



Title: Regulatory Services Cadet – Alcohol Licensing and Compliance

Reports to: Regulatory Services Manager

Location: 96 West End, Kaikoura

Date: June 2026

Position Purpose:

This is a development role designed to build capability in local government regulatory practice through structured training, mentoring, and supervised field experience.

Progression in the role will be based on demonstrated competence, completion of agreed training, and achievement of required delegations or warrants.

The purpose of this position is to promote community safety, wellbeing, and regulatory compliance by carrying out alcohol licensing inspections, monitoring resource consent conditions, and enforcing Kaikōura District Council bylaws. The role ensures that businesses, individuals, and activities operate in accordance with the Sale and Supply of Alcohol Act 2012, the Resource Management Act 1991, and relevant KDC bylaws. Through education, monitoring, and enforcement, the position supports responsible alcohol management, sustainable land-use practices, and the effective application of local regulations to protect the environment and community interests.

Areas of Responsibility:

Key deliverables / expected results will be in respect of the items in the table below, with required areas of focus at particular times to be determined by the incumbent’s Manager.

<p>Alcohol Licensing Compliance & Monitoring</p>	<ul style="list-style-type: none"> • Assisting with conducting inspections of licensed premises to ensure compliance with the Sale and Supply of Alcohol Act 2012, licence conditions, and relevant regulations. • Assisting with assessing new and renewal applications for on-licences, off-licences, club licences, and special licences, including site visits and applicant interviews. • Assisting with preparation of inspection reports, preparing draft reports for review and shadow experienced officers providing recommendations to the District Licensing Committee (DLC). • Assist with investigating alleged breaches of licence conditions, intoxication standards, trading hours, and controlled purchase operations. • Develop knowledge of relevant legislation and support experienced officers in providing education and guidance
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	<p>to licensees, managers, and applicants on compliance obligations and best practice.</p> <p>Assist with liaison with Police and Health on joint monitoring, enforcement, and harm-minimisation initiatives.</p>
Resource Consent Monitoring	<ul style="list-style-type: none"> • Assist with monitoring, compliance of resource consent conditions relating to land use, noise, signage, environmental effects, and operational limits. • Shadow experienced officers, building confidence in: <ul style="list-style-type: none"> ○ Conducting site inspections and document findings through accurate field notes, photographs, and compliance reports. ○ Investigating non-compliance and work with consent holders to achieve voluntary or formal compliance. ○ Escalating significant breaches for enforcement action where required, including abatement notices or infringement notices. ○ Maintaining accurate records in council systems to support monitoring programmes and reporting.
Bylaw Enforcement	<ul style="list-style-type: none"> • Learn from and shadow experienced officers in: <ul style="list-style-type: none"> ○ Enforcement of relevant KDC bylaws relating to public places, environmental protection, signage, trading activities, and other regulated behaviours. ○ Responding to complaints from the public regarding potential bylaw breaches and undertake appropriate investigations. ○ Issuing warnings or infringements where non-compliance is identified, following council enforcement protocols. ○ Engaging with the community to promote understanding of bylaws and encourage voluntary compliance. ○ Supporting policy implementation by providing operational insights into bylaw effectiveness and emerging issues.
Regulatory Reporting & Administration	<ul style="list-style-type: none"> • Prepare draft reports for review assisting experienced officers in delivering reports to the District Licensing Committee, internal managers, and external agencies. • Maintain accurate case files, inspection records, and enforcement documentation. • Contribute to audits, monitoring programmes, and continuous improvement initiatives.
Interagency Collaboration & Community Safety	<ul style="list-style-type: none"> • Work collaboratively with NZ Police, Health, Fire and Emergency NZ, and other partners on alcohol-related harm reduction. • Participate in joint operations such as controlled purchase operations, compliance sweeps, and event monitoring.

	<ul style="list-style-type: none"> Support community wellbeing through proactive education, early intervention, and consistent enforcement.
Professional Conduct & Continuous Improvement	<ul style="list-style-type: none"> Maintain up-to-date knowledge of relevant legislation, case law, and best-practice regulatory approaches. Participate in training and professional development to strengthen technical and compliance skills. Model high ethical standards and impartial decision-making in all regulatory interactions. Complete agreed training and development plan Gain knowledge of Sale and Supply of Alcohol Act 2012, Resource Management Act 1991, and KDC bylaws Shadow experienced officers Build confidence in inspections, customer interactions, record keeping, and report writing Progress toward relevant delegations/warrants where appropriate

Key Relationships:

Internal

- Regulatory Services Manager
- Council Staff

External

- Stakeholders
- Members of the public
- Ratepayers
- Regulatory Officers from other local authorities.
- Crown agencies

Person Specification:

Skills & Experience	Essential	Desirable
1 – years' experience in effectively dealing with people from a wide variety of cultures, nationalities and social diversity.	✓	
The ability to pass a Police check to obtain an Enforcement Officer warrant.	✓	
Ability to deal with conflict situations effectively and efficiently.	✓	
High level written and verbal communication skills	✓	
Proven ability in performing a range of tasks under competing demands, and producing a quality result, on time	✓	
The ability to work well within a collaborative team environment	✓	
Full car Drivers Licence	✓	
A willingness and ability to learn regulatory processes and legislation, e.g Food Act 2014 and Sale and Supply of Alcohol Act 2012	✓	
Discretion, and the ability to handle a high level of confidentiality and ambiguity	✓	
Good working knowledge of MS Office suite	✓	
Previous experience of working with detailed regulations		✓

Investigative skills		✓
Local Government experience		✓
Some customer service, administration, community, hospitality, regulatory, or public-facing experience is desirable	✓	

Required Competencies:

Deciding and Initiating Action	Willingness to learn how to: Take responsibility for actions, projects and people; taking initiative and; initiates and generates activity
Working with People	Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.
Presenting and Communicating Information	Willingness to learn and develop the ability to speak fluently; express opinions, information and key points of an argument clearly; Willingness to learn to make presentations and undertake public speaking with skill and confidence;
Writing and Reporting	Attention to detail. Writes clearly, succinctly and correctly; writes in a well-structured and logical way; Willing to learn how to structure information to meet the needs and understanding of the intended audience.
Delivering Results and Meeting Customer Expectations	Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves work outcomes.
Persuading and influencing	Willing to learn how to persuade and influence others by using regulatory processes and promoting ideas on behalf of oneself or others; Willingness to learn how to make a strong personal impact on others; taking care to manage one's impression on others
Adapting and Responding to Change	Adapts to changing circumstances; tolerates ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; shows an interest in new experiences.
Relating and Networking	Easily establishes good relationships with customers and staff; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others.

Adhering to Principles and Values	Upholds ethics and values; demonstrates integrity.
Coping with Pressures and Setbacks	Maintains a positive outlook at work; works productively in a pressurised environment; keeps emotions under control during difficult situations; handles criticism well and learns from it; balances the demands of a work life and a personal life

Kaikōura District Council Vision and Values:

One Team - delivering an excellent customer experience

Our four pillars:



General:

As an employee of the Council you are required to:

- Be associated as required with CDEM or any exercise that might be organised in relation to the Council function.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy and abiding by Council Policy.
- Respond to the changing needs of Council, performing other tasks as reasonably required.
- To ensure that Tikanga Maori and the Treaty of Waitangi is given proper consideration in all activities.
- Be responsible for providing a safe work environment, implementing KDC health and safety systems, encouraging employee participation and striving for continuous improvement in health and safety.