| POSITION: | Quality and Compliance Lead |
| JOB LEVEL: | Professional Lead |
| REPORTS TO: | Three Waters Manager |
| GROUP: | Planning & Infrastructure |
| POSITION PURPOSE: | To lead the Quality and Compliance team ensure the delivery of quality and compliance systems. |
| Number of people directly reporting to you as at 1July 2022 | 5 |
| Number of people (FTE) In your group/team as at 1July 2022 | 4.8 |
| Annual operating budget including capital expenditure as at current budget | Nil |
| Expenditure delegation before Manager Operations approval is required | $50,000 |

**KEY RELATIONSHIPS**

- **External** – Taranaki Regional Council and Taranaki District Health Board – Public Health Unit.

**KEY ACCOUNTABILITIES:**

- Ensure the development, implementation and continual improvement of quality management and compliance processes and practices.
- Oversee the provision of auditing and internal monitoring to ensure that levels of service and regulatory obligations are met.
- Ensure quality and compliance management systems meet international/national standards, regulations, best practice and/or accreditation requirements.
- Actively ensure that good employer obligations and legislative requirements are fulfilled, particularly in relation to all key relevant legislation.

**KEY PERFORMANCE INDICATORS:**

- Developed annually and form part of performance and team plans.
## CORE COMPETENCIES:

- Works collaboratively with others to enhance and/or develop organisation performance.
- Provides others with a clear direction, sets appropriate standards of behaviour and delegates work appropriately and fairly.
- Effective performance and delivery within a political environment.
- Maintains cultural awareness and keeps up to date with issues affecting the community.
- The active application of technical expertise to strengthen business performance and delivery.

## QUALIFICATIONS/EXPERIENCE:

- Diploma/Degree Qualification in Science or Environmental Engineering or equivalent knowledge in quality management, and / or legislative compliance.
- Knowledge of environmental compliance requirements in the context of the Resource Management Act.
- Qualification or equivalent experience in auditing for compliance and improvement
- Knowledge of emergency management and incident investigation techniques
- Knowledge of quality systems and best practice (including international standards).
- Experience with developing and implementing quality systems, processes and auditing.

## OUR VALUES:

- **Mana Tangata**
  - Respecting Each Other
- **Oranga Tangata**
  - Achieving Wellness
- **Kotahitanga**
  - Working Together
- **Hāpai Tanga**
  - Making a Difference