

ENVIRONMENT SOUTHLAND

Principal Consents Officer

Role description

About us

Our mission

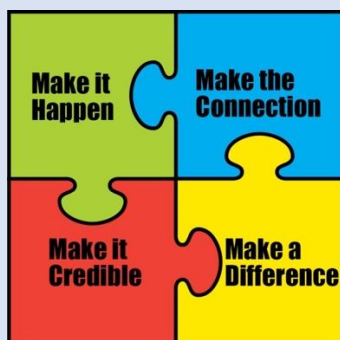
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at ES, we -



Role purpose

The **Principal Consents Officer** contributes to the overall performance of the **Consents Team** by providing leadership in and demonstrating compliance with the Resource Management Act 1991 and Council policies. This role is pivotal in managing statutory requirements, ensuring high quality processes and technical excellence. The Principal Consents Officer also plays a key role in mentoring and developing team members. They are committed to promoting a 'customer first' culture by building strong relationships with internal and external stakeholders. Additionally, the Principal Consents Officer drives continuous improvement by implementing best practices and staying updated on regulatory changes, while also contributing to strategic planning and providing essential technical and performance reports.

About your role

Grade: G18

Pathway: T5

Group/Division:
Consents Team
Regulatory Services

Reports to:
Consents Manager

Who you will be working with

Direct reports:

- Nil

Indirect reports:

- Nil

Key stakeholders

External:

- Ratepayers
- Landowners
- 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

Internal:

- Councillors
- Other staff at Environment Southland

Delegations

In line with the Environment Southland Delegations Manual

Your leadership profile – Principal

*Your crucial challenge as a **Principal** is learning to achieve effectively through others. The key to your success will be to advise and assist the team to ensure that things get done. At the same time, it will become increasingly important for you to lift your communication and influencing skills, while getting comfortable with making decisions in the face of complexity and ambiguity.*

*To be an effective **Principal**:*

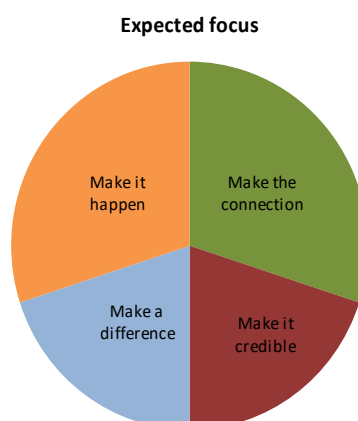
Make the Connection – Empower people by enabling them to take responsibility and collaborate. Understand and meet customer needs.

Make it Happen – Set clear expectations, mentor, maintain oversight, hold people to account, and prioritise your time more deliberately (stepping back from the detail).

Make a Difference – Align your work with our organisational strategy, help people to understand our vision, and remember to seek information, ideas, and alternative perspectives from others.

Make it Credible – Take a more deliberate approach to influencing others, navigating politics, and projecting yourself as a confident leader.

While all elements of the Environment Southland Leadership Competency Framework are important, as a **Principal**, you will have a stronger focus on Make it Happen and Make the Connection.



Your accountabilities

Process applications for resource consents and contribute to team performance	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ Proactively contributing to the team training and culture ○ Staying abreast of developing regulatory framework and legislative changes ○ Improving processes and ways of working to meet organisational and customer requirements
Provide advice and information	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 and customers including leading and inputting to relevant internal and external guidance as required. • 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	<ul style="list-style-type: none"> • Provide technical and performance reports as required.
Strategy and vision	<ul style="list-style-type: none"> • Support the implementation and delivery of Council's strategy
Project management	<ul style="list-style-type: none"> • Support and participate in projects which may be financial, transformational, strategic and/or leadership focused. • Monitor progress against commitments and report regularly to manager. • Application in line with Council's corporate project management systems and processes.
Finance (budgets)	<ul style="list-style-type: none"> • Consider expenditure in terms of cost and effective use of resources. • Approve operational expenditure (within delegated authority).

Continuous improvement	<ul style="list-style-type: none"> Continually monitor, promote and implement opportunities to improve service delivery and business process. Show flexibility, adaptability and a willingness to change and are open to feedback as an opportunity to improve. Support manager to ensure the effective and efficient delivery of team operational activities that meet and/or exceed performance objectives.
Stakeholder relationships / customer service	<ul style="list-style-type: none"> Develop strong and effective relationships with internal and external stakeholders. Through strong relationships and influence, support organisational change to new ways of working. Promote a 'customer first' culture by identifying and giving priority to meet the needs of the customer. Understand situations from the customer's perspective. Effectively balances the conflicting demands of various customers.
Other duties	<ul style="list-style-type: none"> Any other duties as may be required from time to time.

Your health, safety and wellbeing

- 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 health, safety and wellbeing rep with carrying out investigations following reported incidents.
- Prepare and deliver team-specific health, safety and wellbeing 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.

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 Te Tiriti o 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.

Your civil defence and emergency response responsibilities

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.

- Fulfil allocated Civil Defence and emergency response roles, as assigned.
- Manage or assist with other emergency responses that are required.
- Participate in Civil Defence and emergency response initiatives and programmes as required.
- As a leader, ensure staff attend and participate in exercises and training courses in preparation for effective response.

Confidentiality, privacy and recordkeeping

All staff of Environment Southland are required to collect, retain, and maintain sensitive, confidential and personal information. Training will be given as appropriate to:

- Manage all information with care and respect in accordance with the Public Records Act 2005, Privacy Act 2020, Local Government Official Information and Meetings Act 1987 and all other relevant Local Government legislation.
- Retain information, regardless of format, e.g. records and data in official organisational systems.
- Ensure no sensitive, confidential, or personal information is inappropriately shared internally or externally without the appropriate approval.
- Report a privacy breach to the organisational Privacy Officer if a situation should occur.

Your experience, knowledge and qualifications

Knowledge/Experience

- Demonstrated knowledge to fulfil requirements of the key accountabilities specified for this position
- 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 with budget targets.
- Highly accurate and keen eye for detail.
- Clean, full, current driver's license.

Attributes

- Ability to inspire, motivate, guide and coach teams from engagement to development.
- Honesty, integrity and commitment to preserving confidentiality, i.e. can be trusted with confidential information.
- Ability to exercise sound judgment and initiative.
- Excellent communication and customer service skills with the ability to interact with Councillors and staff at all levels within the organization.
- Able to work effectively as part of a team, but without close supervision.
- Excellent oral and written communication skills, in particular an ability to effectively and concisely present information to Council, management and the public.

- 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.

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.

Acknowledgement

I _____ have received a copy of the job description and have read and understand the duties and responsibilities and key relationships described therein.

Signature _____

Date _____