

Job Description

My Position

Position:	Team Leader – LIM and Property Information
Section:	Resource Consents
Group:	Environmental Assurance
Responsible to:	Resource Consents Manager
Responsible for:	<ul style="list-style-type: none">• LIM & Property Information Officer x3• Property Information Officer x1
Job Purpose:	<ul style="list-style-type: none">• Provide oversight and leadership of the LIM and Property Information team.• Ensure the Council is complying with the legislative requirements for LIMs by providing advice, liaising with areas of Council that own LIM information, and curating sources of LIM information.• Oversee and manage associated property information effectively by identifying technical solutions, providing advice, liaising with areas of Council that own property information, and curating processes and procedures for property information.• Respond effectively to property information enquiries by providing advice and co-ordination of services.• Provision of training to ensure Council can maintain compliance with its legislative requirements with LIMs under the Local Government Official Information and Meetings Act and other associated legislation.• Provision of training and documented procedures to ensure staff understand the statutory requirements under the relevant legislation.

Our Council

Our District Vision:	Thriving resilient Tasman <i>Kia manawaroa te tai o Aorere</i>
Our Purpose:	Delivering Public Value <i>Kia whai hua mā te marea</i>

Our Values

We support our Vision and Purpose through living our values.

Auahatanga – Innovation. *I orea te tuatara, ka patu ki waho. A problem solved by continuing to find solutions.*

- We love ideas, big or small
- We delivery differently
- We learn and grow
- We give it a go
- We are brave and challenge the status quo

Manaakitanga – Caring/ Sharing. *Te tohu o te rangatira, he manaaki. The sign of a leader is how they support, protect and respect others.*

- Helpfulness and respect guide us
- Our mana encourages and lifts others up
- Care and empathy are a priority
- We are always welcoming
- We freely share knowledge

Kawenga – Responsibility. *Kia ū ki te pai. Stay resolute to that which is good.*

- We honour our commitments
- We act professionally with integrity
- We are honest and open
- We bring the right attitude to work
- Safety and wellbeing come first

Whanaungatanga – Relationships. *He aroha whakatō, he aroha puta mai. If kindness is given then kindness shall be received.*

- We connect, listen and involve
- We believe in collective success
- Our stories create shared meaning
- We embrace diversity
- We are kind and nurturing

My Group

Role of the Environmental Assurance Group

The Environmental Assurance Group looks after most of the Council's regulatory functions which facilitate the development and use of land, water, and coastal resources, and which regulate activities in order to protect and improve public health and safety and the environment, and to minimise nuisance and harm to people and places. The functions undertaken include building control, resource consenting and compliance, environmental health (including food safety), alcohol licensing, animal control, parking control and maritime safety.

My Key Result Areas

My Priorities

What am I supposed to do?	How well am I supposed to do it?
<p>Property Data Management</p> <ul style="list-style-type: none"> • Lead the development and implementation of strategy, policies and standards for the management and maintenance of corporate land and property datasets. • Oversee the monitoring of policies, standards, and procedures for land and property datasets. • Lead process improvement, ongoing administration and maintenance of key land and property data sets relating to addressing, property and subdivision. • Oversee and take overall responsibility for the management of the programme for updating key council third-party datasets and externally sourced data. Primarily this is NZ Post and LINZ. • Lead the delivery of property data and information training to Council staff as required. • Provide advice and be part of project teams that define the organisations land and property data management requirements. 	<p>Property Data Management</p> <ul style="list-style-type: none"> • Implementation of data strategy is in accordance with policy. • Appropriate data quality standards exist for the capture and maintenance of property data and documentation is available on the Council staff to access. • Effective participation on project teams is evident and planned projects are delivered on time and within budget. • Timely and accurate reporting on property and land information matters to key stakeholders is evident. • Third-party datasets are fit for purpose, regularly updated and available to key users. • Appropriate approval of Landonline user requests is evident and as per Landonline terms and conditions. • Council staff's property data management capabilities are maturing and in line with policies and standards.
<p>Property Information</p> <ul style="list-style-type: none"> • Champion and lead Council's processes on the effective management of property information including identifying new and ongoing technical improvements and/or automation options, and organisational management to achieve streamlined processes and improved access to property information. • Maintain a comprehensive understanding of legislative requirements as they pertain to property information, making any necessary changes to 	<p>Property Information</p> <ul style="list-style-type: none"> • Identification of historical legacy issues is evident, and a strategy is in place for the treatment of these issues. • Current legislative requirements as they apply to property information are known, and Council's processes and tools reflect the most up- to-date guidance. • Processes to ensure timely transfer of information to new valuation numbers following subdivision are evident.

<p>templates, processes, and information sources as required.</p> <ul style="list-style-type: none"> • Develop and review Council Policies relevant to property information in conjunction with the Resource Consents Manager, Programme Leader – Information Management and the Legal Team. • Ensure timely transfer of data to new valuation numbers following subdivision (Proper Properties). • Ensure effective information management practices are implemented for property information. • Provide technical advice to Council staff in relation to property information legislation to maintain compliance and minimise risk. • Identification of digitisation projects which could be undertaken by Council for the improvement of access to property information by both staff and customers. • Provide advice and guidance regarding the content to include (or exclude) in property files, seeking legal advice where necessary. • Ensure best practice processes are met in regard to private information within property information. • Identify risks to Council in property related activities and services, and potential mitigation/management strategies, raising these to the Resource Consents Manager. 	<ul style="list-style-type: none"> • Managers and staff are aware of their roles and responsibilities in relation to property information and responding to requests. • Managers and staff are trained in current property information processes to maintain compliance. • Potential risks or issues in relation to property information are identified early and any mitigating actions are implemented as directed. • Potential efficiencies in the provision of property files are worked through with relevant stakeholders and implemented where possible to support the customer experience.
<p>Land Information Memoranda</p> <ul style="list-style-type: none"> • Maintain a comprehensive oversight and understanding of legislative requirements associated with LIMs, making any necessary changes to templates, tools and LIM information sources as required. • Take a lead role in the development and implementation of a digital solution for managing LIM production. • Curate information to be included in LIMs to ensure it is accurate and up-to-date. • Provide advice and guidance regarding the content to include (or exclude) in specific LIMs, seeking legal advice where necessary. • Provide guidance the LIM & Property Information Team and subject matter experts across Council to ensure they understand what needs to be included in LIMs and their roles and responsibilities in LIM delivery including new sources of LIM information • Oversee the ongoing development and maintenance the Council's list of LIM information. sources, and regularly review with subject matter experts across Council to ensure any outdated or incorrect information is not included. • Identify risk to Council in LIM related activities and services, and potential mitigation/management strategies, raising these to the Resource Consents Manager. • Participate in audits to ensure legislative and best practice compliance for LIMs. • Implement advice received through legal reviews and or audits of Council's LIMs and related processes. 	<p>Land Information Memoranda</p> <ul style="list-style-type: none"> • Current legislative requirements as they apply to LIMs are known and implemented so Council's processes and tools reflect the most up- to-date guidance. • Subject matter experts are aware of their roles and responsibilities in relation to LIMs including identifying new sources of information to maintain compliance in delivery. • Potential risks or issues in relation to LIMs are identified early and any mitigating actions are implemented as directed. • Potential efficiencies in the LIM process are identified, worked through within the team and implemented where possible to support the customer experience. • Appropriately trained staff are available to support and cover LIM preparation as required to ensure Council is able to meet its legislative requirements and provide a consistent service to customers.

<p>Revenue and Cost Recovery</p> <ul style="list-style-type: none"> • Manage the LIM and Property File revenue and cost recovery processes, including invoicing, job costing, refunds. • Identify and understand costs associated with processes and ensure this is reflected in fees and charges. 	<p>Revenue and Cost Recovery</p> <ul style="list-style-type: none"> • Costing and invoicing are accurate and completed in a timely manner. • Refund procedures are completed accurately and within agreed timeframes. • Costs are understood and fees and charges and budgets reflect the cost of the functions.
<p>Liaison</p> <ul style="list-style-type: none"> • Collaborate with team members and other staff involved in LIM applications and property processes to ensure that any matters that need clarification, modification or further consideration are discussed and resolved. • Build and maintain effective relationships that enhance learning and development opportunities to further own career, and develop own knowledge, skills and experiences that create value for Council and the community. • Provide cover and support within the team for leave and periods of high workloads. 	<p>Liaison</p> <ul style="list-style-type: none"> • Any matters requiring discussion, clarification or modification are referred promptly to your Team Leader and other appropriate staff. • Effective relationships are evident. • Ownership of personal career development is evident and job holder knowledge and experience is kept up to date and continuing to improve. • Understanding of other team members tasks and functions.

My Leadership
<p>Team Leadership & Engagement</p> <ul style="list-style-type: none"> • I act as good role model, am an enabler of change and demonstrate a leadership style that creates a positive environment that fosters, develops and promotes engagement and collaboration. • I create a team culture of fairness and belonging, where all members of my Section are and feel valued. • I provide opportunities for my team to participate and be included in decision making that may impact on their individual or team performance outputs. • I openly celebrate success and tell the stories around how problems are identified and resolved.
<p>Team Performance Management</p> <ul style="list-style-type: none"> • I effectively lead, enable and hold others accountable for delivering on our Section work programme and Council's strategic goals and performance objectives. • I provide effective support and proactively assess my team's workload and reallocate workloads when needed. • I make sure my team understand their statutory delegations and apply these correctly. • I make sure reports to Council prepared by my team meet the expected standards and format. • I understand the data and information generated by my team is an important Council asset and I use this data and systems to drive performance, quality decision-making and improved service delivery.
<p>Team Professional Development</p> <ul style="list-style-type: none"> • I make sure everyone in my team has clear annual performance goals and measures that are aligned with Council's strategic goals, and I meet with them regularly to discuss and review progress. • I have regular development, mentoring, coaching, feedback performance conversations with my team, I understand their career goals and encourage participation in appropriate training opportunities. • I make sure appropriate succession planning is in place for my team and there are clear links to individual's career development plans.
<p>Team Recruitment & Induction</p> <ul style="list-style-type: none"> • I take an active responsibility for the recruitment of the 'right person in the right job'. • I actively participate in and ensure quality induction, training and ongoing socialisation is provided to new members in my team.

My Contribution
<p>Accountability</p> <ul style="list-style-type: none"> • I take responsibility for my performance, decisions and actions and how these impact on others. • I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it. • I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable. • I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.
<p>Customer Focus</p>

<ul style="list-style-type: none"> • I focus on the needs of our customers and provide all of them with outstanding service. • I treat all people with respect, and I deliver on the commitments I make. • My actions are fair and build trust with my colleagues, customers and our community.
<p>Relationship Building</p> <ul style="list-style-type: none"> • I build and maintain genuine relationships with my colleagues, customers and our community. • I actively listen to others and am supportive, friendly and helpful. • I respect all cultures and act in ways that make others feel included and valued.
<p>Resilience & Adaptability</p> <ul style="list-style-type: none"> • I support new ways of working and am able to be flexible and calm when facing change or difficult situations. • I am digitally confident and participate in opportunities to learn how to apply digital business technology and tools to my work. • I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.
<p>Motivation & Drive</p> <ul style="list-style-type: none"> • I take responsibility for my own learning and development and welcome feedback to improve my performance. • I effectively plan, manage and prioritise my work and deliver it on time. • I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.
<p>Collaboration & Inclusion</p> <ul style="list-style-type: none"> • I actively contribute to the achievement of team goals and objectives. • I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.
<p>Civil Defence Emergency Management</p> <ul style="list-style-type: none"> • I provide assistance and support during civil defence / emergency management activities. • I participate in civil defence and emergency management training.
<p>Working within te ao Māori</p> <ul style="list-style-type: none"> • I have the appropriate level of knowledge and understanding of the principles and application of Te Tiriti o Waitangi for my role. • I have the appropriate level of knowledge of Tikanga Māori (customs and practices) and Te Reo Māori (Māori language) for my role. • I have the appropriate level of knowledge of Council's engagement protocols with the whānau, hapū and iwi of te Taihū for my role. • I foster a culturally inclusive environment by actively engaging with and respecting Māori perspectives and practices in my work.

My Delegations

I have delegated decision-making authorities and financial responsibilities for expenditure as listed in Council's Delegations Register. I also have staff responsibilities.

The Council may from time to time delegate to me other specified powers and duties, all of which I must exercise with due care and diligence.

My Competencies

My Qualifications and Experience:

- Level 6 Diploma in conveyancing, quantity surveying/construction, legal executive, real estate or another relevant field.
- At least three years' experience in a relevant people leader or senior technical role (eg. Local Government, building compliance, resource management, privacy, conveyancing etc).
- Understanding of and ability to apply in a practical context the legislative and guidance framework surrounding LIMs and Property Information including: the Local Government Act 2002, Local Government Official Information and Meetings Act 1987, Resource Management Act 1991, Building Act 2004, Te Arowai Water Services Act 2021, Privacy Act 2020 and the Tasman Resource Management Plan.

- Proven leadership, staff management and mentoring skills with a commitment to teamwork.
- Familiarity with local authority property information including building and resource consents.
- Excellent digital literacy, Microsoft Office 365 and database management skills, with strong document control, auditing and management skills.
- Demonstrated commitment to business improvement and customer service excellence.
- Project management skills are desirable.

My Personal Attributes:

- Ability to explain technical language in an understandable way to customers and professionals.
- High level of communication and relationship management skills to deal with competing stakeholder requirements and motivate staff participation in high quality delivery.
- Demonstrates initiative and ability to solve problems.
- Ability to work both as a member of a team and independently.
- Demonstrated focus on quality assurance and process improvement.
- Sound judgement and decision-making skills, with a strong attention to detail.
- Highly organised and able to prioritise and manage time effectively; resilient.
- Good understanding of the principles of Te Tiriti o Waitangi and Tikanga Maori.

My Agreement

My Name:

My Signature:

Date: