

JOB DESCRIPTION



Position: Regulatory Administrator

Held by: vacant

Reports to: Senior Regulatory Officer

Hours of Work: Full time, 8.30am until 5.00pm, Monday to Friday.

Date: October 2021

Purpose of position

Provision of administrative support for the regulatory functions of the Council, including building control and compliance, resource management, food control administration and liquor licensing.

Key tasks

This position description is a broad outline of the roles and responsibilities expected of this position. The administrator will need to become familiar with legislative terminology and requirements in order to assist with a wide range of customer enquiries and give practical advice to other Council departments and members of the public on the statutory processes to be followed.

Building Control

Provide administrative support to building control staff to enable the Council to implement and carry out the requirements of the building consent process as defined in the Building Act 2004. This includes:

- Provide general day to day administration support to the building control team.
- Answering telephone enquiries.
- Loading building consent applications into electronic systems.
- Assistance with compliance schedules/building warrant of fitness administration.
- Ensuring all correspondence, emails, consents etc are attached to consents/property file and electronically filed.
- General support with the electronic systems Authority, GoGet and Simpli.
- Compilation of Land Information Memorandum (LIM) reports, interpreting content of building consent documents, subdivision land use, inspection notes, historical data,

searching Intramaps and Authority and liaising with other departments (including roading, 3 Waters, planning and reserves) in respect of building consent applications.

- Other duties that may be assigned from time to time.

Regulatory

To provide general day to day administration support to the regulatory team. This includes:

- Answering telephone enquiries.
- Logging and investigating customer service requests (CRMs)
- Loading applications received for various permits/consents/licences into Authority.
- Administration of the alcohol licensing, environmental health and food control activities provided by the Council.
- Assisting with parking enquiries/complaints.
- Animal control system administration.
- Attending to wheelie bin CRM's and administering database.
- Investigating and corresponding with property owners regarding overgrown sections
- Ensuring all correspondence, emails, reports, decisions etc are attached to the relevant consent/licence/application/CRM and electronically filed.
- Provide parking control during times of leave.
- Provide back-up cover for animal control during times of leave (no afterhours cover).

Planning

- Provide general day to day administration support to the planning officer.
- Answering telephone enquiries.
- Ensuring Authority database is up to date with all tasks from planners/consultants.
- Ensuring all correspondence, emails, decisions etc. are attached to consents and/or electronically filed including the invoicing of costs associated with resource consents.
- Assisting with the preparation of the annual report to the Ministry for the Environment.

The job holder will also provide cover for staff leave in the customer service area when required.

Key relationships

- Other Council staff
- Members of the public
- Builders/tradespersons
- Planning consultants

Personal qualities and qualifications

Experience and knowledge

- A good understanding of computer programmes, in particular Excel and Word.
- Excellent written and telephone skills.
- Advanced word processing skills with a high level of spelling and grammar and the ability to write plain English correspondence.

Specific skills

- Ability to communicate clearly with people at all levels of the organisation.
- Be self motivated and demonstrate an ability to keep abreast of workflows.
- Be willing to learn existing systems and new processes.
- Have the ability and willingness to take ownership of delegated responsibilities.
- Have the ability to think through issues and offer solutions.
- Be flexible and assist with other duties during busy periods.

Personal qualities

- A high level of personal and professional integrity.
- Be self confident, particularly when dealing with tradespeople and members of the public.
- Use initiative and be able to express ideas clearly.
- Ability to work with minimum supervision, manage workflows and prioritise tasks.
- Be flexible and adaptable and be able to work under pressure and to deadlines.
- Maintain an active interest in the affairs and business of the Council.
- Maintain a well groomed and professional appearance at all times.
- A full driver's licence.

Confidentiality

The employee, during the time of employment and after termination of employment, will keep confidential any knowledge or information which may be acquired during the course of or incidental to that employment with the Gore District Council concerning any members, staff, customers or clients of the Council or other confidential matters with which the Council may have been involved.

Property

Following termination of employment, the employee shall deliver to the Council all materials, papers, documents, uniforms and any other property of the Council before a final pay will be settled.

Occupational health and safety

The employer and employee will meet their obligations under the Health and Safety at Work Act 2015.

The employer's duties include ensuring, so far as is reasonably practicable:

- The provision and maintenance of a safe working environment for employees and others in the workplace.
- The provision and maintenance of facilities for the welfare of employees while at work
- The provision of necessary training instructions to employees.
- The provision and maintenance of safe machinery, equipment, and working arrangements.
- The provision of suitable procedures to deal with work emergencies.
- That health and safety employee engagement and participation practices are in place.

- That it consults and cooperates with other businesses operating in the same workplace(s).

The employee will follow the employer's health and safety rules and procedures (Gore District Council's health and safety manual). The employee will take reasonable care to look after their own health and safety at work, their fitness for work and the health and safety of others.

Examples of how the employee can take reasonable care include:

- Following all health and safety rules and instructions.
- Participating in health and safety discussions.
- Taking reasonable care that their actions (or inactions) do not cause harm, or risk of harm, to themselves or others.
- Not reporting for duty under the influence of alcohol or drugs that impair their performance or fitness for work.
- Wearing all the necessary personal protective equipment and clothing.

The employee must report any potential risks, accidents, incidents and near misses so that the employer can investigate or eliminate or minimise harm or risk of harm.

Failure to follow reasonable health and safety rules (including this clause) may be considered serious misconduct.

KiwiSaver

If the employee is a member or is automatically enrolled, the Council will make a matching employer contribution of either 3% or 4% to any approved KiwiSaver scheme.

Civil defence

To take part in civil defence training programmes and exercises in order that the employee is able to assist effectively in a civil defence emergency.

Other

Appropriate and relevant training and professional development will be provided.

There are good support systems in place for ensuring the successful candidate becomes proficient as quickly as possible.