



TaurangaCity

Job description

Title	LIM's & Property Files Officer
Number	
Group	Regulatory & Community Services
Division	Regulatory Support & Compliance Services
Reports to	Team Leader: LIM's & Property Files
Direct reports	N/A
Date	07/12/2023

Job holder commitment

The job 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 process Land Information Memoranda (LIM) applications in accordance with S44A of the Local Government Official Information and Meetings Act 1987.

Key outcomes

LIM & Property file reports are accurately and professionally completed within the required timeframes.	<ul style="list-style-type: none">• Ensure LIM & Property file reports are accurately completed within the required timeframes.• Research and locate all relevant property information and include in the LIMs in accordance with legislative requirements outlined Section 44A of the Local Government Official Information and Meetings Act 1987.• Actively seek legal advice from TCC legal team as and when required.
Customers receive an excellent level of service when making LIM &	<ul style="list-style-type: none">• Provide advice and relevant information to customers in relation to the LIM & Property file process or individual requests.

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Property file related enquiries.	<ul style="list-style-type: none"> Identify any current and future risks concerning the integrity of the information contained in the LIM & Property file reports, ensure solutions are developed and implemented to mitigate/ minimise such risks.
Information is correct.	<ul style="list-style-type: none"> Use a range of Council Systems to access, retrieve and record information, checking with business experts where necessary. Complete quality reviews as required. Complete statistical reports and performance monitoring and provide to line manager as required.

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"> NCEA Level 3 or University Entrance equivalent. The ability to understand documentation, processes and terminology around building and resource consents and geographical information systems.

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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