



## Position Description – Resource Management Planner

**This position reports to:** Team Leader Resource Consents      **Career Level:** 16

### Position purpose:

Resource Management Planners are responsible and accountable for supporting the Team Leader Resource Consents to deliver the functions of the Resource Consents Team with commitment to excellent customer service, consistently applying best practice and continuous improvement.

### The functional areas of responsibility are:

- **Resource Consent Processing:** undertake all process steps and tasks associated with processing resource consent applications and related approvals, in accordance with all legislative requirements and authority delegated by the Council.
- **Information and Advice:** Provide customers with correct, timely and consistent Resource Management Act and District Plan information and technical advice.
- **Hearings and Evidence:** Prepare and present evidence as an expert witness as required. Undertake research in support of planning related appeals or proceedings.
- **Land Information Memoranda and Building Consent Checks:** undertake all process steps and tasks to deliver planning input to Land Information Memoranda and Building Consent processes in accordance with all legislative requirements and authority delegated by the Council.
- **Contribution to Achievement of Resource Management Objectives:** Proactively identify and communicate potential policy issues to Team Leader and other Council teams, liaise with other Council teams to provide feedback and support on plan changes, policy formulation, plan effectiveness monitoring, resource consent monitoring, and compliance and enforcement matters.

**Direct reports:** Nil

**Indirect reports:** Nil

### Deliverables

#### Big Picture

- Have awareness of strategies, contribute to plans and KPIs for self, team and other teams as required.
- Stay up to date with legislation and practices as appropriate to role.
- Understand the intent/ethos of local government and the services provided by other parts of the Council.
- Stay informed of organisational activities and decisions through being attentive to communications.
- Show understanding and commitment to Te Tiriti o Waitangi (The Treaty of Waitangi) principles, know how these Principles are relevant to your work

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- Performance**
- Achieve performance goals and expectations and follow leadership instruction on time and to a high standard consistently.
  - Report on progress to plan, and against own KPIs.
  - Take an active role in own goal setting, learning and development.
  - Correctly and appropriately use technology as required for role, including new technologies.
  - Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment.
  - Comply with all legislation and Council policies.
  - Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment.
  - Set a positive example for punctuality, attendance, and work ethic

- People & Culture**
- Act in ways that align with and promote Council values.
  - Be a positive and constructive team member.
  - Collaborate on cross team/discipline projects and teams as required.
  - Constructively and successfully adapt to changes.
  - Take positive actions to keep self and others physically and psychologically safe and well
  - Attend, be prepared for and engage constructively in all meetings.
  - Deliver exceptional customer service consistently (make every interaction count)
  - Build effective, sustainable relationships at all levels.
  - Have consistently positive interactions externally and with Community Boards and Elected Members (as required for role)

- Requirements for all staff**
- Selwyn District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partner to deliver on our obligations under Te Tiriti o Waitangi.
  - Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault.
  - Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager.
  - Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies.
  - Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Selwyn District Council policies and processes.

- Emergency Management requirements for all Council Staff**
- Selwyn District Council has a legislative responsibility to respond to an adverse event occurring within our communities. As such, any staff member may be required to assist the Emergency Management Team respond to such an event. Family circumstances and BAU roles will be taken into account. Required assistance may include:
  - Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.
  - Respond to civil defence emergencies or adverse events wherever possible and if it is safe to do so.
  - Participate in any required Civil Defence exercises to ensure that essential services are maintained.

## Authorities

- Authorised to commit the Council to a course of action by signing external correspondence within approved delegation levels. For courses of action which will exceed the delegation levels, this must be done in conjunction with your manager.
- Comply with all other relevant sections of the Delegations and Policies manuals and their amendments.

## Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"><li>• High level of digital literacy</li><li>• Excellent verbal and written communication</li><li>• A minimum of 1 years' practical experience in planning, resource consenting or similar</li><li>• Experience working within a team</li></ul>	<ul style="list-style-type: none"><li>• Experience working in Local Government</li></ul>

## Key relationships

External	Internal	Committees/groups
Te Taumutu Rūnanga	Chief Executive	Committees of Council
Te Ngāi Tūāhuriri Rūnanga	Executive Leadership Team	Business organisations and networks
Council customers	Council staff	Special interest groups and committees
Selwyn residents	Mayor	
External contractors	Elected Councillors	
Territorial and Regional Authorities	Elected Community Board Members	
Government Agencies (incl MfE, MBIE, Work safe NZ, Ministry of Justice, Police, ACC)		
Greater Christchurch Partnership		
Non-government agencies		
Unions – Public Service Association		

## Individual Contributor Competencies



**Eats problems for breakfast.** When faced with a new situation or setback, uses initiative and takes appropriate action.



**Does Change Well.** Is open-minded about change and prepared to adapt. Moves forward positively and constructively.



**Builds Togetherness.** Is equally open and friendly with all people, and respectful of individual differences. Works effectively in teams.



**Rocks the messaging.** Keeps those who need to know 'in the know'. Communicates clearly and appropriately.



**Tackles the tough stuff.** Prepared to constructively share an opinion and get involved in conversations on challenging matters. Takes ownership of mistakes.



**Delivers the goods.** Reliable, conscientious, disciplined, and organised. Delivers to a manageable high standard consistently.



**Brings out the best.** Enjoys learning and improving their skills to be the best they can be. Embraces opportunities to identify and address development needs. Recognises and celebrates the achievements of others.



**Sets the tone.** Can keep functioning and stay calm when under pressure. Is a positive influence in the team.

## Education, Qualifications, Memberships

Essential	Desirable
<ul style="list-style-type: none"> <li>A degree in urban/regional planning, resource management or related field which is recognised by the New Zealand Planning Institute</li> <li>New Zealand Planning Institute membership (or a willingness to work towards it in the role)</li> <li>Full driver's licence (unrestricted private motor vehicle)</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

*The information contained in this position description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of the*

*position and incumbent. From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment.*



## Position Description – Senior Resource Management Planner

**This position reports to:** Team Leader Resource Consents      **Career Level:** 17

### Position purpose:

Senior Resource Management Planners are responsible and accountable for supporting the Team Leader Resource Consents to deliver the functions of the Resource Consents Team with commitment to excellent customer service, consistently applying best practice and continuous improvement. This role has a particular focus on leadership support to the Team Leader through supervising and mentoring team members, leading continuous improvement projects and independently managing complex resource consent related processes.

**Direct reports:** Nil

**Indirect reports:** Nil

### The key areas of responsibility include:

- **Leadership:** Lead and provide significant input into discussions on matters requiring planning expertise, lead and actively contribute to continuous improvement projects, provide mentoring, coaching and support to other team members.
- **Resource Consent Processing:** undertake all process steps and tasks associated with processing resource consent applications and related approvals, in accordance with all legislative requirements and authority delegated by the Council, with a particular focus on complex or contentious consent applications.
- **Information and Advice:** Provide customers with correct, timely and consistent Resource Management Act and District Plan information and technical advice.
- **Hearings and Evidence:** Prepare and present evidence as an expert witness as required. Undertake research in support of planning related appeals or proceedings.
- **Contribution to Achievement of Resource Management Objectives:** Proactively identify and communicate potential policy issues to Team Leader and other Council teams, liaise with other Council teams to provide feedback and support on plan changes, policy formulation, plan effectiveness monitoring, resource consent monitoring, and compliance and enforcement matters.

### Deliverables

#### Big Picture

- Have awareness of strategies, contribute to plans and KPIs for self, team and other teams as required.
- Stay up to date with legislation and practices as appropriate to role.

- Understand the intent/ethos of local government and the services provided by other parts of the Council.
- Stay informed of organisational activities and decisions through being attentive to communications.
- Show understanding and commitment to Te Tiriti o Waitangi (The Treaty of Waitangi) principles, know how these Principles are relevant to your work.

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**Performance**

- Achieve performance goals and expectations and follow leadership instruction on time and to a high standard consistently.
- Report on progress to plan, and against own KPIs.
- Take an active role in own goal setting, learning and development.
- Correctly and appropriately use technology as required for role, including new technologies.
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment.
- Comply with all legislation and Council policies.
- Set a positive example for punctuality, attendance, and work ethic

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**People & Culture**

- Act in ways that align with and promote Council values.
- Be a positive and constructive team member.
- Collaborate on cross team/discipline projects and teams as required.
- Constructively and successfully adapt to changes.
- Take positive actions to keep self and others physically and psychologically safe and well
- Attend, be prepared for and engage constructively in all meetings.
- Deliver exceptional customer service consistently (make every interaction count)
- Build effective, sustainable relationships at all levels.
- Have consistently positive interactions externally and with Community Boards and Elected Members (as required for role).

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**Requirements for all staff**

- Selwyn District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partner to deliver on our obligations under Te Tiriti o Waitangi.
- Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault.
- Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies.
- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Selwyn District Council policies and processes.

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**Emergency Management requirements for all Council Staff**

- Selwyn District Council has a legislative responsibility to respond to an adverse event occurring within our communities. As such, any staff member may be required to assist the Emergency Management Team respond to such an event. Family circumstances and BAU roles will be taken into account. Required assistance may include:
- Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.
- Respond to civil defence emergencies or adverse events wherever possible and if it is safe to do so.
- Participate in any required Civil Defence exercises to ensure that essential services are maintained.

## Authorities

- Authorised to commit the Council to a course of action by signing external correspondence within approved delegation levels. For courses of action which will exceed the delegation levels, this must be done in conjunction with your manager.
- Comply with all other relevant sections of the Delegations and Policies manuals and their amendments.

## Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>At least 5 years practical experience in a planning or resource management environment</li> <li>A proven work record demonstrating the ability to carry out duties as part of a team.</li> <li>High level of digital literacy</li> <li>Excellent verbal and written communication</li> </ul>	<ul style="list-style-type: none"> <li>Experience in managing complex resource consent related processes.</li> <li>Experience in mentoring or coaching team members</li> <li>At least 2 years Local Government experience</li> </ul>

## Key relationships

External	Internal	Committees/groups
Te Taumutu Rūnanga Te Ngāi Tūāhuriri Rūnanga Council customers Selwyn residents External contractors Territorial and Regional Authorities Government Agencies (incl MfE, MBIE, Work safe NZ, Ministry of Justice, Police, ACC) Greater Christchurch Partnership Non-government agencies Unions – Public Service Association	Chief Executive Executive Leadership Team Council staff Mayor Elected Councillors Elected Community Board Members	Committees of Council Business organisations and networks Special interest groups and committees

## Individual Contributor Competencies



**Eats problems for breakfast.** When faced with a new situation or setback, uses initiative and takes appropriate action.



**Does Change Well.** Is open-minded about change and prepared to adapt. Moves forward positively and constructively.



**Builds Togetherness.** Is equally open and friendly with all people, and respectful of individual differences. Works effectively in teams.



**Rocks the messaging.** Keeps those who need to know 'in the know'. Communicates clearly and appropriately.



**Tackles the tough stuff.** Prepared to constructively share an opinion and get involved in conversations on challenging matters. Takes ownership of mistakes.



**Delivers the goods.** Reliable, conscientious, disciplined, and organised. Delivers to a manageable high standard consistently.



**Brings out the best.** Enjoys learning and improving their skills to be the best they can be. Embraces opportunities to identify and address development needs. Recognises and celebrates the achievements of others.



**Sets the tone.** Can keep functioning and stay calm when under pressure. Is a positive influence in the team.

## Education, Qualifications, Memberships

Essential	Desirable
<ul style="list-style-type: none"> <li>A degree in urban/regional planning, resource management or similar which is recognised by the New Zealand Planning Institute</li> <li>Full full driver's licence (unrestricted private motor vehicle)</li> </ul>	<ul style="list-style-type: none"> <li>Full membership of the New Zealand Planning Institute (NZPI) or be working towards a full membership.</li> </ul>

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## Position Description – Graduate Planner

**This position reports to:** Resource Consent Team Lead

**Career Level:** 12

### Position purpose:

As a member of the Resource Consents Team the Graduate Planner will responsible and accountable for:

- To undertake planning checks on Building consents and PIMs.
- To provide professional planning advice to Council's internal and external customers.
- Investigating, assessing, and reporting (with recommendations) on basic non-notified applications.
- To undertake planning checks on LIMs
- Supporting the Resource Consent Technical Support when required

**Direct reports:** Nil

**Indirect reports:** Nil

### The key areas of responsibility include;

#### Processing of PIMs and Building Consents

- Undertake planning checks on PIMs and building consents

#### Resource Consent Processing

- Investigate, assess and report (with recommendations) on minor non-notified resource consents, variations, extensions of time, outline plans, alterations/requirements for designations, creation/cancellation of easements, S321 certificates, overseas investment certificates, certificates under the Sale and Supply of Alcohol Act, etc. without support.
- Project manage applications to facilitate an effective team approach and ensure specialist input is effectively coordinated and to ensure that applications are processed in accordance with statutory timeframes.
- To assist resource consent and state of the environment monitoring as required
- Support the Resource Consent Technical Advisors as required
- Consultation with parties to an application and their advisers including pre-applications with support.
- Assess and report with recommendations on other applications made under the Resource Management Act, Council bylaws and other legislation
- Accurately record all time against individual applications

#### Information and Advice

- Provide customers with correct, timely and consistent Resource Management Act and District Plan information and technical advice
- Respond to and resolve complaints brought by customers about resource consent applications, the planning process, and advice given
- Promote best practice and consistency in the provision of planning advice and interpretation of planning documents across the planning teams, including preparation of practice notes, templates and training as required

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## Deliverables

### Big Picture

- Have awareness of strategies, contribute to plans and KPIs for self, team and other teams as required
- Stay up to date with legislation and practices as appropriate to role
- Understand the intent/ethos of local government and the services provided by other parts of the Council
- Stay informed of organisational activities and decisions through being attentive to communications
- Show understanding and commitment to Te Tiriti o Waitangi (The Treaty of Waitangi) principles, know how these Principles are relevant to your work

### Performance

- Achieve performance goals and expectations and follow leadership instruction on time and to a high standard consistently
- Report on progress to plan, and against own KPIs
- Take an active role in own goal setting, learning and development
- Correctly and appropriately use technology as required for role, including new technologies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Comply with all legislation and Council policies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Set a positive example for punctuality, attendance and work ethic

### People & Culture

- Act in ways that align with and promote Council values
- Be a positive and constructive team member
- Collaborate on cross team/discipline projects and teams as required
- Constructively and successfully adapt to changes
- Take positive actions to keep self and others physically and psychologically safe and well
- Attend, be prepared for and engage constructively in all meetings
- Deliver exceptional customer service consistently (make every interaction count)
- Build effective, sustainable relationships at all levels
- Have consistently positive interactions externally and with Community Boards and Elected Members (as required for role)

### Requirements for all staff

- Selwyn District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partner to deliver on our obligations under Te Tiriti o Waitangi.
- Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault.
- Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies.
- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Selwyn District Council policies and processes.

### Emergency Management requirements for all Council Staff

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Required assistance may include:
- Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.
- Respond to civil defence emergencies or adverse events wherever possible and if it is safe to do so.
- Participate in any required Civil Defence exercises to ensure that essential services are maintained.

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## Authorities

- Authorised to commit the Council to a course of action by signing external correspondence within approved delegation levels. For courses of action which will exceed the delegation levels, this must be done in conjunction with your manager.
- Comply with all other relevant sections of the Delegations and Policies manuals and their amendments.

## Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• A proven work record demonstrating the ability to carry out duties as part of a team</li> <li>• High level of digital literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Some Local Government experience</li> </ul>

## Key relationships

External	Internal	Committees/groups
Te Taumutu Rūnanga	Chief Executive	Committees of Council
Te Ngāi Tūāhuriri Rūnanga	Executive Leadership Team	Community Boards
Council customers	Council staff	Water Race and Rural Water Supply Sub-committees
Selwyn residents	Mayor	Township, Reserves and Hall Committees
Consultants and contractors	Elected Councillors	Business organisations and networks
Other District and Regional Authorities	Elected Community Board Members	Special interest groups and committees
Technical and Legal professionals		
Central Government Agencies		

## Individual Contributor Competencies



**Eats problems for breakfast.** When faced with a new situation or setback, uses initiative and takes appropriate action.



**Does Change Well.** Is open-minded about change and prepared to adapt. Moves forward positively and constructively.



**Builds Togetherness.** Is equally open and friendly with all people, and respectful of individual differences. Works effectively in teams.



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**Brings out the best.** Enjoys learning and improving their skills to be the best they can be. Embraces opportunities to identify and address development needs. Recognises and celebrates the achievements of others.



**Sets the tone.** Can keep functioning and stay calm when under pressure. Is a positive influence in the team.

## Education, Qualifications, Memberships

### Essential

A tertiary degree in urban/regional planning, resource management or similar which is recognised by the New Zealand Planning Institute (in terms of eligibility for full membership to the Institute)

### Desirable

Graduate membership of the New Zealand Planning Institute (NZPI) and working towards Intermediate membership

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