

## Job Description

<b>Job Title:</b>	Consents Officer
<b>Job Evaluation (SP10):</b>	<b>Grade:</b> G14 <b>Pathway:</b> T3
<b>Directorate:</b>	Integrated Catchment Management
<b>Division:</b>	Consents
<b>Reports to:</b>	Consents Manager/Team Leader Consents
<b>Supervision of:</b>	Nil
<b>Position Purpose:</b>	<p>To process applications for resource consent, and other types of applications where required, including receiving, investigating and reporting on the applications and making recommendations to delegated representative(s).</p> <p>The Officer may also from time-to-time, be required to assist other areas of the organisation with activities that are consistent with the Officer's qualifications and training.</p> <p><b>Applicants must hold a tertiary qualification in a relevant science and/or resource management discipline.</b></p>
<b>Date Prepared/Reviewed:</b>	March 2023

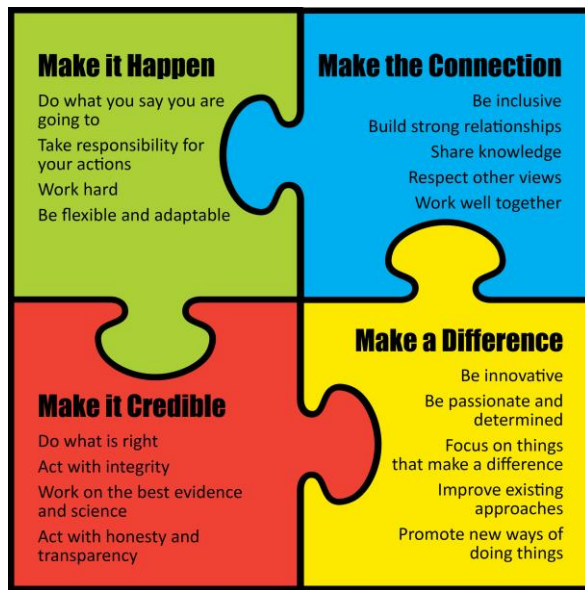
### Environment Southland's Vision and Purpose

**Vision** – A thriving Southland...Te taurikura o Murihiku

**Mission** – Working with our communities to improve Southland's environment

As a regional council, Environment Southland is responsible for leading the sustainable management of Southland's natural, physical resources – water, land, air and the coast. These resources are vitally important because they underpin both our regional economy and our quality of life. This means our work is about people and working with others to ensure the region's natural resources are in the best possible condition they can be for future generations of Southlanders to use and enjoy.

## Environment Southland's Values



## Important Functional Relationships

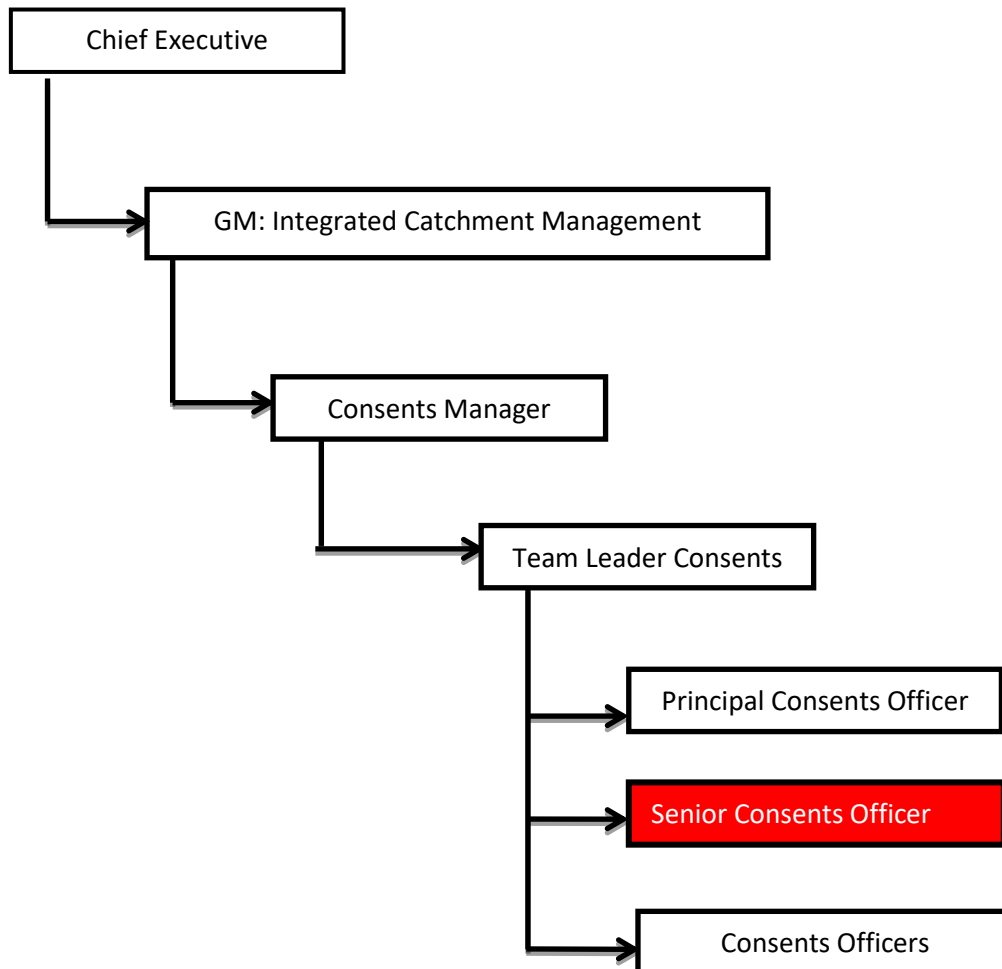
### Internal

Director of Policy, Planning & Regulatory Services  
 Other members of the Consents Team  
 Compliance Team  
 Policy and Planning Team  
 Land Sustainability Team  
 Senior Technical Officer – Water & Wastes  
 Other ES staff

### External

Tangata whenua via iwi Authorities Consent applicants  
 Resource consent holders  
 Councillors  
 General public  
 Statutory bodies including government departments, other local authorities  
 Fish & Game Councils

### Consents Division Organisational Chart



### Work Profile

#### Process applications for resource consents and contribute to team performance

- Receive, audit, and report on applications them in accordance with the Resource Management Act 1991, and Council policies and delegations.
- Resolve conflict.
- Request further information to enable applications to be fully understood and properly processed.
- Comply with statutory requirements and minimise delays - research additional information and/or case law, when necessary and appropriate.
- Implement and comply with best practice procedures
- Make recommendations on applications, including what conditions to apply if the application is to be granted.
- Utilise the Continual Improvement Process Focus on identifying opportunities for continuous improvement
- As experience grows, self-manage workload with appropriate support from Team Leaders and Manager

#### Provide advice and information

- Provide advice and information on the Resource Management Act 1991 and the consents process in particular, as well as the Council's policies and plans as necessary.

## **Environmental Compliance**

- Provide back-up assistance for Compliance staff for incident response. Investigate pollution complaints as enforcement officer, to the extent authorised in accordance with the relevant provisions of the Resource Management Act 1991, and in accordance with any policies and procedures that may be in place.
- Assist with consent compliance monitoring when available.

## **Policy & Planning**

- Participate in development of plans, as required.
- Research the background to reports, which may necessitate the use of library reference materials, internet access and files.
- Liaise both within the Council staff and with outside agencies as appropriate, including territorial authorities, government agencies, interest groups and consultants, including obtaining feedback as necessary.
- Develop and write reports to comply with Council policy.
- Provide advice to Council and staff.
- Develop and implement effective policies within my area of responsibility

## **Health and Safety**

- Preparation (including, but not limited to, information checking and appropriate gear) is completed prior to departure to the field.
- Work safely and take responsibility for keeping self, colleagues, contractors and customers free from harm.
- Report all accidents, near-misses and hazards promptly.
- Communicate whereabouts when out of the office (e.g. use Where Am I).
- Activity risk assessments are completed as part of planning for all field-based activities prior to work being undertaken, with relevant parties.
- Know what to do in the event of an emergency.
- Participate in safety and wellbeing initiative and programmes as required.
- Adhere to all Environment Southland's Health and Safety policies and procedures.

## **Working with Māori**

- Engage with iwi and tangata whenua to achieve work goals aligned with the Principles of the Treaty of Waitangi.
- Demonstrate an understanding of the implications of the Treaty on the work, the role and the Consents team.

## **Person Specification**

The following attributes and experience are sought for this position.

## **Knowledge, Skills and Experience**

- Ability to understand the Key Result Areas specified for this position and fulfill the job requirements.
- A tertiary qualification in a relevant science and/or resource management discipline.
- Ideally knowledge of the resource consent application process and associated resource and environmental management issues.

- Ability to communicate effectively in both written and oral forms with Councilors, associates and peers, and the public generally.
- Ability to consult, liaise, and develop and maintain valued and effective working relationships with Iwi and key stakeholders.
- Ability to deal with conflict and knowledge of how to resolve it in a non-adversarial manner.
- Able to devise, design, and construct objectives to achieve goals, for both personal and organisational achievement.
- Competent in the use of computers.
- Hold a current, full drivers license.

#### **Personal Qualities and Attributes**

- Be highly self-motivated, proactive and have high personal standards.
- Have a genuine interest in, and commitment to, resource management and the environment generally.
- Be able to work in both a team environment or alone when the situation requires.
- Have the ability to develop and maintain good professional networks.
- Be able to work without close supervision, and exercise judgment on when to consult others and seek advice.
- Be willing to promote and demonstrate the values of Environment Southland.
- Be willing to share information and manage/maintain information and records.
- Be willing to pursue professional development initiatives on both a personal and team level.
- Be versatile, open-minded, solutions-focused and innovative.

#### **Additional Information**

#### ***Civil Defence and Biosecurity Emergency Duties***

All staff of Environment Southland may be required to undertake Civil Defence or Biosecurity duties in the event of an emergency. Training will be given as appropriate.

#### ***Performance Review***

We have a Professional Development Programme (PDP) that is the basis for performance assessment at all levels of the organisation. There is at least one formal meeting, annually, between the team member and their people leader, along with a six-month review and regular monthly catch-ups.

#### **Remuneration**

Salary will be paid according to the skills and experience of the appointee.

**Signed:**

\_\_\_\_\_ Job Holder Date: \_\_\_\_\_

\_\_\_\_\_ Manager/Supervisor Date: \_\_\_\_\_