

Your Position

Your job	Team Leader Monitoring & Enforcement Kaiārahi Rōpū Aroturuki me te Whakaūnga
Your group	Policy, Planning & Regulatory Services
Your team	Resource Consents & Monitoring
Your manager	Manager Resource Consents & Monitoring, Derek Kerite
Your base	Council premises within 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:

- Invest in 3 waters infrastructure and catchment restoration
- Proactively respond to the climate crisis
- Advocate for and provide a safe, healthy and thriving community; and
- Put our children and young people at the heart of the 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 and skills 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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- The Climate and Environmental Planning team's vision is to contribute to a resilient and inviting city that enables our communities to thrive.

Your purpose

The Team Leader Monitoring & Enforcement role is to:

- Lead the Monitoring & Enforcement team to deliver high quality, legally sound and client focused monitoring & enforcement support.
- Ensure the systems, processes and training used by the team are efficient, fit for purpose and support the staff to deliver timely and good quality services to our customers.
- Ensure the client voice is listened too, understood and acted on in a timely manner.
- Balance the need between proactive compliance through education and the need for regulatory enforcement in the team's day to day operating.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• Senior Monitoring Enforcement Officer (3)• Monitoring Enforcement Officer (1)
Your indirect reports	<ul style="list-style-type: none">• None
External people and groups	<ul style="list-style-type: none">• Government, public organisations and business• Members of the public and community organisations• Other local authorities• Contractors, consultants and suppliers• Industry groups
Internal people and groups	<ul style="list-style-type: none">• Executive Leadership Team, managers and staff at all levels of the organisation• Mayor, Councillors, Council and Council committees

Your responsibilities

What you'll do	How you'll do it
Leadership and Management	<ul style="list-style-type: none"> • Lead the Monitoring & Enforcement (M&E) team to achieve results based on their legislative requirements by setting performance expectations, providing guidance and development, monitoring individual and team performance, and providing constructive feedback/support when required. • Manage M&E resource requirements and work assignment. • Ensure M&E staff are trained and equipped to provide high quality, technically correct and customer focused support to the Resource Consent team & Resource Consent clients. • Provide effective and efficient operational management of Monitoring & Enforcement activities. • Actively participate as a member of the Resource Consents & Monitoring leadership team. • Contribute to the development of plans and budgets for the Monitoring & Enforcement team. • Work with the Resource Consent Planners and Building Assurance Team to ensure they are getting the service they require from the Monitoring & Enforcement team. • Take the lead on legal processes and prosecutions ensuring a robust and legally sound process.
Strategic & Operational Planning	<ul style="list-style-type: none"> • Work with the Regulatory Commercial Manager and Business Technology Group to identify key system & process improvements to support the teams work and implement accordingly. • Develop a strategic improvement plan to ensure efficient, reliable and good quality Monitoring & Compliance systems are being updated. • Regularly assess our systems and processes to ensure they are meeting our team & customer needs. • Ensure the annual work plan targets are SMART and actioned accordingly.
Operational Delivery	<ul style="list-style-type: none"> • Lead the identification of improvements, efficiencies, capability and client relationships and coordinate the implementation of those improvements with other parts of the organisation where required. • Lead enforcement processes, inclusive of prosecutions to ensure best practice outcomes are achieved. This will also require effective management of our RMA lawyers. • Lead good water quality and sedimentation improvement outcomes across the city. • Prepare and present performance reporting and other measures, as required by the Manager – Resource Consents & Monitoring. • Investigate and manage client issues and complaints to resolution and/or provide support to Resource Consent & Monitoring and/or Building Assurance colleagues and the General Manager PPRS to resolve issues. • Provide advice and information to the Manager Resource Consents & Monitoring when requested or required, including reporting against deliverables. • Arrange, coordinate or participate in special projects, education opportunities, working groups or committees, as required. • Attend and participate in RMA hearings.

Relationship Management	<ul style="list-style-type: none"> • Think creatively about how to develop a style in the team that meets our legal requirements and at the same time values relationships and good communication. • Establish and maintain relationships with key stakeholders and business and industry groups • Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive • Consider the use of an education program as a form of proactive understanding in our development community • Represent Council and the Policy, Planning and Regulatory Group at appropriate conferences, seminars and other events
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> • Relevant tertiary qualification in the Resource Management Act and/or enforcement practices • A proven team player with demonstrated ability to successfully build, lead and manage a team efficiently and foster an effective culture of high performance • An understanding of the monitoring and enforcement requirements under the RMA • Strong planning and prioritising skills • Strong problem solving & negotiation skills • Strong client relationship building abilities and can easily apply the lens of the client to Council's services • Experience implementing process and technology change to ensure clients have a constructive experience • Excellent interpersonal and communication skills and the ability to establish and build upon working relationships effectively • Good computer skills in the standard office applications, including a good level of knowledge of excel • Understanding and commitment to health and safety in the workplace • Understanding and commitment to diverse workplaces • Understanding and commitment to the Treaty of Waitangi and bicultural issues.
It'd be great if you also have:	<ul style="list-style-type: none"> • Knowledge of Local and/or Central Government

Last updated June 2026



Porirua City Council supports an inclusive and welcoming environment and is a member of Te Urū Tāngata, Centre for Workplace Inclusion.