



## Chief Alcohol Licensing Inspector Position Description

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Department/Group:	Regulatory and Compliance/Office of the Chief Executive
Reports to:	Team Leader Environmental Health & Parking
Location:	Municipal Building, 101 Guyton Street, Whanganui
Post Number:	EMV 1118
PD Created / Modified:	May 2025

### *Whanganui District Council Vision*

To be an energised, united, and thriving district offering abundant opportunities for everyone.

### *Our Values*

- Positive and encouraging
- Collaborative brilliance
- Make great happen

### *Position Purpose*

The **Chief Alcohol Licensing Inspector** is responsible for assessing, investigating and reporting on alcohol licensing and manager certificate applications made under the Sale and Supply of Alcohol Act 2012.

Under section 197 of the sale of alcohol act 2012 the function of a Chief Licensing Inspector is to foster consistency in enforcement of the Act.

The **Chief Alcohol Licensing Inspector** and Compliance Officers – Environmental Health are responsible for conducting drinking water sampling to ensure compliance with relevant standards including private and pool water sampling as required.

### *Key Result Areas*

The position of **Chief Alcohol Licensing Inspector** encompasses the following major functions or Key Result Areas:

<i>Key Result Area:</i>	<i>Job holder is successful if:</i>
<b>1. Alcohol Licensing – Inspections and Monitoring, Licensing and Reporting</b>	
<ul style="list-style-type: none"><li>• Undertake the role of Chief Alcohol Licensing Inspector for the district under s197 of the act.</li></ul>	<ul style="list-style-type: none"><li>• Inspections of premises are conducted to ensure compliance and applications are thoroughly checked.</li></ul>

<ul style="list-style-type: none"> <li>• Ensure that all Councils Alcohol Licensing functions are discharged effectively and in accordance with statutory requirements.</li> <li>• Licensed premises are monitored effectively to ensure compliance with the Act.</li> <li>• Monitor and promote licensee and manager compliance with obligations in terms of license conditions and the objectives of the Sale and Supply of Alcohol Act 2012.</li> <li>• Proactively undertake monitoring inspections of premises or as required.</li> <li>• Provide early intervention in cases identified as having issues, to minimise enforcement action or proceedings.</li> <li>• Carry out appropriate enforcement action as and when necessary.</li> <li>• Undertake proactive joint operations with partner agencies such as Police and the Ministry of Health focusing on prevention and alcohol harm minimisation.</li> <li>• Write reports with recommendations for all alcohol licence and manager certificate applications within specified timeframes.</li> <li>• Inquire into and ensure verification of all applications.</li> <li>• Ensure opposed and/or objected to alcohol licence and manager certificate applications are processed in accordance with requirements.</li> <li>• Appear before the District Licensing Committee (DLC) or Alcohol Regulatory and Licensing Authority (ARLA) and give oral evidence at any proceedings as required.</li> </ul>	<ul style="list-style-type: none"> <li>• All applications for Alcohol Licences are checked to ensure that they comply, and action taken against those that do not comply.</li> <li>• Monitoring of premises is conducted on a regular basis, and the required reports submitted on time.</li> <li>• All premises achieve compliance with the Act.</li> <li>• All managers are compliant with the Act.</li> <li>• Proactive monitoring meets licensing requirements.</li> <li>• Reduction in cases of non-compliance and enforcement proceedings evident.</li> <li>• Enforcement actions are taken in accordance with the <i>Compliance &amp; Enforcement Strategy</i>.</li> <li>• Joint operation KPI's are met and exceeded.</li> <li>• Reports are accurate in terms of legislative requirements and recommendations.</li> <li>• All applications are properly verified.</li> <li>• Applications will be dealt with in a timely manner and in as required by the District Licensing Committee and the Alcohol Regulatory and Licensing Authority.</li> <li>• Cases are conducted to the highest professional standards.</li> <li>• Work collaboratively with other agencies, such as the Police, Ministry of Health to ensure effective alcohol licensing administration.</li> </ul>
<b>2. Drinking Water and Pool sampling</b>	
<ul style="list-style-type: none"> <li>• Work as part of the Environmental Health team to obtain drinking water samples on the published schedule.</li> <li>• Work as part of the Environmental Health team to obtain pool water samples as required.</li> <li>• Work as part of the Environmental Health team to package/document/deliver samples to the laboratory in the allotted timeframe.</li> </ul>	<ul style="list-style-type: none"> <li>• Reports to manager/team leader,</li> <li>• Annual sampling calendar to be completed and supplied to the laboratory</li> <li>• Obtain labels from laboratory prior to undertaking sampling</li> <li>• Data management and completion of infrastructure data prior to delivering sample to the laboratory.</li> <li>• Maintain secure packaging of samples</li> <li>• Prioritise delivery to the laboratory</li> <li>• Records and files are professionally recorded, accurate and are maintained.</li> </ul>

<b>3. Promotion and Education – Alcohol related</b>	
<ul style="list-style-type: none"> <li>Educate the public on compliance requirements and best practice in relation to alcohol harm prevention.</li> <li>Promotes and reviews Council Alcohol related laws and bylaws.</li> <li>Leads and contributes to the use and review of our Local Alcohol Policy (LAP).</li> </ul>	<ul style="list-style-type: none"> <li>Laws and bylaws are complied with.</li> <li>Recorded incidents of alcohol harm are reduced.</li> <li>Users of licenced premises and public places are aware of rules and regulations.</li> <li>Provide advice and education to internal and external stakeholders on alcohol licensing matters.</li> </ul>
<b>4. Customer Service</b>	
<ul style="list-style-type: none"> <li>Demonstrate a “customer first” culture within the team, group and in the wider organisation.</li> <li>Act as a Customer Advocate in the team, group and in the wider organisation.</li> <li>See customer feedback as an opportunity to improve service.</li> <li>Develop partnerships within the organisation to meet customer needs.</li> <li>Contribute to the development of customer focused policies and procedure.</li> </ul>	<ul style="list-style-type: none"> <li>There is demonstrated application of the Customer First and associated guidelines.</li> <li>Availability for customers is ensured.</li> <li>There is evidence of understanding of the needs of the customer and improving customer service.</li> <li>Any appropriate Service Level Agreement requirements are met.</li> <li>CRM and correspondence are responded to in required timeframe (where appropriate)</li> <li>Customer queries/requests are followed through in manner that ensures closure.</li> </ul>
<b>5. Long-term &amp; Annual Planning Process</b>	
<ul style="list-style-type: none"> <li>Support and participate in the Long-term &amp; Annual Planning Process for the Council when required.</li> </ul>	<ul style="list-style-type: none"> <li>The Project Manager receives effective support in achieving the Council’s statutory obligations in the development of the plans, including by providing high quality and timely information to the Project Manager as required.</li> <li>Contributes to the development of business cases that support effective decision making.</li> </ul>
<b>6. Emergency Management</b>	
<ul style="list-style-type: none"> <li>Support and participation in Emergency Management for Council when required.</li> </ul>	<ul style="list-style-type: none"> <li>The Emergency Manager receives effective support in achieving the Council’s statutory and community obligations in emergency and risk management.</li> <li>Effective and active participation, and, where appropriate, the release of staff for emergency response situations and planned training.</li> </ul>

7. Risk Management	
<ul style="list-style-type: none"> <li>Compliance with Risk Management.</li> </ul>	<ul style="list-style-type: none"> <li>Best practice risk management procedures apply to all projects, contracts, and day to day activities.</li> <li>Compliance with Council risk management policies and procedures including Business Continuity, Crisis Management and Legal Compliance.</li> <li>Risks associated with functions managed and policies being developed are accurately identified, evaluated, and reduced.</li> </ul>
8. Health and Safety	
<ul style="list-style-type: none"> <li>Comply with all safe work procedures, policies, and instructions.</li> <li>Report all incidents, hazards/risks, and injuries to supervisors in a timely manner.</li> <li>Actively participate in the ongoing development of safe workplace practices in the Whanganui District Council.</li> <li>Take personal responsibility for own safety without putting others at risk.</li> </ul>	<ul style="list-style-type: none"> <li>Comply with any reasonable instruction that is given to you by the PCBU or your Manager.</li> <li>Timely, full, and accurate completion of incidents on the H &amp; S electronic reporting.</li> <li>Participate in all Whanganui District Council Health &amp; Safety Induction programmes and updates as and when required.</li> <li>Demonstrate commitment to Health &amp; Safety for yourself, your staff and contractors and your work colleagues.</li> </ul>
9. Professional Development and Training	
<ul style="list-style-type: none"> <li>Professional Development/Training Needs are identified and enacted.</li> </ul>	<ul style="list-style-type: none"> <li>Own training needs are identified through appraisal and training needs analysis.</li> <li>Agreed training programmed/development opportunities are taken up.</li> <li>Knowledge of both management and professional areas remains up to date.</li> </ul>
10. Other	
<p>Special projects and additional duties commensurate with the position are completed from time to time as requested, meeting quality standards and deadline requirements.</p>	

**Note:**

*The above performance standards are provided as a guide only. The precise performance objectives and measures for this position will need further discussion between the jobholder and manager as part of the performance management process*

### ***Key Relationships:***

<b>Internal</b>	<b>External</b>
<ul style="list-style-type: none"><li>• Customer Services Team</li><li>• Council staff (incl. Legal Officer)</li><li>• Litter Team</li><li>• Mayoral Office</li><li>• Councillors</li><li>• Community Board Members</li></ul>	<ul style="list-style-type: none"><li>• Police</li><li>• Medical Officer of Health</li><li>• Regional Council</li><li>• District Court</li><li>• Public</li><li>• Government Departments</li><li>• Community interest groups</li><li>• Landlords/rental agencies</li><li>• Council contractors/suppliers</li></ul>

### ***Role Scope:***

Direct Management of Staff:	Nil
Indirect Management of Staff:	Nil
Delegated Financial Authority:	In accordance with delegated authority guidelines

### ***Qualifications and Experience:***

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"><li>• A current NZ driver's licence</li><li>• NZCE Level 3 or equivalent</li><li>• First Aid Certificate</li><li>• No criminal convictions (or pending)</li><li>• Minimum 2 years' experience in an alcohol licencing compliance or enforcement related field</li><li>• Mediation and conflict resolution experience</li><li>• Understanding of compliance activities in a Local Government environment</li><li>• Computer competency</li></ul>	<ul style="list-style-type: none"><li>• NZ Certificate in Regulatory Compliance Level 3</li><li>• Licence Controller Qualification</li><li>• Local government experience</li><li>• Working knowledge of regulatory legislation e.g. Resource Management Act, Building Act, Sale and Supply of Alcohol etc</li></ul>

### ***Variation:***

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

### ***Acceptance of Position Description***

I have read the attached Position Description and agree that it represents the duties I will perform for the above position.

Employee: \_\_\_\_\_ Dated: \_\_\_\_\_

Manager: \_\_\_\_\_ Dated: \_\_\_\_\_