

JOB DESCRIPTION

Job Title	Bylaw Compliance Services Officer
Position Status	Permanent
Business Unit	Service Delivery
Team	Bylaws Compliance
Reports to	Manager, Bylaws Compliance
Direct Reports	N/A
Base Location	Mangawhai or Dargaville
Salary Grade	Grade 13
Delegations	N/A

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

To ensure our customers have a great experience when they connect with Kaipara District Council, by providing the right information the first time and helping them understand it so they can proactively comply with relevant legislation.



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY

KEY RESPONSIBILITIES

Service Delivery, Education, and Teamwork	<ul style="list-style-type: none"> • Educate the community to assist with compliance • Ensure monitoring and compliance systems are up to date • Undertake monitoring and compliance activities • Ensure all correspondence is customer focused and easy to understand • Record accurate statistics and prepare reports as required • Assist the Team with research to provide accurate information for our customers • Record and report the result of compliance investigations and inspections and record accurate statistic • Ensure services are delivered in an effective and customer-focussed way which will assist compliance • Develop and make suggestions regarding improvements in service delivery • Work across the Bylaws Compliance Team providing multi-skilled type coverage • Review and develop policies and procedures • Assist with Bylaw reviews • Ensure effective working relationships are maintained with key stakeholders, both internal and external
Regulatory Compliance Areas	<ul style="list-style-type: none"> • Educating, Monitoring and Compliance, and Investigation and Enforcement of: <ul style="list-style-type: none"> » Resource Management Act » District Plan » Land Use Conditions » Consolidated General Bylaws » Wastewater Drainage Bylaws » Litter Act » Local Government Act » Health Act » Residential and Industrial Noise » Freedom Camping Act 2011 » Parking enforcement
Financial management	<ul style="list-style-type: none"> • Assist with the monitoring of the annual budget for monitoring and compliance • Ensure required service outputs are delivered within approved budget allocations



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY

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 Development	<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 your area of expertise and to continuously develop skills and capabilities. 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 <ul style="list-style-type: none"> Work Together Deliver Results Embrace Innovation and Change Customer Experience Excellence Informed Decision Making Effective Communication 	
--	--



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY

SUCCESS PROFILE

Qualifications & Experience

- Knowledge of the Resource Management Act 1991, Local Government Act 1974 and 2002, Health Act 1956, Consolidated General Bylaws 2020, Litter Act 1979, Freedom Camping Act 2011
- Wastewater Drainage Policy & Bylaw 2009, Stormwater & Land Drainage Bylaw 2021, Wastewater Drainage Bylaw 2021, Health Act 1956, Freedom Camping Act 2011, Land Transport (Offences and Penalties) Regulations 1999
- Confidence in giving professional advice in specialist fields of expertise.
- Good working knowledge of MS Office applications i.e. word, outlook and excel
- Experience in Local Government enforcement or monitoring.
- Experience in a similar role in a regulatory environment for noise control, parking enforcement and bylaws
- A current First aid certificate

Role Specific Skills & Attributes

- Competency in all aspects of the role
- Excellent interpersonal skills and relates well to all kinds of people
- The ability to deal rationally with irate people by remaining calm
- High level of innovation and ability to problem solve
- Effective time management and a proven ability to work to deadlines.
- Good oral and written communication such as report-writing.

Other Role Requirements

This role requires:

- regular travel across the Kaipara region
- a full NZ Driver Licence
- good physical fitness



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi taki
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY