

Job Description

Job Title:	Principal Consents Officer
Job Evaluation (SP10):	Grade: 18 Pathway: T5
Directorate:	Integrated Catchment Management
Division:	Consents
Reports to:	Team Leader Consents
Supervision of:	No direct reports
Position Purpose:	To process resource consent applications, and other types of applications where required, including receiving, investigating, and reporting on the applications to Council. This role will enable Environment Southland to fulfil its responsibilities under the Resource Management Act efficiently and effectively, particularly in respect to the provision of advanced technical skills in the management and processing of resource consent applications.
Date Prepared/Reviewed:	May 2023

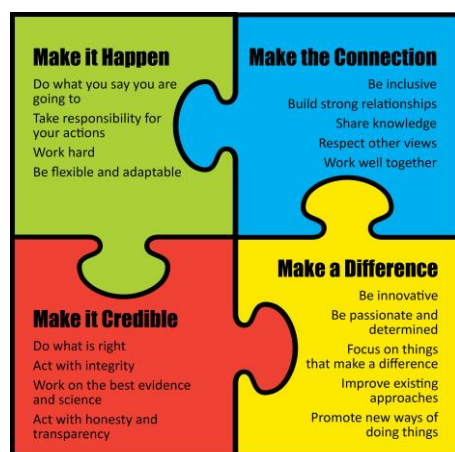
Environment Southland's Vision and Purpose

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

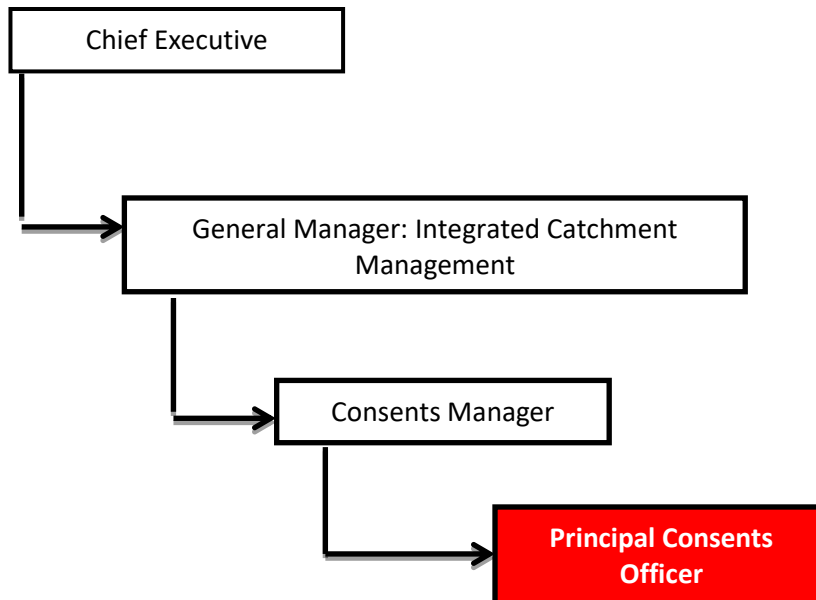
Internal

GM – Integrated Catchment Management
Consents Manager
Other Consents Officers
Regulatory Administrators
Resource Management Manager
Resource Management Officers
Other Council staff as necessary
Councillors

External

Ratepayers, landowners and public
Resource users
Iwi
Territorial Local Authorities
Research Organisations
Government Departments and SOE's, in particular DoC and MfE
Consultants and Advisors
Professional colleagues and associations

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 consents 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 by:
 - Proactively contributing to the team training and culture
 - Staying abreast of developing regulatory framework and legislative changes

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.
- Advise and assist Consents Officers and Senior Consents Officer with the technical aspects of the consenting process as required.
- Coach and mentor new team members with a positive, constructive and development focus
- Model positive and professional behaviours for the team

Policy & Planning

- Participate in development of Council plans and policies, 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 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 employees.
- Develop and implement effective policies within my area of responsibility as requested.
- Implement and comply with best practice procedures.
- Assist the manager with strategic thinking/planning and organisation development as required.

Reporting

- Provide technical and performance reports as required.

Working with Māori

- Engage with iwi in a way that demonstrates understanding of the nature of the relationship between iwi and council as reflected in the principles of the Treaty of Waitangi and council's values, policies and practice.
- Communicate and engage with mana whenua and mataawaka, demonstrating an understanding of tikanga, and on the basis of informed understanding of issues of significance to Māori throughout Murihiku.

Health and Safety

- Provide visible leadership i.e Walk the Talk on:
 - How to work safely and take responsibility for keeping self, colleagues, contractors and customers free from harm
 - Report all incidents, near-misses, hazards and accidents promptly
 - Know what to do in the event of an emergency
- Assist manager and HSW rep with carrying out investigations following reported incidents
- Prepare and deliver team-specific HSW induction for new or transferred employees
- Participate in safety and wellbeing initiative and programmes as required
- Attend required health and safety training and induction sessions.

Person Specification

The following experience and attributes are sought for this position.

Qualification and Experience

- A relevant tertiary qualification in resource management, physical sciences, environmental law or any relevant regulatory area.
- Extensive experience in resource management and/or regulatory enforcement, preferably in local government.
- A broad knowledge of all relevant statutes and regulations pertaining to the resource management functions of a regional council.
- A thorough knowledge of the resource consent application process and associated management issues.
- Experience mentoring team members.
- Experience in managing consultants and ensuring that costs remain within budget targets.

Skills and Attributes

- Excellent oral and written communication skills, in particular an ability to effectively and concisely present information to Council, management and the public.
- Strong and effective inter-personal skills and leadership and mentoring abilities.
- Sound report writing and auditing skills
- Pragmatism, initiative and good analytical and judgment skills and a disposition to solving problems.
- Good organizational skills and an ability to work under tight time constraints to produce quality work.
- An ability to relate to a wide range of people and a proven commitment to quality customer service and teamwork.
- An ability to deal with conflict and a knowledge of how to resolve it in a non-adversarial manner.
- Political awareness.

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

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

Signed:

_____ Job Holder

Date: _____

_____ People Leader

Date: _____