

## Your Position

<b>Your job</b>	<b>Monitoring &amp; Enforcement Officer</b> <b>Kaiārahi Whakaūnga Aroturuki</b>
<b>Your group</b>	Policy, Planning & Regulatory Services
<b>Your team</b>	Resource Consents
<b>Your manager</b>	Team Leader Monitoring & Enforcement
<b>Your base</b>	Porirua

## What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

### Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

### How we work together:

- Whakakotahi - Team up  
Mā te mahi tahi e puta ai he hua ki tō tātou hapori  
Together we make a difference for our community
- Mahi Atamai - Work smart  
Ka whakapātari i a tātou anō kia pai ake ai ngā hua  
We challenge ourselves to do things better
- Whakatinanatia - Make it happen  
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga  
We use our energy to get things done

## Your team's purpose

Policy, Planning & Regulatory Service's purpose is to:

- Develop, prepare and oversee policy, plans and strategies relating to social, economic, environmental, infrastructure, climate and regulatory services issues (including resource management, climate and District Planning policy);
- Lead the corporate planning processes including the Long-term Plan and Annual Plan; Deliver the regulatory functions and monitoring / enforcement services in relation to District Plan development control, building control, environmental control and animal control.
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## Your purpose

The Monitoring & Enforcement Officer role is to:

- provide a monitoring and compliance service for the Resource Consents Centre, Policy Planning and Regulatory Group

## Who you'll be working with

Your direct reports	<ul style="list-style-type: none"><li>• None</li></ul>
Your indirect reports	<ul style="list-style-type: none"><li>• None</li></ul>
External people and groups	<ul style="list-style-type: none"><li>• Resource consent holders and applicants for building consents</li><li>• Government Agencies, Other local authorities</li><li>• Contractors, consultants and suppliers</li><li>• Members of the public</li></ul>
Internal people and groups	<ul style="list-style-type: none"><li>• Executive Leadership Team, managers and staff at all levels of the organisation</li></ul>

## Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none"> <li>• Monitoring of all conditions imposed on resource consents including initial inspections, random inspections, completion and subsequent inspections to ensure compliance.</li> <li>• Maintaining records of all actions undertaken.</li> <li>• Monitor, advise and communicate with consent holders regarding the lapsing or renewal of consents where the consent is issued for a fixed term.</li> <li>• Investigation of complaints by members of the public.</li> <li>• Maintaining a summary of all complaints with the detail on the action taken investigating the matter.</li> <li>• Taking appropriate enforcement actions where necessary</li> <li>• Gathering of evidence to enable enforcement action to be undertaken under the Resource Management Act.</li> <li>• Proactive communication with local sub-contractors and builders to educate and improve onsite silt + sediment controls.</li> <li>• Checking Building Consent and Project Information Memorandums for compliance with the District Plan and liaising with the Building Compliance Centre in order to follow the progress of building development.</li> <li>• Maintenance of a database for the city on resource consent approvals and issues relevant to the City relating to the monitoring of resource consents and satisfying the reporting requirements of the Annual Ministry for the Environment Resource Management Act Local Authority Survey.</li> <li>• Co-ordination with the Planning and Policy team with regard to environmental monitoring requirements and environmental standards relevant to the administration of the District Plan.</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive</li> </ul>
Corporate Responsibilities	<ul style="list-style-type: none"> <li>• Build commitment of our vision, strategic directions, values and services</li> <li>• Willingly undertake any duty required within the context of the position</li> <li>• Adhere to our Code of Conduct</li> <li>• Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event</li> </ul>

## Your skills, experience and qualifications

<p>It's essential that you have:</p>	<ul style="list-style-type: none"><li>• Tertiary Qualifications in Environmental Planning or related fields and/or previous experience of working in a regulatory role involving monitoring and enforcement activities</li><li>• A working knowledge of the Resource Management Act and relevant statutes and by-laws</li><li>• Ability to competently administer the requirements of the District Plan and convey its purpose to those where functional relationships exist or are needed</li><li>• The ability to read and understand technical detail including building and development plans</li><li>• Being capable and willing to deal frequently with customers and Council staff</li><li>• A current unrestricted New Zealand driver's licence</li><li>• Ability to meet the physical requirements of the role, including onsite investigations</li><li>• Strong effective verbal and written communication. The ability to present work in a written and verbal form that is clear to the customer and others</li><li>• Computer savvy with capable use of word processing and databases</li><li>• Attention to detail and well developed analytical thinking</li><li>• Customer orientated focus</li><li>• Ability to work effectively as part of a team</li><li>• The ability to work independently and take responsibility for such work</li><li>• Understanding and commitment to health and safety in the workplace</li><li>• Understanding and commitment to diverse workplaces</li><li>• Understanding and commitment to the Treaty of Waitangi and bicultural issues</li></ul>
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Last updated November 2024



Porirua City Council supports an inclusive & welcoming environment & is a member of Diversity Works.