



TaurangaCity

Job description

Title	Compliance Officer – Building & HSNO
Number	6BU284
Group	Regulatory and Compliance
Division	Building Services
Reports to	Team Leader: Compliance
Direct reports	N/A
Date	12/04/2022

Job holder commitment

The position holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

Job purpose

The primary purpose of this role is to undertake building and hazardous substance compliance activities in accordance with all relevant legislation and guidelines, with the aim of making it easy for the public to comply.

Key outcomes

Building complaints are responded to in an accurate, thorough, and timely manner.	<ul style="list-style-type: none">• Compliance is sought through strategic monitoring, information, education, persuasion, mediation and/or legal action.• Prosecution files are completed to high degree of accuracy.• Problematic sites and dissatisfied customers are detected early and communicated to managers through escalation protocols.• Incidents are responded to within the targets of the LTCCP.
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Proactive and effective monitoring of compliance activities undertaken which highlight important data and trends.	<ul style="list-style-type: none"> • Effective research, monitoring, report writing, and feedback provided to Building and Planning teams. • Education materials and proactive campaigns undertaken to increase public awareness, reducing the level of non-compliance.
Building and Hazardous Substances complaints are responded to in an accurate, thorough, and timely manner.	<ul style="list-style-type: none"> • Compliance is sought through strategic monitoring, information, education, persuasion, mediation and/or legal action. • Prosecution files are completed to high degree of accuracy. • Problematic sites and dissatisfied customers are detected early and communicated to managers through escalation protocols. • Incidents are responded to within the targets of the LTCCP. • Provide clear and accurate comments in regard to Resource and Building Consent applications where the project includes HSNO facilities.
Certificate of Acceptance and Discretionary Exemptions applications are processed in an accurate, thorough, and timely manner.	<ul style="list-style-type: none"> • Certificates of Acceptance and Discretionary Exemptions are processed in accordance with all relevant legislation and guidelines (<i>e.g. NZ Building Code, Building Act 2004</i>). • Applicants are kept informed of the process. • Provide timely responses to applicants of Third Party Reports.
Weathertight Complaints are investigated and managed.	<ul style="list-style-type: none"> • Provide specialist input and collaborate with Council's Legal team for weathertight claims lodged in the High Court or for mediation proceedings.
Earthquake prone buildings are assessed and monitored.	<ul style="list-style-type: none"> • Earthquake Prone Buildings records are up-to-date and accurate including updates to the National Earthquake Prone Building Register as required.
Compliance with relevant policies and procedures set out in the BCA/TA Quality Manual.	<ul style="list-style-type: none"> • Quality measures are incorporated into daily activities and recommendations to further enhance quality standards are effectively implemented and monitored.

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Person specifications

Essential
<ul style="list-style-type: none">• Trade Certificate in Carpentry or Building related qualifications or 3 or more years' experience in monitoring and enforcement.• Proven knowledge and understanding of building industry, resource management processes, monitoring, enforcement and compliance.

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Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community
and each other

Whanaungatanga / Collaboration

We work together and create connections