

Your Position

Your job	Senior Monitoring & Enforcement Officer Kaiaroturuki Matua me te Kaiurungi
Your group	Policy, Planning & Regulatory Services
Your team	Resource Consents & Monitoring
Your manager	Team Leader Monitoring & Enforcement, Jordan Coetzee
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:

- 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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- 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 Senior Monitoring & Enforcement Officer's role is to:

- Provide a monitoring and compliance service for the Resource Consents Centre, Policy Planning and Regulatory Group
- Deliver high quality, legally sound and client focused monitoring & enforcement advice.

Who you'll be working with

Your direct reports	• None
Your indirect reports	• None
External people and groups	• Resource consent holders and applicants for building consents • Government Agencies, other local authorities • Contractors, consultants and suppliers • Members of the public
Internal people and groups	• Executive Leadership Team, managers and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Technical Expertise	• Experienced operator able to apply best practice compliance monitoring enforcement methods in a local government setting. • Confident understanding of the RMA and other associated Acts in the local government regulatory framework. • Be able to balance the need between proactive compliance through education and the need for regulatory enforcement in the day to day operating of the wider team.
Operational Delivery	• Monitoring compliance with resource consent conditions and carry out monitoring inspections in accordance with legislative requirements and updating Council's database with information gathered during monitoring inspections within specified timeframes • Effectively communicate with landowners and/or resource consent holders to ensure that they understand resource consent conditions and are aware of the outcome of monitoring inspections. • Proactive communication with local sub-contractors and builders to educate and improve onsite silt + sediment controls. • Design and implement education programs to proactively engage with our development/building community • Maintain records of all actions undertaken. • Monitor, advise and communicate with consent holders. • Investigate complaints related to non-compliance with the RMA and resource Consent conditions and take appropriate enforcement action when non-compliance with legislation, district plan rules and/or resource consent conditions are discovered. • Investigate complaints related to non-compliance with regulatory enforced legislation in a timely manner. • Determine whether an activity complies with relevant regulations or legislation and take appropriate remedial and enforcement measures where necessary; make recommendations to the Compliance Manager for prosecution when appropriate. • Participate in enforcement hearings when necessary. • Effective communication with both the complainant and the offender to ensure that they are aware of the outcome of an investigation and understand what (if any) enforcement action will be taken. • Maintain a summary of all complaints with the detail on the action taken investigating the matter. • Gather evidence to enable enforcement action to be undertaken under the Resource Management Act. • Check 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. • 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. • 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.

Relationship Management	• Be comfortable in a mentoring role, with an ability to give advice across the wider team. • Actively seek information to understand customers' circumstances, problems, expectations and needs. Providing internal and external customers with timely, accurate and consistent professional guidance and advice on matter relating to compliance with the Resource Management Act 1991. • Liaising, consulting and sharing information with internal Stakeholders to ensure a collaborative approach in obtaining external stakeholder compliance. • Working consultatively with key external stakeholders to proactively obtain compliance as an initial means of achieving desired outcomes. This may include mediation and facilitation between parties to achieve acceptable outcomes. • Be innovative and able to develop a style that meets our legal requirements and at the same time values relationships and good communication. • Actively and positively participate as a member of the Policy Planning and Regulatory Services group and perform all reasonable duties as needed
Corporate Responsibilities	• 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:	• 2-5 years of proven experience in a similar role. • A Tertiary qualification in Resource Management, Planning, Government Regulation, Environmental Monitoring, or a related discipline is advantageous. • Demonstrated practical experience with New Zealand legislation, with specific, in-depth knowledge of the Resource Management Act (RMA), the Local Government Act (LGA), and other relevant regulations. • Ability to competently administer District Plan requirements and clearly convey its purpose to internal and external stakeholders. • Ability to read, interpret, and understand complex technical data, including building and development plans. • Clear, confident, and articulate communication skills. Ability to adapt style to the audience, influence others, and build trust and positive relationships. • Proven ability to manage difficult conversations and resolve conflicts effectively. • A strong, proactive commitment to delivering high-quality customer service. • Ability to work effectively within a team, support colleagues to achieve targets, and foster a collaborative, resourceful "can-do" environment. • Reliable, meticulous, and focused on accuracy while working within a
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	fast-paced environment. • Ability to work independently, take responsibility for workload, and follow through on plans to ensure successful execution. • Focuses on high standards, displays initiative, and is personally driven to exceed expectations and successfully complete tasks. • Maintains a high level of professionalism and discretion when managing sensitive or confidential information. • Remains calm, composed, and optimistic in stressful or high-pressure situations. • High learning agility with a desire to quickly grasp new information, technical concepts, jargon, and apply learnings to new problems. Actively seeks opportunities for self-development. • Takes a big-picture, long-term view when planning. Ability to anticipate potential impacts, weigh options, and effectively identify and manage risks. • Highly proficient in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook) and experienced in using database and information management systems. • Ability to meet the physical requirements of the role, including conducting active onsite investigations and field inspections. • Holds a current, unrestricted New Zealand driver's licence. • 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
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Last updated September 2026



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