



Mahi Tahī

We are one team, stronger together as we work with and for our community to deliver outcomes that matter.

#arohatōmahī

We love our work and know that our work matters. That is why we do what we say we will do and apply energy and enthusiasm across our mahi.

Manaakitanga

We put our people first by showing them that they matter, through a focus on whānau's needs and aspirations.

Tiakitanga

We proudly and professionally contribute every day to the care of our community and whenua with courage, positivity and mana – leaving a legacy which future generations will embrace.

Details

JOB TITLE	Compliance and Regulatory Lead - Infrastructure
REPORTS TO	Commercial and Operations Manager
GROUP	Community Infrastructure
DIRECT REPORTS	2 Direct Reports - Environmental Planner, Compliance Technician
INDIRECT REPORTS	Nil
FINANACIAL DELEGATIONS	Statutory delegation may change from time to time in alignment and as approved by Council.
WARRANTS REQUIRED	TBC
GRADE	SP 19

*He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hapori – mai i te pae maunga o Tararua ki te moana
With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.*

Purpose

The purpose of the Community Infrastructure Group is to provide operations and services for Local Waters, Roding and Solid Waste Infrastructure, with a sharpened focus on delivery of the capital programme across these activities. The groups focus is on long term and annual programming of maintenance, renewal and capital development works, and operations of the infrastructure services and support for design and delivery of the capital programme.

As the Compliance and Regulatory Lead, you will be experienced in the Three Waters activities and will implement and run the compliance, regulatory and consent program in Community Infrastructure for Horowhenua District Council. You will be part of a team, working closely with the Community Infrastructure Managers and including the Three Waters and Solid Waste teams to jointly build and maintain a robust regulatory compliance program. This means you will be handling a wide variety of compliance-related matters, for exceeding existing regulated service delivery requirements, and collaborating closely with internal and external stakeholders to ensure HDC complies with its regulatory and licensing/registration and consent obligations.



Skills, Knowledge and Experience

QUALIFICATIONS	Appropriate engineering qualification e.g BE Civil, NZCE or a diploma in a relevant water qualification and /or equivalent experience.
EXPERIENCE	Significant experience with Local Authority Three Waters networks and at least 5 yrs. experience in Three Waters renewal and improvement projects. Compliance, consenting and Regulatory experience.
KNOWLEDGE	A strategic thinker who is able to make connections between various aspects of the organisation and identify implications. Sound knowledge of Resource Management Act processes and consents and a good understanding of local government procedures, protocol and policies with the ability to analyse and establish these. Demonstrates a sound understanding of Tikanga Māori and Māori values and an appreciation as to how it relates to Council functions and policy development. Has obtained expertise in MS Word, Excel, PowerPoint and other database and information management systems.
FINANCIAL MANAGEMENT	Proven strong financial and budget management skills.
ACHIEVEMENT	Demonstrates a strong focus on high performance and personal achievement. Brings a solutions focused approach to getting positive outcomes and is willing to go above and beyond to exceed expectations.
RELATIONSHIPS	Ability to build strong working relationships and become a trusted advisor and colleague.
PROBLEM SOLVING	Asks questions and can think logically to enable problems to be clearly understood. Weighs up options and implications, identifies strategies and plans, and is comfortable making recommendations for possible solutions to problems.
COMMUNICATION	Excellent communications skills both oral and written, including ability to write concise and accurate reports. Exceptional influencing skills with a proven ability to communicate in a clear, confident and articulate manner. Ability to remain calm, composed, and optimistic in high pressure situations..
IMPLEMENTATION	Is reliable, detail-focused and professional knowledge is up to date. Matters are resolved at the first point of contact wherever possible. Complaints are handled effectively and efficiently. Excellent time management and project management skills and experience.
STRATEGIC AGILITY	Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies strategies and plans, and is comfortable with managed risks.
TEAMWORK	Collaborates and supports team members to achieve their targets and bring out the best in those involved.
GROWTH MINDSET	Has a desire to learn more and is able to learn new information and skills quickly. Is able to apply learnt information to new problems. Quick to pick up technical concepts and jargon.



Key Responsibility and Expected Outcomes



**'You'
Matter**

Health, Safety & Wellbeing

Promote a strong health and safety culture by proactively modelling our values and hold self and others to account to Consistently follow all health and safety policies and legislative requirements.

Leadership and Influence

Live our Values and focus on the Moments that Matter. Supporting your colleagues and empowering and inspiring growth and development across the organisation.

Change Leadership

Be an advocate for and a driver of change. Be a Future builder, help others across the organisation navigate the future.



**Partnerships
Matter**

Te Tiriti o Waitangi

Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work ensuring HDC projects are delivered in a culturally sensitive way.

Community and Customer Focus

Champion community engagement having a strong focus on meeting quality standards for services and evaluation of customer outcomes and satisfaction.

Relationship Management

Build networks and develop meaningful relationships with stakeholders both internally and outside Council. This involves collaborating closely with Senior Leaders within the Community Infrastructure Group and team members from various Council departments to ensure alignment between Solid Waste and Local Waters Consented Activities and overarching Council objectives, community deliverables, as well as legislative and compliance requirements.



**Performance
Matters**

Job Execution

Consistently deliver high-quality work while maintaining a positive and professional attitude. At times the way in which work is undertaken will count just as much as the output.

Personal Development

Live the values of council and take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future roles.

Risk Management

Effectively identify and manage risks, take actions to resolve and/or escalate issues to contribute to the maintenance of the risk management framework.

Continuous Improvement

Identify continuous improvement practices to support the implementation and delivery of council's outcomes.



**Work
Matters**

Compliance and Monitoring

As the Compliance and Regulatory Lead, you will oversee all aspects of consent and compliance monitoring, reporting directly into the Annual Plan and Long-Term Plan. You will provide high-quality reporting to stakeholders, leading consent renewals with regulatory bodies, and ensuring ongoing compliance with solid waste and water-related regulations and standards. Expected outcomes encompass efficiently managing solid waste and water operations, as well as establishing a centralized data management system for council consenting requirements.

You will also promote compliance with Local Waters and Solid Waste legislation, ensuring appropriate decision-making and action in case of breaches. This involves managing compliance issues such as leading and supporting resource consent applications and regulatory actions in collaboration with key agencies like MfE, Horizons, and Taumata Arowai.

You will be responsible for:

- Creating, managing and maintaining compliance policies, procedures, registers and trackers to meet all regulatory requirements, and identify any new legislation that would be relevant to Council's Local Waters & Solid Waste activities and Resource Consent conditions.
- Provide clear guidance to regulatory obligation owners, helping them to understand and ensuring the controls proposed and put in place would sufficiently meet the standards expected by the local regulators.
- Provide guidance and review policies and procedures to ensure HDC controls and processes are sufficiently described to demonstrate compliance with the regulatory requirements. Where there are any gaps identified, to work with relevant stakeholders to address them and escalate to Senior Management and the Executive as and when required.
- Conduct risk impact and control adequacy assessments to determine the compliance health of the entity, including preparing and presenting regular performance reports to Senior Management. Work closely with the Compliance Monitoring Team members to scope reviews on high risk and/or weak control areas.
- Serve as the primary point of contact for all regulatory and resource consent compliance matters, and build and maintain good relationships with regulators and external stakeholders in the relevant sectors. Competent to represent HDC and engage regulatory authorities directly to clarify regulations and/or issues affecting Community Infrastructure business/service delivery.
- Monitor the regulatory landscape closely, especially when there are new regulatory requirement, new resource consent applications, and adequately prepare Community Infrastructure for compliance.
- Represent Community Infrastructure and coordinate with internal stakeholders to attend industry meetings organised by regulator, government bodies and/or industry associations. As required, consolidate feedback from internal stakeholders for sharing and discussion at these meetings.
- Prepare and coordinate with relevant stakeholders to prepare accurate regulatory reports and submissions to the regulator(s) as required. Plan and prepare internal stakeholders for any external audits or regulatory inspections/examinations, and monitor the remediation of any issues/findings raised from these reports.
- Create relevant materials and provide training to staff, Senior Management and the Executive at least on an annual basis to keep HDC up-to-date on local regulatory requirements.
- Provide regulatory advice and recommendations to business teams, and participate actively in new business proposals and discussions with an enabling and compliant mindset.

Council Contribution

Actively and positively participate as a member of the Community Infrastructure Group and perform all reasonable duties as needed.

Participate in Emergency Management activities.



Alignment with our community outcomes



Support our partners to maintain and enhance tikanga with ancestral lands and waterways, wāhi tapu and other taonga.



Ensure our built environment supports the wellbeing of our people and manage competing pressures on resources sustainably.



Provide Leadership and oversight to the management of risk and operation in the Local Waters Activities

Deliver the capital infrastructure programme



Achieve the best for Horowhenua in the face of Waters Reform to make our economy grow. We aspire for economic security for all of our people and seize growth opportunities for our district.



Rebuilding the Horowhenua District Council, with a focus on empowering a culture of excellence, service & continuous improvement.

Get the basics right and support the customer focused delivery of core services

