

Position Description

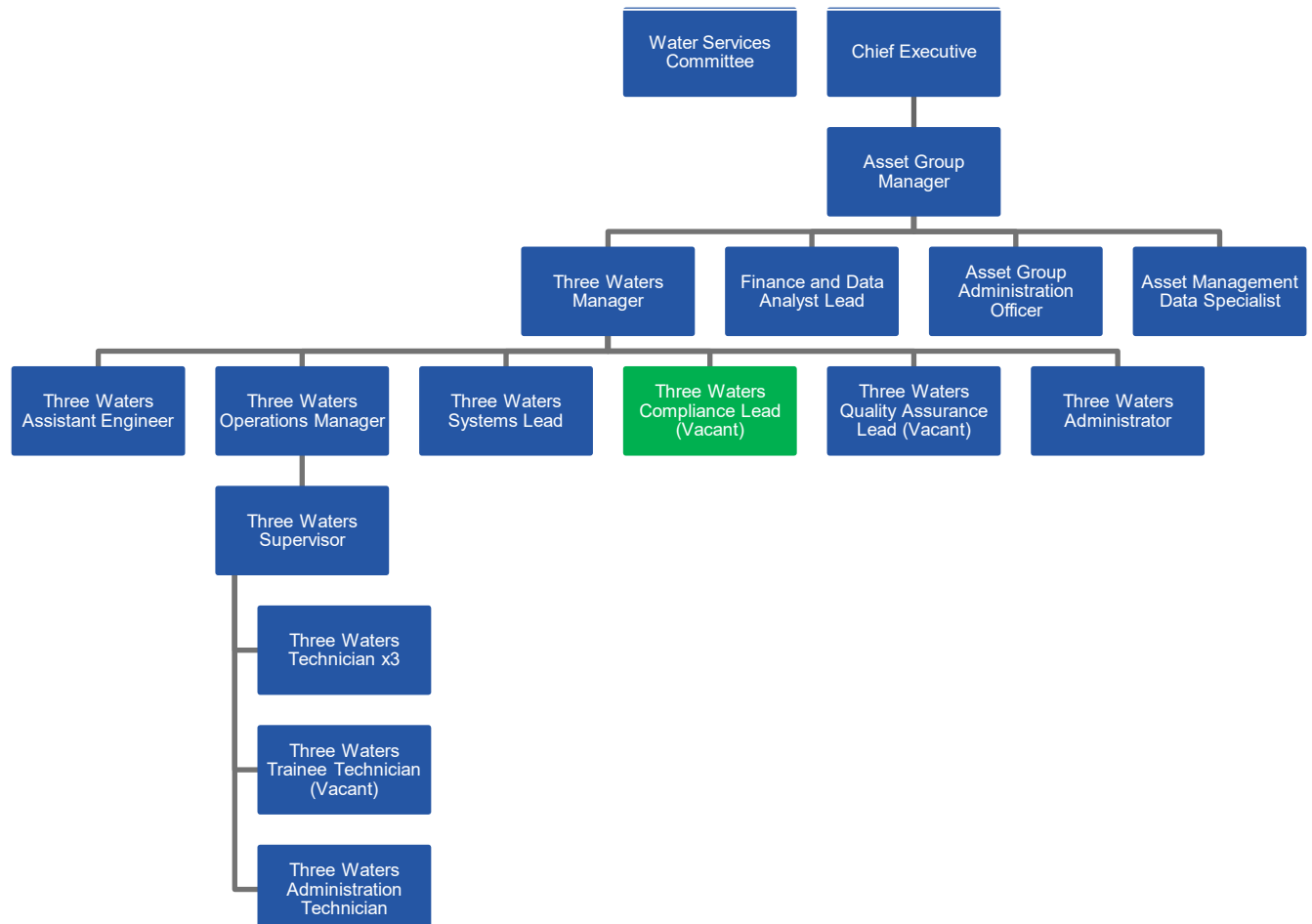
Position Details

Position title	Three Waters Compliance Lead
Position category	12
Group	Three Waters Business Unit
Date Reviewed	29 September 2026
To be reviewed by:	10 February 2027

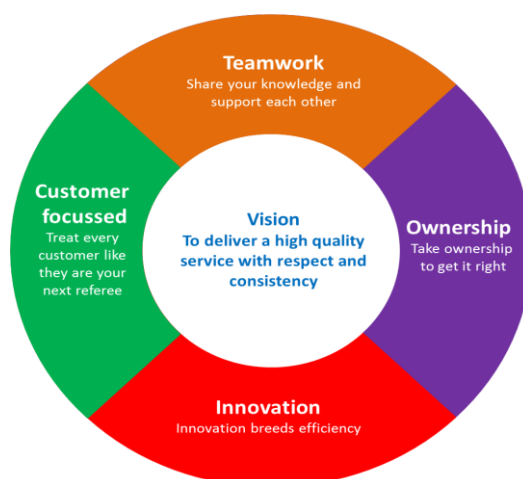
Purpose

The purpose of the Three Waters Compliance Lead is to lead Council's response to Three Waters compliance obligations, ensuring these align with legislative and regulatory requirements.

Structure



Staff Vision and Values



Key Internal and External Relationships

Internal Relationships	External Relationships
• Asset Group Manager • Three Waters Manager • Utilities Supervisor • Three Waters Systems Lead • Three Waters Team • Waimate District Council staff	• Taumata Arowai • Suppliers and Contractors • Environment Canterbury • Other Local Authorities • Other Three Waters network operators • CDEM

Key Responsibilities

Performance Monitoring

- Monitor compliance requirements for all Three Waters consents and related activities, including potable water supply, wastewater, and stormwater.
- Ensure resource consents are in place for all Council Three Waters activities, and applications for new consents are prepared in a timely manner, and in accordance with legal requirements.
- Ensure Council compliance with Taumata Arowai regulations and requirements.
- Liaise with the Three Waters Manager regarding levels of compliance for the purpose of meeting current and future compliance regulations.
- Liaise with the Three Waters Systems Lead to extract required data for reporting purposes, providing feedback to them of any concerns.
- Update and monitor the compliance programme within the Water Safety Plans.
- Audit data streams and analyse trends for reporting purpose and Three Waters maintenance requirements.

Reporting

- Produce and submit required reports for resource consents.
- Lead the reporting for Three Waters Environmental Performance Measures and the Drinking Water Quality Assurance Rule.

- Lead internal Three Waters compliance reporting to Elected Members and Council for information and planning purposes.
- Support other Three Waters network operators, where agreed, with compliance reporting.
- Oversee the reporting response to compliance transgressions where required by legislation.

General

- Participate in the development of Council's Compliance Strategy for Three Waters.
- Participate in regular planning cycles of the Long-Term Plan, Annual Plan and associated reports as required for the Three Waters activity.
- Liaise with and maintain relationships with internal and external stakeholders.
- Participate in external audits where required.
- Liaising with the Three Waters Quality Assurance Lead, participate in the development, monitoring and improvement of the internal auditing programme.
- Provide advice and guidance to both internal and external customers relating to Three Waters compliance and work collaboratively with the Communications team.

Health and Safety

The Health and Safety at Work Act 2015 places the onus of responsibility for health and safety on workers as much as the Council. It is imperative all workers actively participate in managing risks and hazards, reporting accidents, incidents, and near accidents, and avoiding any action which may cause harm to themselves or others. This includes:

- Working in a safe manner to protect themselves, their fellow workers and all plant, property and equipment.
- Only operating equipment for which they have been trained and/or instructed in and hold appropriate authorisations for, or with specific supervision.
- Adherence to the relevant legislation, regulations, standards, rules, instructions, and best practice.
- Keeping their work area or equipment clean and tidy and maintaining a high level of housekeeping.
- Wearing appropriate personal protective equipment.
- Ensuring no acts or omissions while at work causes harm to themselves or any other person.
- Being familiar with all emergency equipment in the work area and all work-site emergency procedures.
- Not wilfully interfering with or misusing items or facilities provided in the interest of safety.
- Reporting all workplace illnesses, injuries, near misses and incidents as soon as possible using the reporting form and taking all reasonable action to eliminate their recurrence.
- Reporting any hazardous condition, situation or event.

Civil Defence/Emergency Response Duties

- All Council staff are expected to undertake appropriate training to prepare for a Civil Defence/emergency management event. In the event of an emergency or potential emergency, you must firstly have due regard to the safety of your family. You may be assigned duties to assist Council in managing the event.

Expected Behaviours

Core Behaviours	
Accountability	• Accepts responsibility for own actions and decisions • Delivers on commitments • Admits mistakes and uses them as learning opportunities
Adaptability	• Willingness to accept changes and can readily reset their objectives, priorities and plans to accommodate new requirements
Business ethics	• Demonstrates integrity, honesty and commitment • Models a high level of professionalism and exercises discretion • Maintains confidentiality • Is prudent in financial dealings
Communication	• Communicates messages in a clear, concise and consistent manner • Ability to communicate effectively with a wide variety of people • Uses the most effective method and style of communication for the audience and situation • Utilises effective listening skills and questioning techniques
Customer service	• Recognises the diversity of customers, and adapts approach and style to meet their needs • Consistently demonstrates respect, responsiveness and professionalism while providing superior services for customers • Problems and complaints are acknowledged and attempts made to resolve them in a timely fashion, seeking advice from senior staff where required • Always complies with Council's confidentiality policy when dealing with customer information
Self-management	• Proactively plans work and manages competing priorities to ensure deadlines are met • Plans and utilises resources in the most effective and efficient way • Makes appropriate decisions, taking into consideration impacts and risks • Listens to and considers different viewpoints, remaining calm when challenged • Alerts manager when overloaded, stressed or having difficulty with specific tasks or areas of responsibility • Continually looks for opportunities to gain new knowledge and skills
Teamwork	• Is an active and contributing team player • Values diversity and supports different ways of working • Proactively shares information, ideas and experiences • Empowers others to succeed and to seek excellence • Credits others for their contributions and accomplishments

Role Specific Skills	
Decision-making	- Identifies and uses various sources of information to make an informed decision - Considers risk factors in decision-making - Uses own judgement and experience to solve problems - Makes decisions on a timely basis
Information technology	- Has an appropriate level of skill in computer software relevant to the requirements of the role - Is confident to try new software - Looks for ways to improve efficiency through the use of technology
Innovation	- Continually reflects on how things could be done better - Adopts a positive and flexible attitude to improvement, change and challenges
Intellectual capability	- Shows evidence of analytical thinking - Rapidly and accurately identifies key issues or actions - Goes beyond the information immediately available - Understands the possible ramifications of their work and issues
Political acumen	- Offers unbiased professional advice - Understands the statutory and legal framework the Council operates within and able to effectively operate within this framework
Relationship building	- Builds and maintains professional and productive relationships - Understands stakeholders' views and why they are held - Demonstrates sensitivity to other groups and values diversity

Knowledge, Qualifications and Experience

Essential

- Previous experience working within a compliance setting
- Proven experience with managing reporting timeframes
- A proven ability to interpret legislation
- Excellent communication skills
- Previous experience with report writing
- Intermediate to advanced Microsoft Office skills
- Strong analytical skills, particularly with data and using databases. A proven continuous improvement mindset
- Current, clean Full New Zealand Driver Licence

Desirable

- Previous Local Government experience
- Previous experience working within Three Waters, particularly compliance
- An understanding of Three Waters legislation
- Demonstrated ability to achieve targets and drive continuous improvement initiatives

- Ability to connect and engage with internal and external stakeholders
- Experience using Infrastructure Data or other compliance software

Approval

**Three Waters
Compliance
Lead**

Name

Signature

Date

**Human
Resources
Manager**

Name

Signature

Date