

Principal Compliance Advisor - Regulatory Intelligence

Horopaki | Context

Kaunihera Taiao ki Waitaha | Canterbury Regional Council, also known as Environment Canterbury, is the Regional Council for the largest region in Aotearoa/New Zealand, covering an area of 44,500 square kilometres, with a population of approximately 700,000.

As a regional council, we are responsible for managing natural resources including air, soil, water and land. We work in partnership with mana whenua Ngāi Tahu to protect the health of our environment to ensure a sustainable and prosperous future for our region.

The region's evolving environmental and political context means we will continue to be agile and adaptive, as we respond to regulatory and environmental changes.

Our mahi (work) is organised around the delivery of our three core services:

- Environmental Regulation and Protection
- Community Preparedness and Response to Hazards
- Public Transport

We are guided by our strategic drivers (pou):

- Putting the community and our customers at the heart of everything we do
- Growing our relationship with mana whenua into a true partnership
- Maturing our governance model and understanding of our political environment
- Removing pain for our people (and customers) by improving our systems and processes.

Our mahi is also underpinned by our values:

- Kaitiakitanga (stewardship)
- Pononga (integrity)
- Manaakitanga (people first)
- Whanaungatanga (collaboration)
- Māiatanga (can do).

Aronga | Purpose

The purpose of this role is to provide technical expertise and leadership within the Regulatory section while leading regulatory intelligence programmes of work and projects, based on organisational strategic priorities and assess the risk, delivery of outcomes within agreed project deliverables.

***Taking action together to shape a thriving and
resilient Canterbury, now and for future generations.
Toitū te marae o Tāne, toitū te marae o Tangaroa, toitū te iwi.***

Ngā Haepapa | Accountabilities

- Lead the creation, design and development of regulatory work programmes for place-based teams based on organisational strategic priorities and risk.
- Lead the development and alignment of operational plans, work programmes, and budgets to support organisational priorities and community outcomes.
- Provide specialist technical expertise to the Compliance section and analyse the risks and complexity of projects and/or programme of work, and capability and capacity of project teams who assist with delivering work programmes.
- Contribute to section wide reporting and analysis as required
- Deliver analysis and feedback of work programmes to Strategy and Planning, Consents, Science, and Water and Land to inform future work and actively collaborate with internal teams to cooperatively plan future work.
- Provide technical leadership to the Regulatory section, by coaching, mentoring and supporting the team to grow knowledge and develop skills to ensure delivery of a high level of performance and a consistent approach.
- Assist with the training Regulatory team members, to contribute to competency development within the regulatory Section.
- Lead cross-organisational teams and technical experts to deliver regulatory intelligence projects and/or programmes of work to agreed project deliverables and timelines.

Continuous improvement

- Contribute to the review, improvement and implementation of compliance processes and practices to enhance effectiveness and efficiency.
- Work collaboratively to ensure internal systems and processes support successful implementation, including facilitation of system / process improvement or modification, reporting on projects and outcomes.
- Contribute to other work of the Compliance Improvement Project.

Toitū Te Tiriti | Treaty Partner Excellence

- Deliver outcomes that underpin and give effect to achieving Ngāi Tahu cultural and environmental aspirations, including but not limited to, mahinga kai and revitalisation programmes.
- Connect with our Ngāi Tahu partner to ensure understanding of Ngāi Tahu aspirations and priorities so that there is genuine input and contribution, which can be considered in mahi programme development and prioritisation.

- Demonstrate openness and courageousness in approaching issues and in co-design of processes and systems, supporting thought leadership that can give effect to the progression of the partnership.
- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha/Canterbury and Te Rūnanga o Ngāi Tahu, to demonstrate our commitment to recognise and provide for the kaitiaki/responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision-making processes, effective engagement and development of existing working relationships.
- Support the organisation's cultural capability journey, leading by example and identifying clear priorities, expectations, and development opportunities for individual capability; planning and aligning work to support organisational cultural capability across all aspects of delivery.

Hauora me te Marutau | Health and Safety

The health, safety and wellbeing of our kaimahi and community is a priority for the Council, and we proactively implement robust health and safety practices. To meet our legal obligations you must:

- Understand the health and safety and risk obligations that rest with this position, and care for your own health, safety and wellbeing and that of others you may interact with.
- Ensure awareness of, and compliance with, legislative and operational standards, policies and guidelines, including the Council's code of conduct.
- Maintain an enquiring mind, undertake your own due diligence, and apply your knowledge of best practice to ensure a detailed understanding of any risks associated with this position.
- Ensure that relevant certifications are maintained, if applicable.

Hononga ā-Mahi | Working Relationships

Kai rō Kaunihera | Within the organisation

- Accountable to the Team Leader Regulatory Intelligence, to ensure delivery on the accountabilities of the role.
- Actively collaborate with kaimahi across the organisation at multiple levels to deliver work programmes in an integrated, efficient and coherent way.
- Participate fully in the Regulatory group, providing support and guidance to other team members and leadership team as required.

Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha /Canterbury and Te Rūnanga o Ngāi Tahu.

- Demonstrate Council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
- Develop and leverage relationships with key people and organisations throughout Waitaha/Canterbury to ensure industry alignment, connection with the community and leadership of shared opportunities to achieve Environment Canterbury's strategic outcomes for Compliance.
- When agreed, engage contractors and providers to deliver specialist elements supporting the organisations priorities and strategic outcomes.

Ngā Herenga Motuhake | Special Conditions

As a regional council, we have a specific requirement to provide a civil defence function for Waitaha. Kaimahi are required to be available to assist, support or be associated, as reasonably required, with any Civil Defence emergency or any exercise organised in relation to this function.

Additionally, all kaimahi are expected to assist, support and respond, as reasonably required, to any event where the Business Continuity Plan is activated.

From time to time, as required, this role will require work outside of normal work hours to represent Environment Canterbury at meetings and events with partners, other agencies, and the community.

As required, the role involves travel within the region and beyond to attend meetings and relevant conferences or activities.

Māngai Whakahaere | Delegations and Authorities

Where specified, this role has delegated authority to make decisions in accordance with Council-approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media-related activities.

Additional specific delegations may be given by the Chief Executive to the Chief People Officer on people and safety matters from time to time.

Ngā Āheitanga | Capabilities

Tohu Mātauranga | Qualifications

- A bachelor's degree in a field related to regional council regulatory or environmental functions (e.g. Science, Environmental Management, Environmental Policy, Natural Resources etc.) or other qualification with experience outlined below.

Mātau ā-wheako | Experience

- A minimum of 10 years' relevant experience in the public or private sector.
- Demonstrated experience successfully managing projects, resources and budgets including contract and contractor management.
- Demonstrated strong quantitative and qualitative analytical skills and problem-solving abilities are essential.
- Demonstrated experience in risk analysis, and the design and implementation of risk and evaluation systems.
- Extensive experience in engaging a wide variety of people and group facilitation to deliver integrated strategic priorities, including proven success in:
 - quickly identifying and engaging stakeholders to develop and maintain strong strategic relationships with national and regional stakeholders, tangata whenua and industry partners.
 - influencing and persuading stakeholders to develop and deliver improved community outcomes.
- Demonstrated experience in working collaboratively with internal stakeholder, linking kaimahi, work and processes and in coaching, developing and growing the capability of others.
- Strong business acumen and appreciation of local government /democratic/public processes, including practical experience in working within statutory frameworks.
- A high standard of written communication and presentation skills
- Proficiency in using Microsoft Suite of applications and specialised systems and databases.
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Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Technical Leader level sit beneath each of the following organisational competencies.

Customer Focus	Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.
Business Acumen	Using an understanding of the organisation's position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers' perspective.
Achieving Outcomes	Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.
Leading Change	Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal

	initiatives; using new approaches to improve results by transforming organisational culture, systems, or services.
Common Purpose	Working towards a compelling view of the future by engaging with the organisation's vision; understanding and aligning to the common purpose.
Building Capability	Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities.

The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time the incumbent will be required to accept and carry out other duties.

Band / Grade
7/18

Position Code
OPERCMP.034

Last Updated
July 2025

I agree to undertake the responsibilities detailed in this job description:

Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed: