



## Position Description – Principal Advisor Regulatory

**This position reports to:** Head of Regulatory

**Career Level:** 19

### Position purpose:

The Principal Advisor Regulatory plays a key role in supporting strong regulatory stewardship across Council, ensuring bylaws, policies and regulatory frameworks are current, fit-for-purpose and effectively implemented.

This role sits at the intersection of legislation, policy and operations, with a strong focus on turning regulatory requirements into practical, workable outcomes. It includes supporting the Regulatory Services Team to respond to legislative reform (including Resource Management Act reform) and ensuring changes are embedded through clear processes, guidance and ways of working.

Working closely with the Manager, Team Leaders and the wider Regulatory Services team, the role leads and delivers relevant bylaw and policy work programmes end-to-end, from planning through to drafting, adoption and implementation. The role also works across Regulatory Services and the wider organisation, as required, to ensure regulatory considerations are well integrated and outcomes are practical and enforceable.

This is a hands-on role that combines strategic oversight with a willingness to get into the detail, including drafting bylaws and policy, developing processes, and supporting delivery wherever needed. The role relies on strong influencing skills to work alongside and support Team Leaders and staff to deliver outcomes, maintain momentum, and ensure regulatory work is progressed in a timely, organised and effective way.

### The key areas of responsibility include:

- Lead the development and review of Council bylaws and regulatory policies within Regulatory Services, taking responsibility for shaping content, approach and outcomes, and ensuring regulatory considerations are understood and reflected across Council, without taking on a central coordination role.
- Work alongside the Communications and Engagement Team to support the design and delivery of informal and formal consultation processes for bylaw and policy work.
- Monitor and interpret legislative changes and reform (including RMA reform), translating these into clear, actionable impacts and supporting the Regulatory Services Team to respond effectively.
- Work closely with the Manager and Team Leaders to progress priority work programmes, providing hands-on support to ensure key projects are delivered effectively and on time.
- Develop, implement and continuously improve practical processes, frameworks, templates and guidance to support consistent and effective regulatory delivery, while actively contributing to getting the work done, including drafting, coordination within Regulatory Services, and administrative tasks as required to maintain momentum.
- Identify issues, risks or gaps and proactively intervene to keep work moving, ensuring nothing stalls or is left unresolved.

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- Build capability through guidance, coaching and training to support staff to confidently apply regulatory requirements.
- Drive a strong focus on continuous improvement, lifting performance, consistency and quality across Regulatory Services.
- Provide confident, practical support to regulatory staff undertaking investigations and enforcement activities, including matters progressing to prosecution. This includes guiding staff on evidential requirements, supporting the preparation of documentation and case files, and ensuring processes are robust, consistent and fit-for-purpose. Work alongside Team Leaders and the Legal team as required to ensure matters are well-prepared, timely and effectively progressed, while building capability and confidence within the team to undertake enforcement action.

## Deliverables

### Big Picture

- Have awareness of strategies, contribute to plans and KPIs for self, team and other teams as required
- Stay up to date with legislation and practices as appropriate to role
- Understand the intent/ethos of local government and the services provided by other parts of the Council
- Stay informed of organisational activities and decisions through being attentive to communications
- Show understanding and commitment to Te Tiriti o Waitangi (The Treaty of Waitangi) principles, know how these Principles are relevant to your work

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### Performance

- Achieve performance goals and expectations and follow leadership instruction on time and to a high standard consistently
- Report on progress to plan, and against own KPIs
- Take an active role in own goal setting, learning and development
- Correctly and appropriately use technology as required for role, including new technologies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Comply with all legislation and Council policies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Set a positive example for punctuality, attendance and work ethic

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### People & Culture

- Act in ways that align with and promote Council values
- Be a positive and constructive team member
- Collaborate on cross team/discipline projects and teams as required
- Constructively and successfully adapt to changes
- Take positive actions to keep self and others physically and psychologically safe and well
- Attend, be prepared for and engage constructively in all meetings
- Deliver exceptional customer service consistently (make every interaction count)
- Build effective, sustainable relationships at all levels
- Have consistently positive interactions externally and with Community Boards and Elected Members (as required for role)

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### Requirements for all staff

- Selwyn District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partner to deliver on our obligations under Te Tiriti o Waitangi.

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- Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault.
- Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies.
- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Selwyn District Council policies and processes.

**Emergency Management requirements for all Council Staff**

- Selwyn District Council has a legislative responsibility to respond to an adverse event occurring within our communities. As such, any staff member may be required to assist the Emergency Management Team respond to such an event. Family circumstances and BAU roles will be taken into account.  
 Required assistance may include:
  - Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.
  - Respond to civil defence emergencies or adverse events wherever possible and if it is safe to do so.
  - Participate in any required Civil Defence exercises to ensure that essential services are maintained.

**Authorities**

- Authorised to commit the Council to a course of action by signing external correspondence within approved delegation levels. For courses of action which will exceed the delegation levels, this must be done in conjunction with your manager.
- Comply with all other relevant sections of the Delegations and Policies manuals and their amendments.

**Skills and Experience**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Significant experience (10+ years) in a senior regulatory, policy, legal or operational role, ideally within local government and/or a complex regulatory environment.</li> <li>• Demonstrated experience or demonstrated ability to lead end-to-end bylaw and/or policy development and review, including drafting and implementation.</li> <li>• Proven ability to translate legislation into practical, operational outcomes, including processes and guidance.</li> <li>• Strong working knowledge of relevant legislation and regulatory frameworks (including RMA).</li> <li>• Experience supporting or working alongside compliance, investigations and enforcement activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Tertiary qualification in Law, Public Policy, Regulatory Compliance or a related discipline.</li> <li>• Experience supporting or contributing to regulatory matters progressing to prosecution, including preparation of documentation or evidence.</li> <li>• Familiarity with court processes and evidential requirements in a regulatory environment.</li> <li>• Ability to adapt to changing priorities and work effectively across a varied and evolving workload.</li> <li>• Demonstrated ability to influence outcomes and build effective working relationships across teams.</li> <li>• Sound judgement and ability to navigate complex or ambiguous regulatory situations in a practical and balanced way.</li> </ul>

- Proven ability to use data and evidence to inform decision-making and provide practical, well-reasoned advice.
- Proven ability to manage multiple priorities and maintain momentum, with a hands-on, delivery-focused approach.
- Strong influencing and relationship management skills, with the ability to work across teams without direct authority.
- Excellent written communication skills, including preparation of formal policy and briefing documents.

## Key relationships

External	Internal	Committees/groups
Te Taumutu Rūnanga	Chief Executive	Committees of Council
Te Ngāi Tūāhuriri Rūnanga	Executive Leadership Team	Business organisations and networks
Council customers	Council staff	Special interest groups and committees
Selwyn residents	Mayor	
External contractors	Elected Councillors	
Territorial and Regional Authorities	Elected Community Board Members	
Government Agencies (incl MfE, MBIE, Work safe NZ, Ministry of Justice, Police, ACC)		
Greater Christchurch Partnership		
Non-government agencies		
Unions – Public Service Association		

## Individual Contributor Competencies



**Eats problems for breakfast.** When faced with a new situation or setback, uses initiative and takes appropriate action.



**Does Change Well.** Is open-minded about change and prepared to adapt. Moves forward positively and constructively.



**Builds Togetherness.** Is equally open and friendly with all people, and respectful of individual differences. Works effectively in teams.



**Rocks the messaging.** Keeps those who need to know 'in the know'. Communicates clearly and appropriately.



**Tackles the tough stuff.** Prepared to constructively share an opinion and get involved in conversations on challenging matters. Takes ownership of mistakes.



**Delivers the goods.** Reliable, conscientious, disciplined and organised. Delivers to a manageable high standard consistently.



**Brings out the best.** Enjoys learning and improving their skills to be the best they can be. Embraces opportunities to identify and address development needs. Recognises and celebrates the achievements of others.



**Sets the tone.** Can keep functioning and stay calm when under pressure. Is a positive influence in the team.

## Education, Qualifications, Memberships

Essential	Desirable
<ul style="list-style-type: none"> <li>Tertiary qualification in Law, Public Policy, Regulatory Compliance, Investigations or a closely related discipline.</li> </ul>	<ul style="list-style-type: none"> <li>National Certificate in Regulatory Compliance (Operational Knowledge and Operational Practice) (Level 4).</li> <li>Certificate in Regulatory Compliance (Level 5).</li> <li>National Diploma in Regulatory Compliance Investigations (Level 6).</li> </ul>

The information contained in this position description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment.