



TaurangaCity

Job description

Title	Regulatory Communications Officer
Number	6ES204
Group	Regulatory and Compliance
Division	Regulatory and Compliance
Reports to	Team Leader: Communications and Personal Assistant Services
Direct reports	N/A
Date	23/03/2022

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 provide communication advice and support to the Regulatory and Compliance team .

Key outcomes

Undertake External Communications efficiently.	<ul style="list-style-type: none">• Regular communications are sent to customers providing informative material including changes to processes and policies.• Production of readable, engaging, high quality hard copy and online publications from Regulatory and Compliance.• Regulatory social media posts and pages are lively, interactive, and responsive.• The Community are well informed on key messages related to Regulatory and Compliance.
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Professional relationships are developed, maintained and leveraged to achieve business goals.	<ul style="list-style-type: none"> Regular catch ups with R&C Divisional Managers and The Community Relations Team to ensure joined upness through all external messaging.
Reporting in a timely, accurate and efficient manner.	<ul style="list-style-type: none"> Monthly reports provided to Senior staff, Elected Members and the community. Media enquiries and LGIOMA requests dealt with in terms of statutory requirements as required. Accurate reports provided within agreed timeframes.
Provide Team Support.	<ul style="list-style-type: none"> Regulatory and Compliance Lead Team and wider group is supported in an open, friendly manner at all times. Actively contributed to team activities and projects.

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"> A relevant qualification in engagement and/or communications or related field. Superior verbal and written communication skills (essential). Proven experience in relevant software applications (Word, Excel, PowerPoint, Publisher, MS Outlook) are essential. Understanding and interest in online publication and social media.

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WHANAKE TE TAI

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