

POSITION DESCRIPTION

Position: **3 WATERS COMPLIANCE SYSTEMS SUPPORT OFFICER**

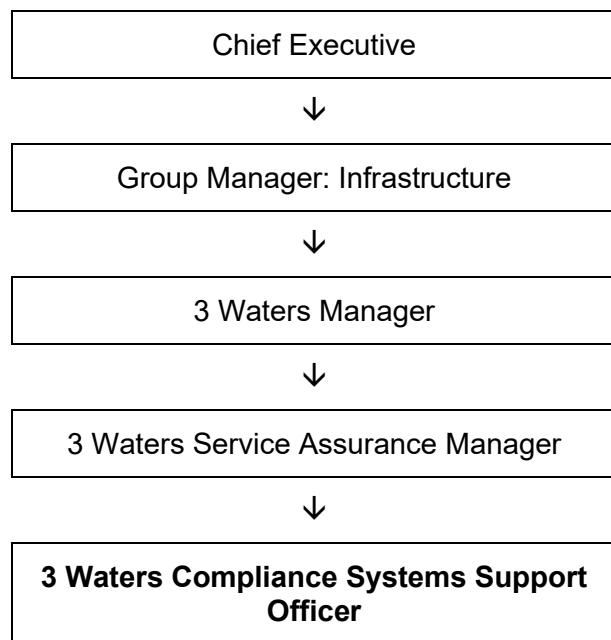
Team: 3 Waters

Group: Infrastructure

Responsible To: 3 Waters Services Assurance Manager

Responsible For: Nil

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora

Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki

Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Maori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social - a safe and inclusive place
- Cultural - a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Purpose of Position

This role is part of the Infrastructure Group. The Group includes 3 Waters and Transport and a professional panel of consultants.

The purpose of this position is to ensure the Infrastructure Group achieve compliance with resource consents and conditions, by:

- Oversight and management of the Infrastructure Data (ID) database
- Data management, consistency, and integrity of data
- Adherence to Legislation (WSA, DWS, RMA, LGA)
- Ensuring conformity with the Asset Management Quality System (ISO9001)

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
 - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
 - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Key work areas for which this position will have a responsibility are:

- **Oversight and management of the Infrastructure Data (ID) database**
 - Accurate and timely data entry
 - Maintenance of information in the ID database in line with best practice
 - Set up of alarm parameters and ongoing management
 - Work with system providers to ensure troubleshooting is conducted in a timely manner
 - Coordinate with contractors and other personnel as required to maintain integrity of the system
 - Ensure that compliance is maintained with consent conditions
 - Understand and have an overview of consent conditions
 - Liaise and follow up with relevant personnel to ensure consent conditions and any applicable actions are met
 - Maintenance of user guides to ensure that continuity of processes are documented

- **Ensuring compliance with resource consents**
 - Entry of consents and conditions into ID
 - Oversight of ID task completion
 - Coordinate with managers and relevant personnel regarding actions required of ID tasks
 - Monitor consent conditions
 - Report on consent conditions
 - Conduct regular audits of the database to ensure compliance
 - Advise management of any breaches to consent conditions as soon as they are detected
 - Assist with any investigations of non-compliance in relation to consent conditions
- **Systems management**
 - Maintain consistency and integrity of data entries
 - Maintain an oversight of reports
 - Generate / modify reports and forms as required
 - Supply database reports when requested by 3 Waters Management team
 - Provide initial and ongoing training of users in ID functionality
 - Produce user guides to support training of users
 - Primary ID contact for issue tracking, resolution and database maintenance
- **Other tasks:**
 - Generate reports as requested
 - Other duties as allocated by the manager from time to time

Important Functional Relationships

<u>External</u>	<u>Internal</u>	<u>Committees/Groups</u>
Customers	Finance & Procurement	WaterNZ special interest groups
Ratepayers	Group	
Contractors and Suppliers	Infrastructure Group	
Consultants	3 Waters Manager	
Laboratories and Technicians	3 Waters Service Assurance Manager 3 Waters Operations Engineer IMBT	

Person Specification

Qualifications

- NCEA Level III (or equivalent) minimum requirement

Knowledge/Experience

- 2-3 years' experience with databases
- Ability to effectively navigate database software
- Understanding how to use reports and forms in a database
- Proficiency with Microsoft Excel

Key Personal Competencies

- Honest
- Open minded
- Team player
- Enthusiastic
- Creative
- Analytic problem solving ability
- Ability to research and investigate

Personal Attributes

- Attention to detail
- Process orientated
- Willingness to learn
- Flexibility
- Sense of humour