



SHAPING AN
AWESOME
HAMILTON

CONSENT OFFICER

INFRASTRUCTURE OPERATIONS

WHY WE ARE HERE

To improve the well-being of Hamiltonians, we need to become the leading community-focused Council, so Hamilton's full potential can be unlocked – making it the best place to live.

The following values - kia urutau/adaptability, kia ngaawari/simplicity, kotahitanga/inclusiveness, kaitiakitanga/guardianship, and kia manawanui /ambition are what make our thinking and mindset unique to Hamilton, so we need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance.

Our people are at the heart of everything we do.

WHY THIS ROLE EXISTS

This position sits within the **Infrastructure and Assets** group. The purpose of this group is to plan, build, operate and maintain quality assets and infrastructure.

WHAT YOU WILL DO

Reporting to the Compliance Manager, as the Consent Officer you will support the Three Waters team in ensuring compliance requirements are completed according to timeframes.

As a Consent Officer, you will ensure monitoring and auditing is completed to enable compliance with all Three Waters legislative and regulatory requirements, Waikato Regional Council granted resource consents and Hamilton City Council's policies, plans and bylaws. The primary focus of the role is to minimise the risk of compliance failures, ensuring the protection of the Waikato River, public health and minimising asset and environmental impact from Three Waters activities.

Reports to	Compliance Manager
Responsible for (total number of staff)	
Delegation	\$
Budget	\$

KEY OUTCOMES

Some of the key outcomes for this role include:

- Oversee and support the development, implementation and monitoring of processes to ensure compliance with plans, policies and bylaws.
- Management of transgressions and breaches of compliance in accordance with internal and external procedures.
- Report management is effectively delivered, and complete and transparent compliance records are maintained to support demonstration of compliance to regulatory entities.
- Auditing is completed of compliance deliverables as per audit programme.
- Compliance risk is evaluated against legislative and regulatory requirements and communicated to Compliance Manager and relevant operational manager for the specific activity being assessed.
- Actively participate, comply and engage in all health & safety activities, policies, and practices including Civil Defense.
- Respond within required timeframes to all customer enquiries and requests for service as per Customer Service Expectations

HOW YOU WILL DO THIS

Our team culture is critical to our success. It's vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible outcomes for our community.

YOUR MINDSET, SKILLS KNOWLEDGE AND EXPERIENCE

You actively work at being the 'best version of you' and your mindset and behaviours have a positive impact on others.

YOU BRING TO THE ROLE

- Self-awareness that mindset is the foundation of performance and an ability to develop self and others in this regard
- Sound knowledge of Microsoft work packages
- Tertiary qualification within Science or Engineering disciplines.
- At least three years' experience in an environmental, commercial, industrial, or other closely allied field of work
- Understanding of municipal water, wastewater, storm water and drainage systems
- Working knowledge of the Resource Management Act (RMA), Water Services Act (WSA) and Te Ture Whaimana (Vision and Strategy for the Waikato River).
- Experience in the implementation and assessment of consents, plans, policies and bylaws.
- Experience with monitoring and auditing of processes to ensure compliance with regulatory requirements
- Highly developed interpersonal and communication skills with the ability to work effectively with a diverse range of stakeholders (internal and external)
- Ability to operate independently, anticipate requirements and monitor workload
- Analytical analysis experience, with high attention to detail and reporting skills
- Experience working in local government (preferred, but not essential).
- Provide emergency responses (e.g. spill response) to incidents affecting the environment and Three Waters regulatory compliance in accordance with resource consents and associated management plans, Waikato Regional Council Memorandum of Understanding, standard operating procedures, Drinking Water Quality Assurance
- Compliance or enforcement response is available 24 hour/7 day a week when required in response to three waters incidents affecting the environment or public health.