

POSITION DESCRIPTION

Resource Consents Team Leader

Kaiàrahi Whakàetanga Pūmanawa



Job Title:	Resource Consents Team Leader
Group:	Community Development Group
Location:	Paeroa
Reports to:	Group Manager Community Development
Supervisory Responsibility:	Senior Planner, Planner(s), Assistant Planner(s), RMA Compliance Officer, Administration Officer – Resource Consents, Administration Assistant.
Functional Relationships:	District Planner, Technical Services Business Unit, Building Control team, surveyors, consultants, public
Authorities:	In accordance with the Delegation Manual

General function of the position

To be responsible at a senior level for resource management issues, dealing with planning projects and consents of a complex nature, and assigning work to the planning team.

Organisation values

Hauraki District Council has four values that form the core of how employees carry out their work and conduct interactions both internally and externally. The values shape the culture of our organisation and demonstrate what is important within HDC. These values focus on 'how' we do the job, and 'how' we conduct ourselves in the workplace. This is 'The Hauraki Way'.

Communication	Respect	Commitment	Positive attitude
<ul style="list-style-type: none"> I share relevant information with others I listen to understand I value feedback I use an appropriate communication style 	<ul style="list-style-type: none"> I always keep an open mind I acknowledge and respect differences of opinion I am always considerate and understanding I treat others as I would want them to treat me 	<ul style="list-style-type: none"> I always do my best I follow through for my customers and team I go the extra mile I take personal responsibility for my actions – I walk the talk 	<ul style="list-style-type: none"> I offer ideas and solutions I look for better ways of doing things I am fun to work with I am a can-do employee



Key tasks

1. To process and review applications received by Council under the Resource Management Act;
2. To provide guidance and technical assistance to internal and external customers;
3. To prepare and review planning reports and make recommendations within established guide-lines for consideration by Council Committees, Commissioners, Staff Delegations Committees and the Environment Court;
4. To monitor individual consents and issues, and promote compliance with the Resource Management Act;
5. To lead the Resource Consent team in a positive manner, providing guidance and coaching so as to ensure that the team objectives and organisational standards are met.
6. To show a commitment to Hauraki District Council and provide organisational support as required.

1. Resource Management Act Application Processing

Key Tasks		Key Performance Indicators (KPIs)
1.1	Process complicated resource consent applications, designations, certificates of compliance, 221, 223 and 224 certificates, and other RMA applications in accordance with the relevant provisions of Council's District Plan, the Resource Management Act, and other legislation.	<ul style="list-style-type: none"> • Applications are processed in accordance with statutory timeframes and established schedules and processes. • Confers with appropriate specialists as required.
1.2	Ensure the needs of interest groups and culture groups are assessed and taken into consideration in assessing applications.	<ul style="list-style-type: none"> • Ensures the statutory requirements of the Resource Management Act 1991 are met.
1.3	Liaise and negotiate with applicants and submitters, mediate and conduct pre-hearing meetings as required.	<ul style="list-style-type: none"> • Facilitate discussion between the parties affected, in an endeavour to reach a satisfactory outcome to the parties. • Meetings and hearings are arranged in accordance with statutory requirements.
1.4	Ensure applications are assessed against all relevant District Plan provisions and legislation, and take account of relevant case law.	<ul style="list-style-type: none"> • Resource Consents Team Leader is knowledgeable on current legislation. • Assessments are accurate.
1.5	Review applications to ensure completeness in accordance with the provisions of the Resource Management Act and operative Hauraki District Plan.	<ul style="list-style-type: none"> • All errors are identified and corrected in first instance. • Accurate technical advice is provided in accordance with organisational and legislative requirements.
1.6	Assist with District Plan changes.	<ul style="list-style-type: none"> • Support is provided to the District Planner on District Plan changes and policy input.
1.7	Undertake quality review of LIMs and PIMs.	<ul style="list-style-type: none"> • LIMs and PIMs are checked for compliance with statutory requirements.

2. Customer Service

Key Tasks		Key Performance Indicators (KPIs)
2.1	Provide clear, concise and consistent guidance to customers on the District Plan, Resource Management Act and other legislation.	<ul style="list-style-type: none"> • Internal enquiries from staff members seeking planning information are received and responded to. • Complex enquiries are researched and the Resource Consents Team Leader communicates with the customer (internal or external) to keep them informed about progress regarding the matters concerned.



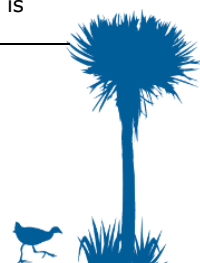
		<ul style="list-style-type: none"> Requests for information contained in the Hauraki District Plan are received and responded to, and the Resource Consents Team Leader takes an active role in promoting the content of the Plan.
2.2	Provide technical information for internal and external customers.	<ul style="list-style-type: none"> The correct information is provided in an accurate and timely manner as required.
2.3	Ensure all documentation is well presented and filed for easy access and future reference.	<ul style="list-style-type: none"> The Resource Consents Team Leader uses the document and central filing systems, and the Property and Resource Management Databases.
2.4	Ensure good communications are maintained with surveyors, applicants and submitters.	<ul style="list-style-type: none"> A pro-active programme in the area of communication is maintained.
2.5	Attend meetings and negotiations with developers and other customers to expedite the development process and resolve conflicts.	<ul style="list-style-type: none"> Good communication is maintained and conflicts are resolved.
2.6	Take an active part in Total Quality Management activities of the Team.	<ul style="list-style-type: none"> Quality service is delivered.
2.7	Assist in the event of civil emergencies and undertake emergency management training as required.	<ul style="list-style-type: none"> Resource Consents Team Leader is knowledgeable on civil emergency requirements and is available to help as required.

3. Planning Reports

Key Tasks		Key Performance Indicators (KPIs)
3.1	Prepare and present reports for Council Committees, Commissioner hearings, the District Planner and the Environment Court.	<ul style="list-style-type: none"> Council's Hearings Committees and Commissioners are advised appropriately on Resource Management Act applications. Recommendations are made within established guide-lines. Manager is kept informed.
3.2	Obtain information from appropriate staff in the Community Development Group and other teams and organisations as necessary for the purpose of reporting on applications.	<ul style="list-style-type: none"> Reporting meets legislative requirements.
3.3	Act in a senior capacity in the preparation and presentation of evidence on resource consent applications at hearings and the Environment Court.	<ul style="list-style-type: none"> Evidence presented is based on sound research and logical reasoning.

4. Compliance with RMA

Key Tasks		Key Performance Indicators (KPIs)
4.1	Monitor and facilitate Council-wide compliance with statutory and Council-established timeframes.	<ul style="list-style-type: none"> Accurate records of timeframes are kept and all teams are encouraged to comply with timeframes.
4.2	Monitor individual consents and issues for compliance with the District Plan and consent conditions.	<ul style="list-style-type: none"> Inspections are recorded and appropriate action is taken to ensure compliance.
4.3	Contribute directly to the ongoing review of the effective District Plan provisions through providing a practical administrative perspective.	<ul style="list-style-type: none"> A record of issues that could be reviewed to improve the workability of the District Plan is kept.
4.4	Actively participate in organisational projects applicable to Resource Management services.	<ul style="list-style-type: none"> Planner participates fully as required.



4.5	Report to the Regulatory Services Team Leader on issues with potential liability implications.	<ul style="list-style-type: none"> The Group Manager and Regulatory Services Team Leader are kept well informed.
4.6	Respond to RMA complaints and maintain a register.	<ul style="list-style-type: none"> Complaints are responded to in a timely manner and recorded accurately.
4.7	Undertake non-compliance investigations and provide RMA enforcement duties.	<ul style="list-style-type: none"> Non-compliance is reduced and enforcement duties are carried out as required by Council.

5. Team Leadership

Key Tasks		Key Performance Indicators (KPIs)
5.1	Supervise the day to day running of the Resource Consent Team.	<ul style="list-style-type: none"> The Resource Consents Team Leader manages staff with a professional approach to enable them to contribute in a visible way individually and collectively to the organisations success. Resource consents are allocated and completed on time.
5.2	Provide guidance and coaching in a positive manner to ensure that team objectives are met. Set a leadership example of high personal energy and effectiveness.	<ul style="list-style-type: none"> Team is performing as a unit, contributing to effective and efficient corporate services in obtaining organisational goals and values.
5.3	Provide technical advice and support to resource consent processing staff on the interpretation and implementation of the District Plan and the Resource Management Act.	<ul style="list-style-type: none"> Staff receive comprehensive advice on relevant issues and within agreed timeframes.
5.4	Review and provide feedback on consents prepared by resource consent staff.	<ul style="list-style-type: none"> Staff receive constructive feedback on consents within agreed timeframes.
5.5	Ensure that staff achieve acceptable levels of performance.	<ul style="list-style-type: none"> Performance is regularly reviewed and, when necessary, corrective action is taken. PPD (Personal Performance and Development) reviews are conducted within organisational timeframes.
5.6	Foster ideas from staff which will assist in meeting current and future demands by the ongoing review of performance and maintenance of a lateral thinking approach to Council's initiatives.	<ul style="list-style-type: none"> Team contributes to Council's effectiveness. Continuous improvement to current consenting processes is encouraged. Awareness of best practice of RMA processes is maintained.

6. Other Duties

Key Tasks		Key Performance Indicators (KPIs)
6.1	Other duties are undertaken as are reasonably required.	<ul style="list-style-type: none"> Other duties are completed as are reasonably required.
6.2	Champion a culture of safety and wellbeing within the Team by promoting the vision, values and objectives as set out in the HDC Safety & Wellbeing Charter.	<ul style="list-style-type: none"> Actively shows leadership, support and commitment to workplace health and safety in accordance with the HDC Safety & Wellbeing Charter so that 'Everyone is Safe and Well at the End of the Day'.
6.3	Take reasonable care for own health and safety, and ensure that own acts and/or omissions do not adversely affect the health and safety of others.	<ul style="list-style-type: none"> Comply with any reasonable instruction that is given by the Council. Co-operate with any reasonable policy or procedure. All incident, accident and near miss reports are investigated, and corrective actions noted in Vault.



6.4	Provide organisational support as required, such as in respect of Civil Defence activities.	<ul style="list-style-type: none"> Employee participates in Civil Defence activities and events as required and as directed.
6.5	Abide by the general expectations, codes of conduct, and policies and procedures as outlined on the Hauraki District Council intranet.	<ul style="list-style-type: none"> Employee takes an active approach in familiarising themselves with HDC's policies, together with relevant plans, procedures and processes. All applicable policies and procedures are adhered to.
6.6	Participate fully in organisational processes including staff meetings, Personal Performance and Development (PPD) programmes, project teams and other initiatives.	<ul style="list-style-type: none"> Employee takes an active approach in respect of organisational processes and meets expectations with regard to their role in delivering results. Staff meetings are attended, PPD programmes are undertaken, assistance is provided on project teams etc. as relevant.

Person specification details

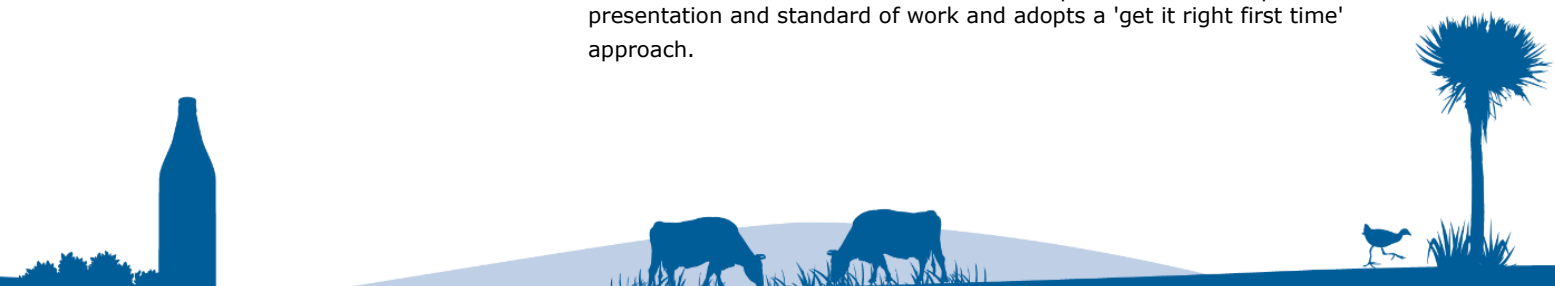
1. Expertise

Qualifications: Full NZ Drivers' Licence
Bachelors Degree or Level 7 Diploma in related field
Member of the NZPI or qualify for membership (desired)

Experience: 9-10 years relevant work experience
Environment Court experience (preferred)

2. Skills

Analytical Thinking	Can gather detailed information and investigate issues in detail to identify trends, patterns and core issues.
Commitment / Personal Accountability	Is self-motivating and self-managing. Follows through projects to completion. Has high standards of personal integrity and professionalism.
Decisionmaking / Problemsolving	Is able to analyse and solve complex problems, form judgements and make decisions within known parameters. Can resolve conflict or differences of opinion.
Leadership	Effectively plans, organises, leads and controls to achieve effective group outcomes. Staff are motivated and encouraged to achieve through mentoring, coaching, appraisal and development programmes.
Negotiating	Ability to relate to people at all levels and to negotiate outcomes. Has specialised and highly developed problem solving and resolution skills.
Professional / Technical Expertise	Demonstrates a high level of expertise in all phases of the job and forms opinions and conclusions which are professionally sound and well founded.
Quality and Accuracy	Meticulous worker who seeks continuous improvement. Takes pride in presentation and standard of work and adopts a 'get it right first time' approach.



Time Management

Demonstrates personal effectiveness by taking responsibility for getting things done in ways that balance competing needs. Meets deadlines.

3. Knowledge

Computer Literate

Demonstrates relevant levels of computer literacy and competency, with a working knowledge as follows:

- Microsoft Office (e-mail, calendar etc) Intermediate
- Microsoft Word Basic
- Microsoft Excel Basic
- GIS Concepts
- Document Management system

Legislation

Has a demonstrated working knowledge of legislation relevant to the position and is able to apply that knowledge, particularly in relation to the Resource Management Act, Building Act, Local Government Act, Privacy Act.

Working Knowledge –
Council Structure / Elected
Members

Has a basic knowledge of governance and management structure and role of elected representatives.

Working Knowledge –
District Plan

Has a working knowledge of the District Plan.

Working Knowledge –
Document Management
System

Has knowledge and practical experience with Document Management Systems.

Working Knowledge –
Environmental
Management

Has knowledge and practical experience in the field of Environmental Management

Working Knowledge – Local
Area

Knows the local area and understands the dynamics of Hauraki and surrounding districts.

Working Knowledge –
Treaty of Waitangi

Has knowledge of Treaty of Waitangi issues in relation to projects and undertakings in the jobholder's capacity.

