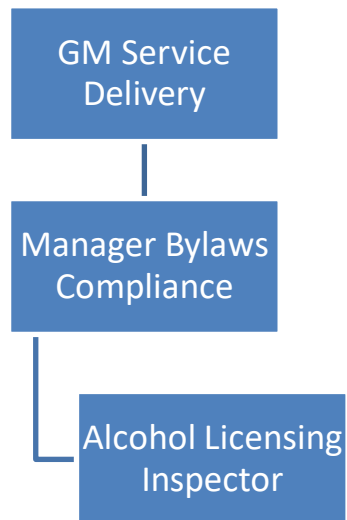
- Proactive problem solving
- Adaptability and flexibility
- Financial literacy (budgeting, analysis, reporting)
- Cultural awareness

Other Role Requirements

This role requires:

- a full NZ Driver Licence

ORGANISATION CHART



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY