

Compliance Monitoring Administrator

Fixed Term

Pūtake Tūranga - Scope

To provide a full range of administrative support to the Compliance Monitoring department.

Nga Whaingā - Key responsibilities

Administration

Assist with administrative work as directed by the Compliance Monitoring Manager. Including:

- Raising and receipting of purchase orders.
- Booking travel for the Compliance Monitoring team.
- Data entry in the database used by council – for compliance monitoring and enforcement work.
- Responsible for quality checking team outward correspondence, including enforcement documents.
- Taking notes and minutes at meetings.

Health and Safety

Adhere to all safe working procedures and instructions, taking care of oneself and others. Having a commitment to health and safety as detailed in the NRC policies and guidelines, and as defined by the Health and Safety Legislation.

Organisational responsibilities/other duties

Undertake other duties that may be assigned by the Compliance Monitoring Manager – Primary Industries. Ensure that all Council policies and procedures are followed in work activities and be actively involved in seeking continuous improvement.

Tō Pukenga - About you

Qualifications, skills and experience:

- Minimum of 3 years' experience in a similar role
- Excellent written and oral communication skills.
- High attention to detail and ability to work with accuracy.
- Self-motivated and able to work independently.
- Experience working with databases.
- Experience working with electronic document management systems.
- Proficient in the use of Microsoft systems e.g. Word, Sharepoint and Outlook.
- Ability to handle confidential or controversial information with discretion and professionalism.

Personal attributes

- Works positively as a productive team member.
- Displays cultural empathy and awareness.



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- Displays personal and professional integrity.
- Relates well to all kinds of people and build constructive and effective relationships.
- Committed to H&S and organisational values.
- Proven ability to personally deliver high quality outcomes with a professional, courteous, and enthusiastic attitude, and a team player.

Reports to: Compliance Monitoring Manager
Group and Department: Regulatory Services
Location: Whangārei
Date: November 2024

Declaration

I have read and understood the contents of this Job Description.

Name:

(Please print full name)

Signature:

Date:



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