



Regulatory Services Administrator

Location	Thames	
Reports to	Regulatory Administration Services Team Leader	
Group	Operations	
Direct Reports	nil	
Financial Authority	nil	
Functional Relationships	<i>Internal</i> All staff Community Board members	<i>External</i> Community members Other stakeholders, as appropriate

Our Council

As one of the largest employer's on the Coromandel Peninsula, we are proud to be Thames-Coromandel District Council.

We will provide high quality, affordable services and facilities with excellent customer service. We will maintain innovative leadership and empower our communities. We will strive to make the Coromandel Peninsula a desirable place to live, work and visit. We will be the best.

To achieve our vision we aim to attract, employ and support people to be their best while being guided by our core values of **respect, integrity, innovation** and **teamwork**.

How you fit

The **Regulatory Services Administrator** provides professional and administration support to all Regulatory Services activities.

Responsible for processing and issuing key documentation, the role will provide high quality administration support and invoicing to Compliance and Regulatory staff to support the effective and efficient delivery of services that meets customer needs and Council policies, strategies and plans.

Your responsibilities

Accountable for	Successful when
Administration Support	<p>Council's compliance and regulatory teams are supported with high quality administration and documentation support, including but not limited to:</p> <ul style="list-style-type: none"> - Management of administration support to Bylaws and Compliance staff - Vetting, lodging, invoicing, issuing and processing of key Building Control consent documentation, certificates and compliance schedules - Inputting of data and management of Infringement payments and associated files - Maintenance of Registers and Databases, and key documentation for Animal Control matters - Vetting, lodging, invoicing, issuing and processing of Alcohol, Food, Outdoor Dining and Display and Health Licencing documentation - Administration support for District Licencing Committee and Alcohol hearings - Lodging, processing and invoicing of Resource Consents <p>Council's internal and legislative requirements and obligations are met</p> <p>All data is accurately maintained and easily accessible</p> <p>Regulatory Services reporting is accurate and regularly provided to the Team leader</p> <p>All Official Information Requests are processed and completed within timeframes, as requested</p> <p>Regulatory Services Administration training documentation and desk files are available, accurate and reflect current processes and practices</p>
Financial Management	<p>All refunds are processed, created and reconciled accurately and in accordance with legislative and Council guidelines</p> <p>Monthly reconciliations and Debt Recovery processes are completed</p> <p>Purchase Orders are processed in accordance with Council guidelines</p>
Relationship Management	<p>Internal relationships are effectively managed and maintained where Managers and staff seek and / or receive advice and guidance in a timely manner with successful outcomes</p> <p>Internal training is attended, as required, to maintain competence and confidence</p> <p>Key stakeholders are well informed and consulted, and receive feedback within agreed timeframes</p>
Personal Health & Safety	<p>Council's documentation and procedures are understood and implemented to ensure risks to health and safety of those in the workplace are eliminated and / or controlled</p>

All work related hazards, incidents and accidents are accurately reported and any follow up corrective actions are implemented

Support is provided, as required, to the Health & Safety Advisor to complete internal audits, assessments and investigations

Health and Safety training is regularly attended and certification, as required, is current

Active worker participation and engagement in Council's health, safety and wellbeing practices and projects

About you

Honesty, Enthusiasm, Accountability, Respect and Teamwork are considered core competencies for all staff.

A successful *Regulatory Services Administrator* will need the following to succeed:

Education / Training	Knowledge and experience in working with relevant legislation
Experience	<p>Demonstrated experience in an administration role</p> <p>Demonstrated experience in effectively managing high priority workloads and meeting outcomes</p> <p>Demonstrated experience in interpreting statute and District Plans and understanding the political interface</p>
Knowledge, skills and attributes	<p>Strong strategic ability, able to drive and influence decisions confidently with highly developed interpersonal and communication skills</p> <p>Solution focused, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities</p> <p>Innovative mind set, is an improvement focused team player that shows initiative and inspires commitment to achieve Council outcomes</p> <p>Strong decision making and problem solving skills, can confidently analyse and apply key information with good judgement and takes accountability</p>

I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

- a) This position description may be amended by the employer following reasonable notice to me
- b) I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

.....
Employee

.....
Date

.....
Employer -

.....
Date