



Position Description

- Position Title:** Rates and Revenue Officer – Fixed Term
- Tenure/Hours:** 12 months fixed term – Parental Leave Cover
8 hours per day, Monday to Friday (however flexible working arrangements will be considered)
On call for emergency operations
- Position Summary:** Responsible for assisting with the rates and revenue functions and ensuring compliance with legislative requirements.



COUNCIL MISSION

In partnership with tangata whenua and our communities, we will innovate and collaborate to enable a range of opportunities for the Tararua District.

Mā te mahi tahi mātou o kaunihera ki ngā tangata whenua, ka auaha aheinga mō tātou katoa o te rohe o Tamaki-nui-a-Rua



DISTRICT VISION

Vibrant, connected communities where our land and waters are nurtured and our people flourish.

Mā te whenua, mā te waiora tatou e ora ai hei hapori ngangahau hei hapori honohono hoki.

What you will do

- Management of Rating Database and information
- Ensure rating information database and rates records are maintained and reconciled.
- Ensure rates invoices and assessments are issued by due dates and in compliance with Act.
- Assist the Rates and Revenue Manager to ensure the resolution of ratepayer inquiries, disputes, and requests for adjustments.
- Assist the Rates and Revenue Manager to ensure compliance with Local Government Rating Act 2002 (LGRA), changes in legislation and legal decisions are reviewed, monitored, communicated and implemented as appropriate.
- Ensure valuations of properties are completed and updated by due dates by valuation service provider (VSP).
- Reconcile the District Valuation Roll to the Rating Information Database.
- Liaise and coordinate and monitor the performance of the VSP.
- Collaborate with internal and external stakeholders, including valuation experts to ensure consistency and integrity in valuation processes and outcomes.
- Continuously review and improve rates administration processes to enhance efficiency, accuracy, and customer service.
- Ensure business processes in Promapp are updated and kept current.
- Contribute to a customer focused culture with the intention of providing a high level of service to all customers.
- Assisting with and/or prepare reports as required.

- Liaise with Revenue Manager to smooth and share workloads.
- To ensure Council's Names and Address Register (NAR) is kept updated.
- Create new NAR entries and make changes in accordance to Council's established policies.

What you will bring

Required

This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- Experience in administration with a willingness to learn rating and valuation processes. Knowledge of the Local Government (Rating) Act 2002], as well as other relevant legislation, regulations,
- Attention to detail and accuracy
- Strong verbal and written communication skills
- Acts with honesty, integrity and trust

Desired

In addition to the required fields, there is also a number of competencies where an expert level of knowledge/experience is desired.

- A clear understanding of the key issues affecting local government and wider public sector service delivery.
- Knowledge of the statutory frameworks, and accounting statements.
- Sound knowledge of financial controls.

Our Values

PONO

Integrity through transparency, trust and accountability

Integrity through standing up for what's right

Integrity through respect for our communities, environment and cultures



WHANAUNGATANGA

One team who unites behind a shared vision

One team who is respectful and considerate to all

One team who encourages each other to succeed and excel



WHANAKE

We will continue to evolve, adapting to our ever-changing environment

We will continue to evolve, steering our waka in the right direction

We will continue to evolve, leading our communities into a better future



What we all do

- Adhere to Council policies and procedures
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015.
- Uphold the principles of Te Tiriti o Waitangi, commit to our partnerships with mana whenua and increase our knowledge of te ao Māori, te reo Māori and tikanga Māori
- Act as an ambassador for our Council, living the council values
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position
- Undertake Performance Development tasks/responsibilities as identified in your Performance Development Plan.
- Participate in and undertake emergency management duties as required, including training
- Ensure all Council documents are filed in Council's Records Management System
- Participate and contribute to continuous improvement initiatives

Your reporting lines

Group Manager – Corporate & Regulatory Services



Revenue Manager



Rates and Revenue Officer

Additional Information

Delegations

Number of people reporting to the role	2
Financial delegation	Nil
Contract delegation	Nil
Statutory delegation	As per the statutory delegation register

Role Acceptance

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

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Approved: (Manager/Supervisor)

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Date:

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Agreed: (Staff Member)

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Date: