poriruacity

Your Position

Your job	**Team Leader Public Health & Compliance** **Kaiarahi Rōpū Hauora Tūmatanui me te Tautukunga**
Your group	Policy, Planning & Regulatory Services
Your team	Public Health & Compliance
Your manager	Manager Monitoring & Compliance, Tracy Phillips
Your base	Council premises within Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi - Team up
  Mā te mahi tahi e puta ai he hua ki tō tātou hapori
  Together we make a difference for our community

- Mahi Atamai - Work smart
  Ka whakapātari i a tātou anō kia pai ake ai ngā hua
  We challenge ourselves to do things better

- Whakatinanatia - Make it happen
  Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
  We use our energy to get things done

Your team's purpose

Policy, Planning & Regulatory Service's purpose is to:

- Develop, prepare and oversee policy, plans and strategies relating to social, economic, environmental, infrastructure and regulatory services issues, including resource management policy and District Plan procedures;
- Lead the preparation and adoption of the Long-term and Annual Plan across Council;
- Deliver the regulatory functions and monitoring / enforcement services consistent with the legislation relevant to Local Government for District Planning, building control, environmental control and animal control.

Your purpose

The Team Leader Public Health & Compliance role is to:

- Lead and coordinate the Public Health & Compliance team to promote a high level of compliance and deliver quality and customer focused public health & Compliance services.

Who you'll be working with

Your direct reports	• Senior Public Health Officer • Licensing Inspector • Senior Compliance Officer
Your indirect reports	• Compliance Officer
External people and groups	• General public • Government and public organisations and other local authorities • Community and industry groups • Contractors, consultants and suppliers
Internal people and groups	• Executive Leadership Team, managers and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Leadership and Management	• Develop and lead Public Health & Compliance staff to achieve results and provide a customer focused service by setting performance expectations, providing guidance and development, monitoring individual and team performance, and providing constructive feedback/support when required • Manage workflow, work assignment and resourcing of the Public Health & Compliance team • Undertake performance appraisals of Public Health & Compliance team members. • Ensure effective and efficient financial and operational management of monitoring, education, compliance and enforcement activities • Actively participate as a member of the Monitoring & Compliance leadership team • Sit as interview panel member when recruiting new officers • Contribute to the development of plans and budgets for the Monitoring & Compliance team. • Provide reports to the Executive Leadership team and Council and Council committees as required.

Operational Delivery	• Lead and coordinate the delivery of public health & compliance in Porirua City accordance with:
	  • the Health Act 1956, Food Act 2014, Litter Act 1979, Local Government Act 2002, Sale and Supply of Alcohol Act 2012, Hazardous Substances and New Organisms Act 1996, Resource Management Act 1991, Gambling Act 2003 and Porirua City bylaws and policies.
	• Monitor and support the public health staff duties in the assessment of public health issues that may affect public health including:
	  • Health Act 1956 nuisances and registered premises inspections
	  • Enforcement of the Litter Act 1979
	  • Overseeing and supporting the development of the Compliance function, Licensing Inspector, Food Act Officers and Food Act Verifiers employed to carry out the functions under the Sale and Supply of Alcohol Act 2012, Food Act 2014, and Porirua City Bylaws respectively.
	  • Advise on technical input into the assessments for building consents, LIMs and resource consents, ensuring that public health effects are minimised and public health regulatory requirements and timeframes are met
	• Take ownership and responsibility for decisions reached, including implementing and recording these decisions properly
	• Identify improvements and efficiencies in the delivery of Public Health & Compliance services and coordinate the implementation of agreed improvements
	• Bring a customer service approach to carrying out all duties ensuring the customer needs are identified and met to create a positive customer experience
	• Provide advice and information to the Manager Monitoring & Compliance when requested or required, including reporting against deliverables
	• Arrange, coordinate or participate in special projects, working groups or committees, as required.

Relationship Management	• Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive • Establish effective relationships with Maori and other stakeholders to ensure that obligations under Treaty of Waitangi are met; • Represent Council and the Policy, Planning & Regulatory Services Group at appropriate conferences, seminars and other events.
Corporate Responsibilities	• Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

It's essential that you have:	• Proven ability to lead and influence a team of people in operational team leadership roles • The ability to effectively interpret statutes, regulations, Council plans, bylaws and policies, including the Health Act 1956, the Food Act 2014, Food Regulations 2015, the Sale and Supply of Alcohol Act 2012, the Litter Act 1979, Porirua City bylaws, District Plans and policies • Knowledge of Environmental Health activities and procedures • Strong planning and prioritising skills • The ability to demonstrate a high level of resilience and persistence in a challenging environment • Excellent interpersonal and communication skills and the ability to establish and build upon working relationships effectively • A current and unrestricted drivers' licence • Understanding and commitment to bicultural and Treaty of Waitangi issues • Commitment to equal employment opportunities • Commitment to health and safety in the workplace.
It'd be great if you also have:	• The National Diploma in Environmental Health Science (NZ) or an equivalent relevant tertiary qualification in accordance with the Environmental Health Officers Qualifications Regulations 1993 • MPI recognition to verify Food Control Plan and national programme food businesses • Understanding of applicable legislation and council bylaws, including the Food Act 2014, Sale and Supply of Alcohol Act 2012, Health Act 1956, Litter Act 1979, Local Government Act 2002, the Resource Management Act 1991, and Hazardous Substances and New Organisms Act 1996, and Gambling Act 2003

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TE URU TĀNGATA Centre for Workplace Inclusion

Porirua City Council supports an inclusive and welcoming environment and is a member of Te Uru Tāngata, Centre for Workplace Inclusion.