



SHAPING AN  
AWESOME  
HAMILTON

# Compliance Officer

## RESOURCE RECOVERY

### WHY WE ARE HERE

We are a high-performance organisation with a clear purpose – **to improve the wellbeing of Hamiltonians**. Our people are at the heart of everything we do. We need players on our team who think differently, act with integrity and work together to deliver world-class outcomes for our community. We need players who understand that mindset is the foundation of their performance.

### WHY THIS ROLE EXISTS

This position sits within the **Infrastructure and Assets** group. The purpose of this group is to provide safe and trusted infrastructure services, ensuring that the needs of the community are an integral part of how the Council makes decisions.

## WHAT YOU WILL DO

Residing in the Resource Recovery Team within Infrastructure and Assets group, you will support the team in ensuring compliance requirements are completed according to timeframes.

As a Compliance Officer, you will complete monitoring and auditing to ensure compliance with all regulatory requirements for Hamilton City Council's policies, plans and bylaws with the primary focus of avoiding compliance failures, ensuring public health and minimal asset and environmental impact from solid waste.

## KEY OUTCOMES

Some of the **key outcomes** for this role include:

- Assist in 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.
- Response to incidents affecting the environment are carried out promptly.
- Carrying out the functions and powers of an 'Enforcement Officer' including undertaking investigations required within specified timeframes.
- Complete education and/or non-compliance follow up actions including incident reporting within specified timeframes
- Actively participate, comply and engage in all health & safety activities, policies, and practices including Civil Defence.
- 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

- A proven track record of thinking differently, acting with integrity, working together and making it happen.
- Proven leadership skills with demonstrated ability to articulate the corporate vision and take people on a change journey
- Self-awareness that mindset is the foundation of performance and an ability to develop self and others in this regard
- 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 solid waste systems
- Experience in the implementation of plans, policies and bylaws.
- Experience with monitoring and auditing of processes to ensure compliance with regulatory requirements
- Working knowledge of enforcement action processes.
- 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
- Effective and positive relationship management skills working with various stakeholders.
- Experience working in local government (preferred, but not essential).