

# Job Description



## My Position

<b>Position:</b>	<b>LIM and Property Information Officer</b>
<b>Section:</b>	Resource Consents
<b>Group:</b>	Environmental Assurance
<b>Responsible to:</b>	Team Leader – LIM and Property Information
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>• Complete Land Information Memorandums (LIMs) across a range of property types that are complete, accurate, and provided to customers within the statutory timeframes.</li><li>• Liaison with relevant Council teams to ensure information available for LIMs is full and accurate.</li><li>• Contribute to internal Proper Properties register and ensure efficient movement of data to new valuation numbers.</li><li>• To administer property information and databases relating to creating new properties, reserves, address management etc.</li><li>• Provide expertise and be a point of escalation for quality assurance and the use for property records, including property files.</li></ul>

## Our Council

<b>Our District Vision:</b>	Thriving resilient Tasman <i>Kia manawaroa te tai o Aorere</i>
<b>Our Purpose:</b>	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

**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

**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

**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

- We bring the right attitude to work
- Safety and wellbeing come first

- 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><b>LIM Collation and Checks</b></p> <ul style="list-style-type: none"> <li>• Maintain an active awareness and understanding of legislative requirements as they pertain to LIMs <ul style="list-style-type: none"> <li>◦ Ensure that LIM reports are fully and accurately prepared according to Council's policies and procedures, and issued within statutory timeframes, through: <ul style="list-style-type: none"> <li>◦ researching property information, databases and files</li> <li>◦ liaising across Council to ensure information held for supply is current and accurate</li> <li>◦ dealing with external enquiries from real estate agents, solicitors, vendors, purchasers and other LIM applicants involved with property transactions in a competent and professional manner</li> <li>◦ updating Council information as required</li> <li>◦ identifying any risks to Council and potential improvements in LIM related activities and services to LGOIMA Team.</li> </ul> </li> </ul> </li> <li>• Ensure LIM content and property file information is consistent. <ul style="list-style-type: none"> <li>◦ Participate in internal auditing to ensure legislative compliance for LIMs and action any required appropriate compliance processes are regularly actioned</li> <li>◦ Provide input to the development and implementation of a digital solution for managing LIM production</li> <li>◦ Contribute to staff training on LIM preparation to ensure appropriate support and cover for this service is always available</li> </ul> </li> <li>• Contribute to the development and maintenance of procedures, templates and guidelines for processing LIM applications.</li> <li>• Identify opportunities for process improvements and enhanced customer satisfaction.</li> </ul>	<p><b>LIM Collation and Checks</b></p> <ul style="list-style-type: none"> <li>• Current legislative requirements as they apply to LIMs are known.</li> <li>• LIM reports are prepared fully, accurately and in a timely manner.</li> <li>• Information held by Council in relation to properties is treated in consistent ways.</li> <li>• Potential risks or issues in relation to LIMs are identified early and any mitigating actions are implemented as directed.</li> <li>• Potential efficiencies in the LIM process are worked through within the team and implemented where possible to support the customer experience.</li> <li>• 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.</li> </ul>

<b>Proper Properties</b> <ul style="list-style-type: none"> <li>• Manage the internal Proper Properties register and ensure property information is moved to new valuation numbers promptly.</li> <li>• Complete regular quality assurance reviews of property file requests and ensure content meets legislative requirements.</li> <li>• Assist teams to search Property File information.</li> <li>• Support projects or activities to improve property file information quality and accessibility.</li> </ul>	<b>Proper Properties</b> <ul style="list-style-type: none"> <li>• Records are filed promptly and accurately, enabling customer property file and LIM enquiries to be dealt with quickly and easily.</li> <li>• Timely and accurate maintenance of property information datasets to agreed standards is evident.</li> <li>• Clear, accurate information is provided to customers (internal and external), and accurate records of outgoing information are kept.</li> <li>• Sharing knowledge, skills and information with teams ensures good cross-skilling.</li> <li>• Council staff have good understanding of Property files.</li> </ul>
<b>Property Data Management</b> <ul style="list-style-type: none"> <li>• Contribute to the implementation of strategies, policies and standards associated with the management and maintenance of corporate land and property datasets.</li> <li>• Contribute to the management of key council third-party datasets and externally sourced data. Primarily this is NZPost and LINZ.</li> <li>• Provide Property and Land related reporting outputs as required.</li> <li>• Respond to internal or external requests for property information as required.</li> </ul>	<b>Property Data Management</b> <ul style="list-style-type: none"> <li>• Implementation of data strategy is in accordance with policy.</li> <li>• Appropriate data quality standards exist for the capture and maintenance of property data and documentation is available on the Council staff to access.</li> <li>• Data changes are completed accurately and in a timely manner.</li> <li>• Requests are responded to with accurate and relevant information and within acceptable timeframes.</li> </ul>
<b>Liaison</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Provide cover and support within the team for leave and periods of high workloads.</li> </ul>	<b>Liaison</b> <ul style="list-style-type: none"> <li>• Any matters requiring discussion, clarification or modification are referred promptly to your Team Leader and other appropriate staff.</li> <li>• Effective relationships are evident.</li> <li>• Ownership of personal career development is evident and job holder knowledge and experience is kept up to date and continuing to improve.</li> <li>• Understanding of other team members tasks and functions.</li> </ul>

My Contribution	
<b>Accountability</b> <ul style="list-style-type: none"> <li>• I take responsibility for my performance, decisions and actions and how these impact on others.</li> <li>• I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it.</li> <li>• I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable.</li> <li>• I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.</li> </ul>	
<b>Customer Focus</b> <ul style="list-style-type: none"> <li>• I focus on the needs of our customers and provide all of them with outstanding service.</li> <li>• I treat all people with respect, and I deliver on the commitments I make.</li> <li>• My actions are fair and build trust with my colleagues, customers and our community.</li> </ul>	
<b>Relationship Building</b> <ul style="list-style-type: none"> <li>• I build and maintain genuine relationships with my colleagues, customers and our community.</li> <li>• I actively listen to others and am supportive, friendly and helpful.</li> <li>• I respect all cultures and act in ways that make others feel included and valued.</li> </ul>	
<b>Resilience &amp; Adaptability</b> <ul style="list-style-type: none"> <li>• I support new ways of working and am able to be flexible and calm when facing change or difficult situations.</li> <li>• I am digitally confident and participant in opportunities to learn how to apply digital business technology and tools to my work.</li> </ul>	

<ul style="list-style-type: none"> <li>I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.</li> </ul>
<b>Motivation &amp; Drive</b> <ul style="list-style-type: none"> <li>I take responsibility for my own learning and development and welcome feedback to improve my performance.</li> <li>I effectively plan, manage and prioritise my work and deliver it on time.</li> <li>I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.</li> </ul>
<b>Collaboration &amp; Inclusion</b> <ul style="list-style-type: none"> <li>I actively contribute to the achievement of team goals and objectives.</li> <li>I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.</li> </ul>
<b>Civil Defence Emergency Management</b> <ul style="list-style-type: none"> <li>I provide assistance and support during civil defence / emergency management activities.</li> <li>I participate in civil defence and emergency management training.</li> </ul>
<b>Working within te ao Māori</b> <ul style="list-style-type: none"> <li>I have the appropriate level of knowledge and understanding of the principles and application of Te Tiriti o Waitangi for my role.</li> <li>I have the appropriate level of knowledge of Tikanga Māori (customs and practices) and Te Reo Māori (Māori language) for my role.</li> <li>I have the appropriate level of knowledge of Council's engagement protocols with the whānau, hapū and iwi of te Taihū for my role.</li> <li>I foster a culturally inclusive environment by actively engaging with and respecting Māori perspectives and practices in my work.</li> </ul>

## My Delegations

I have no staff or financial responsibilities. However, the Council may from time to time delegate to me specified powers and duties which I must exercise with due care and diligence.

## My Competencies

### My Qualifications and Experience:

- A Level 4 qualification in conveyancing, quantity surveying/construction, legal executive, real estate or another relevant field, or
- A minimum of three years' experience working in a similar database or electronic record management systems role within any of the following industries: building, construction trade, Local Government or other similar large organisation.
- Strong digital literacy skills - particularly with Microsoft Office Suite.
- Demonstrated commitment to customer service excellence.
- Knowledge of the relevant statutes, regulations and procedures: Building Act 2004, Local Government Official Information and Meetings Act 1987, Resource Management Act 1991, Building Act 2004, Services Act 2021, Privacy Act 2020 and the Tasman Resource Management Plan is preferable.

### My Personal Attributes:

- The ability to maintain high levels of confidentiality.
- Demonstrated capabilities in communication and relationship management skills.
- The ability to learn new job specific digital tools and systems quickly.
- Attention to detail and accuracy in work tasks and data entry.
- Logical thinker with good problem solving skills and spatial awareness.
- Ability to work both as a member of a team and independently.
- 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:** .....