

# Compliance Officer

## Purpose | Te arotahi mātua

The Compliance Officer is responsible for working collaboratively and cohesively within the Compliance team to provide advice to the public and resource users, investigate applications for consents; inspect, monitor and report on authorised discharges; and where necessary respond to complaints and contingencies and undertake enforcement under the Resource Management Act 1991.

The role encompasses engagement with iwi/hapū, the science community, and a range of internal and external stakeholders to ensure that activities throughout the Taranaki Region are being undertaken in accordance with the Resource Management Act 1991 and its supporting regulations. This includes providing guidance and education through to formal enforcement action to ensure that Taranaki resources are being used sustainably. Effectively working with and communicating regulatory requirements to a range of audiences is a key aspect of this role.

## Role dimensions | Te ahu mahi

**Responsible to:** Team Leader – Compliance.  
**Responsible for:** Nil  
**Primary location:** Stratford, although travel within the Taranaki Region will be required

## Organisational context | Te horopaki whakahaere



## Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only. Performance measures for this job will need further discussion between the job holder and People Leader/Manager as part of the performance development process.

### **Incident attendance and pollution response**

- Respond to pollution incidents and public complaints in accordance with the Taranaki Regional Council's Triage Procedure.
- Locate and assess matters for which the complaints relate to make a considered and defensible determination as to its regulatory status.
- Undertake investigation where it is deemed that an offence or likely offence of the Resource Management Act 1991 has taken place.
- Ensure all evidence is collected in an evidentially sound and secure manner.
- Where appropriate, undertake enforcement action to mitigate adverse environmental effects as a result of the activity and recommend proportionate punitive action to the Compliance Manager to ensure that deterrence is achieved.
- Successfully undertake on-call duties on a rotational basis, responding to and resolving environmental pollution complaints that occur outside of normal business hours.

### **Investigations**

- Understand and apply the Taranaki Regional Council's Enforcement Policy by undertaking detailed investigations into offences under the Resource Management Act 1991.
- Ensure the ingredients to offending are correctly identified and utilise various information sources to ensure investigations are thorough, detailed and evidentially secure in order to identify culpable parties.
- Take appropriate action to measure the extent of actual or likely adverse environmental effects by taking and recording appropriate field measurements including sampling and/or surveys of soil, air and water, the seizure and secure storage of exhibits and the taking of scene diagrams and accurate notebook entries.
- Manage investigations and associated sites, utilising the wider Taranaki Regional Council and private expertise to ensure that all matters of offending are appropriately measured, assessed and documented.

<b>Compliance Monitoring</b>	<ul style="list-style-type: none"> <li>• Undertake compliance monitoring inspections across a variety of industries in accordance with compliance monitoring programmes.</li> <li>• Manage relationships with consent holders to ensure compliance with resource consent conditions is achieved and maintained.</li> <li>• Undertake field testing as appropriate (including but not limited to odour surveys, dust monitoring, and soil, stormwater and receiving environment sampling) to determine compliance with resource consent conditions or permitted activities.</li> <li>• Work in a cohesive manner with other departments to review management plans and contingency plans to ensure that they are fit for purpose while identifying and mitigating against potential adverse environmental effects associated with the activity.</li> <li>• Work closely with other departments to ensure consent compliance is appropriately measured and assessed.</li> <li>• Where appropriate, undertake enforcement action to achieve consent compliance.</li> </ul>
<b>Enforcement Provisions</b>	<ul style="list-style-type: none"> <li>• Have a thorough knowledge of the Taranaki Regional Council's Enforcement Provisions and Procedures under the Resource Management Act 1991.</li> <li>• Have a thorough knowledge of the offences and statutory defences under the Resource Management Act 1991 (and associated regulations) to ensure enforcement tools are applied in the appropriate manner.</li> <li>• Ensure all enforcement action is appropriately reported on and followed through to a resolution.</li> </ul>
<b>Oil spill response (Marine and inland waters)</b>	<ul style="list-style-type: none"> <li>• Be an active member of the Taranaki Regional Council's oil spill response team and maintain marine and inland spill capability.</li> </ul>
<b>Technical advice</b>	<ul style="list-style-type: none"> <li>• Provide technical advice to other departments and external stakeholders on matters which the officer has detailed knowledge of to ensure that appropriate considerations, checks and balances are put in place to mitigate the environmental risk as a result of the activity. This may be at an industry level such as dairy effluent discharges, oil and gas sector, earthworks or forestry or at a site specific level.</li> </ul>

**Special  
Requirements**

- Must be able to undertake the physical requirements of the position.
- Must be able to work outside of normal business hours including effectively fulfilling the on-call requirement of the role.
- May be required to work with hazardous and toxic materials.
- May be expected to work under conditions in which personal risk is maybe incurred and safety procedures must be adhered to in accordance with the Taranaki Regional Council's Policies and Procedures.
- May be required to give evidence in Court.





## Organisational areas of responsibility | Ngā wāhanga whakahaere

- **Be a team player** – Contribute to the greater team and organisational goals by completing projects and tasks in an efficient and effective manner, including any additional activities as directed by your People Leader.
- **Be flexible and adaptable** – Flexible work arrangements meet the needs of our customers, the Council and the individual and may include the need to work outside normal office hours from time-to-time.
- **Look after yourself and others** – Work within the Council's health and safety systems, policies and procedures at all times to limit risk and keep yourself and those around you safe.
- **Work with integrity** – Maintain high professional and ethical standards that align with relevant legislation, Council policies and our values.
- **Develop yourself and others** – Proactively seek out opportunities for your own professional development and work alongside others to develop them, including actively taking part in Our TRC.
- **Be culturally aware** – Show appreciation and understanding of Māori culture and values and put these into practice in your work.
- **Be an agent for change** – Always be on the lookout for ways to do things better, faster or smarter and be an active participant in the continuous improvement culture.
- **Be digitally savvy** – Understand and be competent in the use of digital technologies relevant to your role, including processing and storage of Council information in line with relevant policies.
- **Emergency planning and response** – Where required, participate in emergency management training exercises and support Council during an emergency management response, having due regard to the safety of your family.
- **Live our values** – Be aware of and demonstrate our values in ways that support inclusivity in every aspect of our work.

## Delegations of authority | Te tuku mana

Delegations for all roles are set out in the **Taranaki Regional Council Delegations Manual** as appropriate.

## Personal specifications | Ngā whakaritenga whaiaro

Qualifications	<ul style="list-style-type: none"><li>• A tertiary qualification in Resource Management, Environmental Science or Natural Science or a field that is relevant to the specialisation of this role is required.</li></ul>
Experience	<ul style="list-style-type: none"><li>• At least two years' experience in enforcement roles or relevant experience within industry is preferable.</li><li>• Have technical and practical proficiency and competency relevant to this role's specialisation.</li><li>• Experience with building and maintaining effective relationships and gaining the cooperation of a wide range of internal and external stakeholders.</li><li>• Experience in Environmental Monitoring.</li></ul>
Skills	<ul style="list-style-type: none"><li>• Taranaki Regional Council has a skills pathway framework enabling staff to plan their development and grow their skills. The core skills required for this position are aligned with <b>He Pukenga Ara Skills Pathway</b>, and a summary table is included in Appendix 1.</li><li>• Excellent oral and written communication skills.</li><li>• Investigation skills.</li><li>• Organised.</li></ul>
Knowledge	<ul style="list-style-type: none"><li>• Working knowledge of the Resource Management Act 1991 and associated legislation.</li><li>• Working knowledge of the primary sector, energy sector or civil construction sector is an advantage.</li></ul>
Personal attributes	<ul style="list-style-type: none"><li>• Self-motivated</li><li>• Adaptable</li><li>• Strong initiative</li><li>• A can-do attitude</li><li>• Self-awareness</li><li>• Stay calm under pressure</li><li>• Resilient</li></ul>



## Functional relationships | Te whanaungatanga mahi

Build, maintain and role model meaningful effective and sustainable relationships with;

### Internal

- Compliance Team Leader
- Compliance Manager
- Team Leader Prosecutions and Compliance
- All Taranaki Regional Council staff

### External

- Land owners and Land users
- Industry
- General public
- Iwi/hapu

## Changes to job description | Ngā huringa ki ngā whakaahuatanga mahi

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.



## Our key messages | Ko ā mātou kōrero mātua

Taranaki Regional Council works with the Taranaki community:



# Improving lifestyles Supporting livelihoods Taking Taranaki forward

## Our mission | Tō tātou mīhana

To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources.
- Safeguarding Taranaki's people and resources from natural and other hazards.
- Promoting and providing for significant services, amenities and infrastructure.
- Representing Taranaki's interests and contributions to the regional, national and international community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

## Our values | Tō tātou whanonga pono

- **Integrity** | We do what it is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence, embracing change as an opportunity for innovation.



## Our health and safety | Tō tātou Hauora me te haumarū

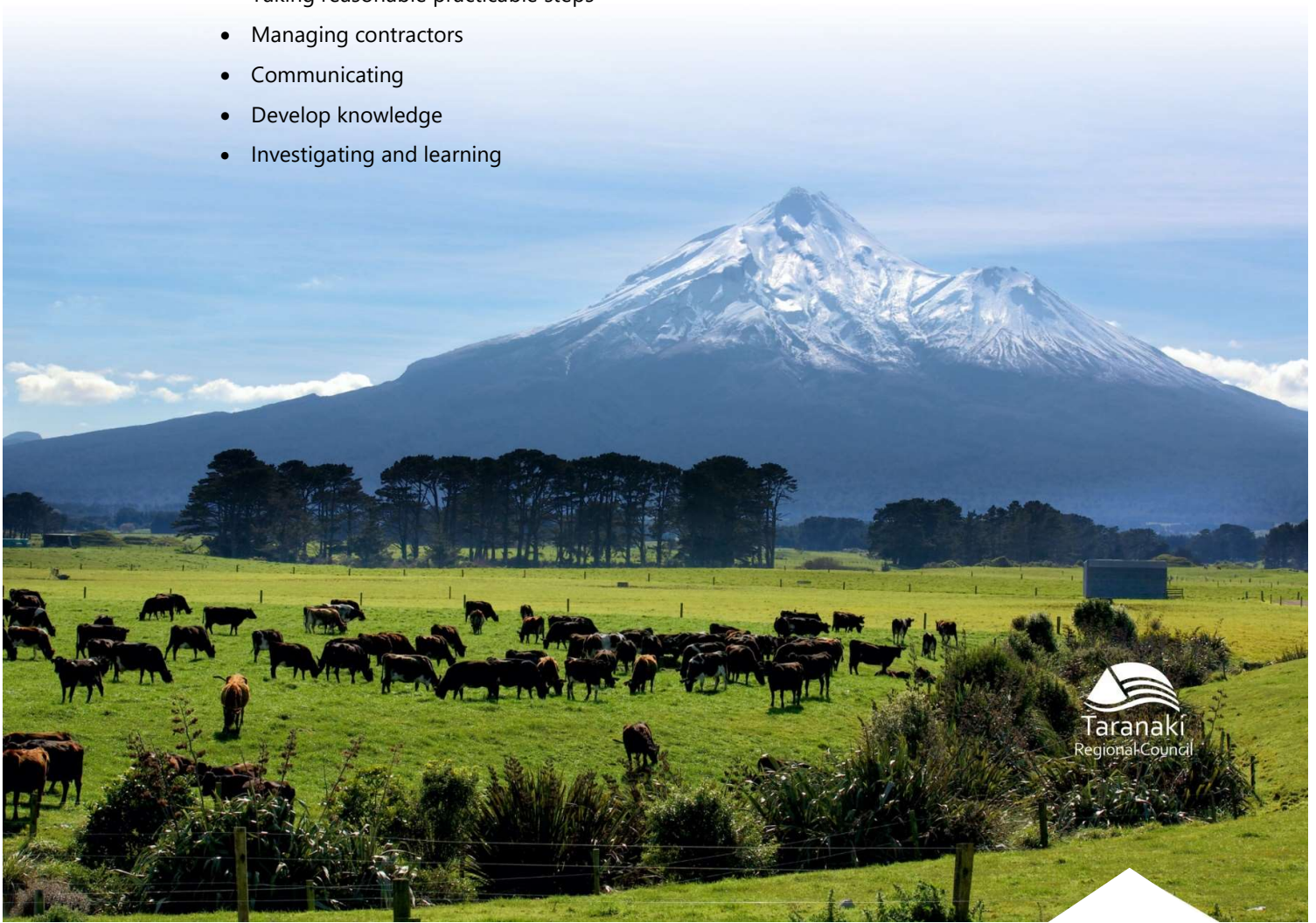
The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

**There are two key points to health and safety:**



**We will achieve these by:**

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning



# He Pūkenga Ara Skills Pathway

Skill Area	Capabilities
Service Delivery	<ul style="list-style-type: none"><li>• Service Standards</li><li>• Customer Service</li><li>• Judgement and Decisions</li></ul>
Organisational Impact	<ul style="list-style-type: none"><li>• Aligns Work</li><li>• Collaborates</li><li>• Assesses Impact and Value</li><li>• Promotes Change</li></ul>
Self-Awareness	<ul style="list-style-type: none"><li>• Knows Self</li><li>• Develops Self and Others</li><li>• Builds Trust</li></ul>
Communicates Effectively	<ul style="list-style-type: none"><li>• Clear Messages</li><li>• Adapts Style</li><li>• Tact and Diplomacy</li></ul>
Digital Technology	<ul style="list-style-type: none"><li>• Systems Knowledge</li><li>• Works Efficiently</li><li>• Data Management</li></ul>
Wellness and Risk	<ul style="list-style-type: none"><li>• Policies and Procedures</li><li>• Manages Risks</li><li>• Proactive Wellbeing</li><li>• Site Safety</li></ul>
Cultural Awareness	<ul style="list-style-type: none"><li>• Reo</li><li>• Tikanga</li><li>• Whakawhanaungatanga</li><li>• Local context</li><li>• Mātauranga Māori</li><li>• Regulatory Environment</li></ul>