

Position Description

Position Title

RMA Compliance Officer

Location

Rangiora Service Centre

Contract Type

Permanent

Date

16/4/2026



Department

Planning, Regulation & Environment



Unit

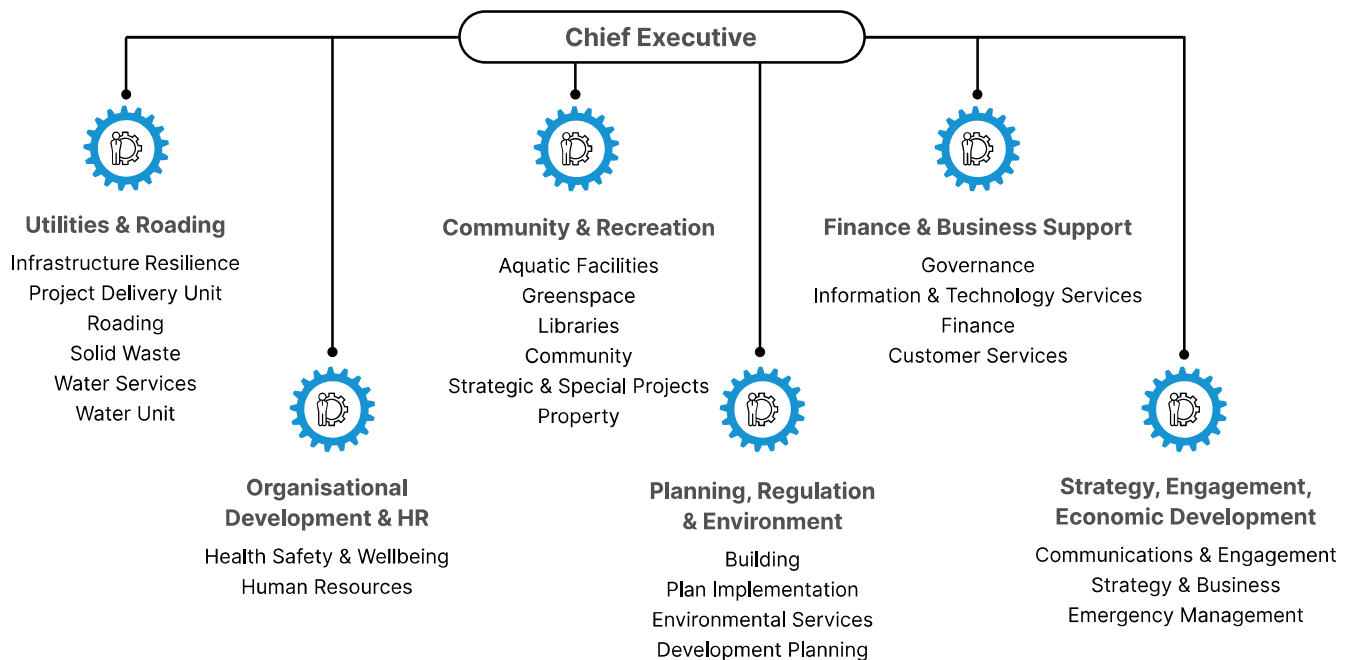
Environmental Services



Team

Compliance

Organisation Context



Tā mātou mauri

Our principles

Our purpose	To make Waimakariri a great place to be, in partnership with our communities.			
Our vision	We are a respectful, progressive team delivering value for our customers.			
Our values	We will...			
	Act with integrity, honesty and trust		Keep you informed	
	Do better every day	Take responsibility		Work with you and each other
Our customer promise	We will be professional, approachable and solutions-focused.			

Position Details

Purpose of Position

The role undertakes compliance, monitoring and enforcement functions under the Resource Management Act, the District Plan and related legislation. Where authorised, the role exercises statutory powers in line with Council delegations and the Compliance, Monitoring and Enforcement framework. The role provides professional technical advice and peer review to support compliance and enforcement activities. Advice provided by the role informs decision making but does not replace statutory authority or delegated enforcement decisions.

The role supports Council readiness for RMA reform and successor legislation by maintaining up to date knowledge and assisting with consistent interpretation and practice. The role peer reviews compliance and enforcement documentation to ensure quality, consistency and alignment with legislation and best practice prior to approval.

Key Relationships

Responsible to

Team Leader - Compliance

Responsible for

N/A

Internal

Environmental Services Unit Manager, Environmental Services Unit Team Leaders, Planning Manager/Team, Project Delivery Unit. Customer Services Team, Other Council Departments and Staff, GM Planning, Regulation and Environment.

External

Customers, Councillors, Community members, Stakeholder and interest groups, Te Ngai Tuahuriri Runanga, Environment Canterbury, neighbouring Councils.

Is there an approved delegated authority for this role? ☐ Yes ☒ No

If yes, state limit for role \$:

If yes, is this role responsible for that budget? ☐ Yes ☐ No

Vetting Requirement (contact HR for further advice as required)

Under the NZ Police vetting criteria, thorough vetting is required to safeguard communities by assessing the backgrounds of individuals who work with vulnerable populations.

This role provides care/protection/education/training to vulnerable members of society such as children, young people, elderly and/or disabled. ☐ Yes ☒ No

If yes, does this role fall under the Childrens Act 2014? ☐ Yes ☒ No

If yes, this position has been identified as:

Vetting under the Children's Act 2014 is necessary to ensure the safety and well-being of children by thoroughly assessing individuals who work with them.

Key Result Areas

KPI (area of responsibility)

Provide professional advice and assistance to customers and staff on monitoring, compliance, and enforcement issues/questions.
Provide professional advice on planning matters related to compliance of Resource Consent and the District Plan.
Escalate information to the Team Leader Compliance and the Environmental Services Manager where an issue may be controversial.

To actively participate in providing solutions or suggesting improvements to existing and proposed systems.

To provide an ongoing effective and efficient Compliance, Monitoring and Enforcement program which aligns with the Waimakariri District Council's Compliance, Monitoring and Enforcement framework, District Plan, and RMA.

To ensure that complaints and monitoring processes under the Resource Management Act 1991, Local Government Act 2002 and other legislation relating to Land Use Consents and other matters are correctly and efficiently processed, including the preparation and co-ordination of reports and general administration of a compliance matters associated with the District Plan.

Resource Consent Monitoring:
To provide timely and effective resource consent monitoring through audits, inspections and engaging in appropriate enforcement actions when required to gain compliance.

Measure (successful when)

There is timely and satisfactory response to enquires, Consistent and professional advice given where required.
Team Leader - Compliance and Environmental Services Manager kept informed of any contentious issues.

When a suggested improvement is suggested and agreed upon, that suggestion is implemented and reported on to the Team Leader - Compliance.

An effective and efficient Compliance, Monitoring and Enforcement program is in place and working in a way that creates a high level of RMA, District Plan and Resource Consent compliance across Waimakariri District.

All complaints and monitoring processes are resolved to establish compliance.
All reports and administration requirements are completed to a satisfactory level.

All monthly reports for Monitoring of resource consents are completed and the appropriate level of enforcement used where necessary to gain compliance.

Key Result Areas Continued

KPI (area of responsibility)

To provide effective and appropriate District Plan investigation, monitoring and enforcement in relation to activities undertaken without the necessary resource consents to gain compliance.

To provide advice and appropriate options to parties under investigation to gain compliance. To assist other Council Units and other local authorities in assessing RMA compliance matters, and providing Compliance, Monitoring and Enforcement support where appropriate.

To maintain information and reporting systems and to ensure accurate accessible and appropriate records are available to Council relating to planning and in particular compliance activities.

To ensure that professional and effective working relationships are maintained with all Council staff. Collaborate (when required) with relevant staff and contractors to find viable solutions to minor to complex issues raised.

Engaging and managing external consultants including technical experts and legal advisors.

Actively seek opportunities to develop professional technical knowledge and skills to stay up to date with trends and relevant legislation.
To agree with the Team Leader Compliance an annual individual work plan, and to achieve the plan requirements.

Representing the Council in processes such as joint investigations, hearings, mediations, or court processes.

Actively support and delivery of Tā Mātou Mauri within the Environmental Services Unit and wider Council.

Measure (successful when)

All investigations are concluded appropriately with thorough investigations, continued monitoring where appropriate. The appropriate level of enforcement is used to gain compliance.

Appropriate advice and options are given to parties under investigation.
Compliance is gained.
Other Council departments and assisted appropriately.

All relevant information is recorded and maintained and updated as appropriate to have true and correct up to date records.

All working relationships are professional and effective, with solutions agreed to to solve minor to complex RMA issues.

External advice obtained by following Council procurement policies, contracts prepared in association with ESU Manager and managed to ensure effective and efficient deliverables are provided.

Actively participates in professional development opportunities.

Relevant literature and information is read and understood.

Active participation in team or external discussions on planning matters.

Goals in the professional development plan are achieved

Professional delivery and representation of compliance matters when attending investigation meetings, presenting to hearing panels, commissioners or in Court.

Tā Mātou Mauri is illustrated throughout all work, communications and interactions.

Person Specification

Education/Qualifications

Minimum requirement for the role:

Technical focus specialisation, Specialist Degree Level 7
University Specialist Degree (Bachelor (NZQA Level 7))

Specifications and/or
further information:

Planning Degree or other relevant degree

Knowledge/Experience

Minimum requirement for the role:

4-5 years
Needs to draw on relevant longer-term experience specific to the job and work demands, acquired over time.

Further information:

Deep knowledge of Compliance Monitoring and all enforcement tools available under the RMA. A good understanding of the RMA, LGA, Building Act, District Plan, An ability to interpret working plans, reports, regulations and bylaws.

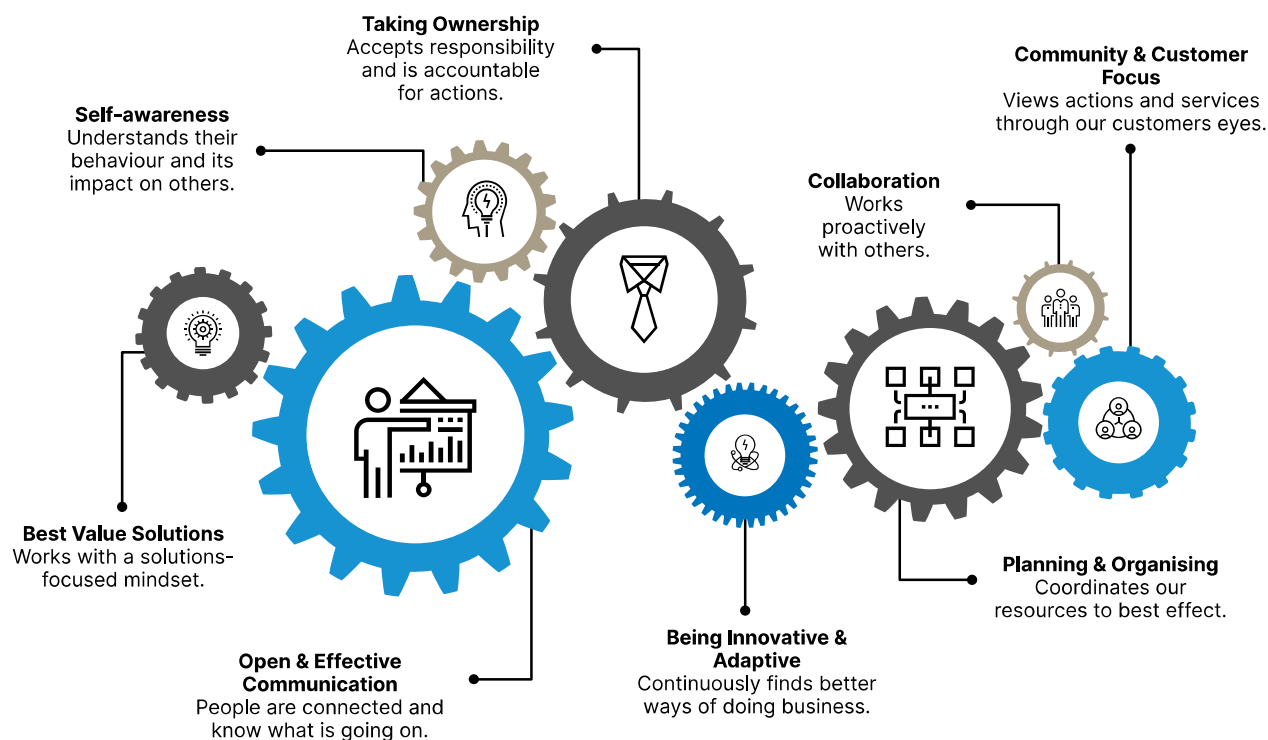
Attributes

Highly capable of working independently or in a team, being self motivated to achieve high quality results in an ever changing environment. - Good time management, project management and organisational skills. - Ability to work around issues and resolve conflict; communication and negotiation skills. - Be capable of working effectively across disciplines
- A commitment to quality customer service. - High level of integrity and confidentiality. - Positive approach to all work, customers and work colleagues.
- A good level of fitness is required as the role requires site visits and inspections, including working outdoors and walking on uneven or unformed surfaces.

Skills

Effective communication and public relation skills, both orally and written.
Presentation skills.
An ability to interact and achieve compliance with a wide range of people within a regulatory context
Accurate, timely concise report writing with ability to pay attention to detail.
Conflict resolution and Health Safety and welling skills to keep safe in the work environment.

Core Competencies



Key Requirements for all Council Staff

- ✓ Embrace principles contained in Tā Mātou Mauri, model the Council's values and continuously seek self-improvement regarding our core competencies.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in disaster recovery and business continuity planning.
- ✓ Take reasonable care for the health and safety of yourself and others at the WDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council's corporate business and information systems according to information management policies and procedures.
- ✓ Ensure that proper account of tikanga Māori and the Treaty of Waitangi is taken in all activities.
- ✓ Maintain an effective partnership with mana whenua as provided for in our agreements and understandings between Council and Te Ngāi Tūāhuriri Rūnanga.

Amendments to Position Description

From time to time it may be necessary to consider changes in the Position Description in response to the changing nature of our work environment – including technological requirements or statutory changes.

Position Description approved by

Kelly LaValley

Date

21 April 2026