

## JOB DESCRIPTION

<b>Job Title</b>	Senior Planner Resource Consents
<b>Position Status</b>	Permanent
<b>Business Unit &amp; Team</b>	Planning & Development, Resource Consents
<b>Reports to</b>	Team Manager, Resource Consents
<b>Direct Reports</b>	N/A
<b>Base Location</b>	Mangawhai or Dargaville
<b>Salary Grade</b>	Grade 17
<b>Delegations</b>	N/A
<b>Key Internal and External Partners/Customers</b>	Resource Consents team, Building team, Development Engineers, Regulatory, Resource Consents and Building Consents Applicants, Developers and General public

## ABOUT KAIPARA

*Kaipara te Oranganui. Two oceans, two harbours.*

Kaipara district extends from coast to coast, to the Waipoua Forest in the north and Pouto Peninsula in the south. It includes iconic beaches, kauri forests, rich farmland and rugged landscapes. People come from all over to experience this special part of the world, and we are privileged to play an important part in making Kaipara the place to be.

Our team is committed to Kaipara communities. We deliver essential services including roads, water, waste services, recreational facilities, libraries and regulatory services. Council staff engage our communities to contribute to key projects and plans, and support them to achieve their own. We love what we do, and have a real passion for our people and our place.

At Kaipara District Council, we know there are some important ingredients to develop a strong and supportive culture for our people to thrive, these are our values - mahi tahi (team work), mahia te mahi (make it happen), mana (integrity), whakaute (respect), and pono (trustworthy). These values guide how we work together as a team and alongside our diverse communities.

## ROLE PURPOSE

The Senior Planner Resource Consent is responsible for processing complex resource consent applications in accordance with the Resource Management Act (RMA). You will be directly involved in ensuring the coordinated delivery of our Council's vision, and ultimately influencing the shape of our towns and regions.

## KEY RESPONSIBILITIES



**Whakaute**  
RESPECT



**Mahia te mahi**  
MAKE IT HAPPEN



**Mahi tahi**  
TEAM WORK



**Pono**  
TRUSTWORTHY



**Mana**  
INTEGRITY

<p><b>Resource Consent Processing</b></p>	<ul style="list-style-type: none"> <li>• Process resource consents applications in accordance with the RMA</li> <li>• Provide information and professional advice to applicants, peer reviewing consent recommendations, approving consents under delegated authority and communicating outcomes to applicants</li> <li>• Vet applications for completeness and accuracy</li> <li>• Provide specialist advice on resource consent application processing</li> <li>• Consider complex applications that have been allocated and process them through to a recommended outcome</li> <li>• Work collaboratively with our team of planners, development engineers, and with our wider team of external technical experts to meet deadlines.</li> <li>• Mentor, support and provide technical advice to team members for professional development outcomes ranging from small residential subdivisions through to large-scale residential, commercial (office and retail) and/or industrial developments</li> <li>• Work with a broad cross-section of applicants and on a variety of projects within our district</li> <li>• Deliver resource management planning and consenting advice in relation to both urban and rural land use development projects</li> <li>• Support some post-consent implementation activity, as well as supporting the Building Services function by supervising the assessment of building consent applications against the Council's District Plan.</li> </ul>
<p><b>Customer Service and Growth</b></p>	<ul style="list-style-type: none"> <li>• Attend and lead pre-application meetings with a focus on problem solving, collaborating with applicants and their consultants to identify solutions and to facilitate growth and development</li> <li>• Assist with responding to customer complaints, mayoral requests and effectively resolve conflict in customer interactions</li> <li>• Provide information and advice to customers via the duty planning service when required</li> </ul>
<p><b>District Plan Operation</b></p>	<ul style="list-style-type: none"> <li>• Monitor the operation of the District Plan and identify possible changes that would improve outcomes for stakeholders and/or the environment</li> </ul>
<p><b>Building Consent Processing</b></p>	<ul style="list-style-type: none"> <li>• Supervise building consent applications for compliance with the District Plan</li> </ul>

**KDC CORE RESPONSIBILITIES**

<p><b>Health, Safety &amp; Wellbeing</b></p>	<ul style="list-style-type: none"> <li>• Take care of your own health, safety and wellbeing and that of others affected by your work</li> <li>• Ensure prompt reporting of all Health and Safety hazards or incidents</li> </ul>
<p><b>Professional Development</b></p>	<ul style="list-style-type: none"> <li>• Participate in monthly and yearly roadmap planning and chats with your manager</li> <li>• Actively participate in professional development initiatives to keep up to date in your area of expertise and to continuously develop skills and capabilities.</li> <li>• Complete annual mandatory learning.</li> </ul>
<p><b>Other Organisational</b></p>	<ul style="list-style-type: none"> <li>• Provide CORE customer experience (connected, open, reliable and easy)</li> </ul>

## Responsibilities

- Champion our values
- Adhere to our ways of working (WoW)
- Observe KDC policies, procedures and guidelines
- Contribute to continuous improvement by identifying systems, processes or documents to improve and making changes to keep up with legislation, trends or best practice
- Maintain records in compliance with the Public Records Act 2005
- Be involved in the readiness for emergencies by attending relevant Civil Defence Emergency Management training as required
- Participate in any required Civil Defence exercises to ensure that essential services are maintained during emergencies
- Other tasks and/or projects as assigned

## COMPETENCIES

### Leader of Self

- Work Together
- Deliver Results
- Embrace Innovation and Change
- Customer Experience Excellence
- Informed Decision Making
- Effective Communication

## SUCCESS PROFILE

### Qualifications & Experience

- Tertiary qualification in planning, resource management or related field
- Membership, or eligibility for membership of the NZ Planning Institute
- Considerable experience (2-5 years) in resource management in the regulatory and/or policy area
- Detailed knowledge of the content and application of the Resource Management Act and in-depth knowledge of the consents process
- Understanding and awareness of relevant other legislation: Local Government Act, Reserves Act, Building Act and Judicature Act
- Good understanding of the role of Local Government
- Understanding of te Tiriti O Waitangi
- Cultural awareness and understanding to work

### Role Specific Skills & Attributes

- Ability to build and maintain positive and constructive relationships
- Problem solving
- Excellent time management
- Adaptability and flexibility
- Attention to detail and accuracy
- Strong negotiation or persuasion skills
- Presentation skills (public speaking, engaging)
- Ability to maintain confidentiality and political neutrality



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RESPECT



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INTEGRITY

with Māori and people of diverse backgrounds and experiences

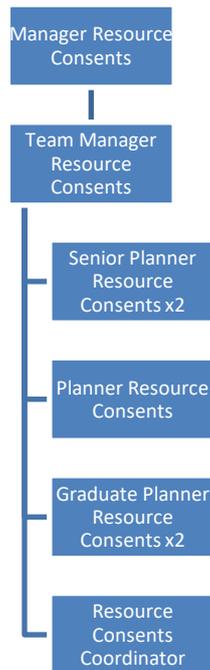
- Proficient computer skills including Microsoft Word, Excel, PowerPoint, Outlook

**Other Role Requirements**

This role requires:

- site visits across the Kaipara region
- a full NZ Driver License
- The role requires sites inspections and on-site meetings. These can involve remote locations and steep terrain. A reasonable level of fitness is required.

**ORGANISATION CHART**



## JOB DESCRIPTION

Job Title	Principal Planner
Position Status	Permanent
Business Unit	Planning & Development
Team	Resource Consents
Reports to	Manager, Resource Consents
Direct Reports	None
Base Location	Mangawhai
Salary Grade	Grade 18
Delegations	TBC

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At Kaipara District Council, we know there are some important ingredients to develop a strong and supportive culture for our people to thrive, these are our values - mahi taahi (team work), mahia te mahi (make it happen), mana (integrity), whakaute (respect), and pono (trustworthy). These values guide how we work together as a team and alongside our diverse communities.

## ROLE PURPOSE

The Principal Planner is responsible to provide complex technical planning expertise and leadership within the Resource Consents team. They will also lead the planning practice within Council and mentor and provide guidance to our team of planners. You will be directly involved in ensuring the coordinated delivery of our Council's vision, and ultimately influencing the shape of our towns and regions.



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## KEY RESPONSIBILITIES

<p><b>Service Delivery</b></p>	<ul style="list-style-type: none"> <li>• Process complex resource consent applications in accordance with the Resource Management Act (RMA)</li> <li>• Provide technical and planning expertise, and leadership within the Resource Consents team</li> <li>• Lead and improve the consents planning technical practice within the team and offer technical expertise to the wider organisation</li> <li>• Support the delivery of resource consents services</li> <li>• Provide information and advice to applicants</li> <li>• Ensure legally defensible decisions on applications for resource consents</li> <li>• Represent Council at Commissioner and Environment Court hearings</li> <li>• Oversee quality controls and the professional development of the team</li> <li>• Collect service delivery feedback from customers and recommend and implement improved service</li> <li>• Establish effective working relationships across the business</li> </ul>
<p><b>Resource Consent Processing</b></p>	<ul style="list-style-type: none"> <li>• Provide mentoring, support and technical advice to planners within the team and consultants the Council works with</li> <li>• Peer review notifications and substantive reports, and sign off as provided for under Council delegations</li> <li>• Assist Resource Consent Manager with appeals and objections</li> <li>• Deal with escalated enquiries on resource consents and effectively resolve any conflict</li> <li>• Develop and maintain quality controls such as practice guides, internal or external audits, reporting templates, training forums and information to customers in line with changes in legislation and the efficient and effective processing of resource consents</li> <li>• Communicate effectively quality controls to internal planners and resource consents consultants</li> <li>• Prepare and present professional evidence to the Environment Court</li> <li>• Consider complex and controversial applications and process them through to develop a recommended outcome</li> </ul>
<p><b>Building Consent Processing</b></p>	<ul style="list-style-type: none"> <li>• Supervise the vetting of Building Consent applications by Resource Consent Planners for compliance with the District Plan and other planning matters</li> </ul>
<p><b>Customer Service and Growth</b></p>	<ul style="list-style-type: none"> <li>• Oversee and attend the pre-application process for customers with a focus on problem solving, collaborating with applicants and their consultants to identify solutions and facilitate growth and development</li> <li>• Assist with responding to customer complaints, mayoral requests and effectively resolve conflict in customer interactions</li> <li>• Oversee the collection and analysis of customer feedback (such as complaints, compliments, customer service surveys and audits) and make recommendations to the Resource Consents Manager on customer service improvement initiatives to facilitate growth and high levels of customer</li> </ul>



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	<p>service</p> <ul style="list-style-type: none"> <li>• Implement agreed customer service improvement initiatives</li> <li>• Work closely with the Economic Development Lead, to identify consenting roadblocks, develop solutions and use the information to improve planning practice and/or cross organisational input to resource consents</li> </ul>
<b>Cultural Responsiveness</b>	<ul style="list-style-type: none"> <li>• Provide support to your business unit through the sharing of Te Ao Māori</li> <li>• Lead by example to enhance our commitment to Te Tiriti O Waitangi and Iwi/hapū partnerships both internally and externally</li> <li>• Manage and monitor the Te Uri of Hau Memorandum of Understanding and Te Roroa Mana Enhancing Agreement along with wider Māori Responsiveness Unit Involvement in cultural training</li> </ul>
<b>District Plan Operation</b>	<ul style="list-style-type: none"> <li>• Monitor the operation of the District Plan and identify possible changes that would improve outcomes for stakeholders and/or the environment</li> <li>• Develop an outcome focussed framework in conjunction with KDC's monitoring team ensuring the effectiveness of resource consent conditions are aligned with the anticipated outcomes in the operative DP</li> <li>• Participate in reviews of the District Plan in conjunction with the Policy Team</li> </ul>

## KDC CORE RESPONSIBILITIES

<b>Health, Safety &amp; Wellbeing</b>	<ul style="list-style-type: none"> <li>• Take care of your own health, safety and wellbeing and that of others affected by your work</li> <li>• Ensure prompt reporting of all Health and Safety hazards or incidents</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Participate in monthly and yearly roadmap planning and chats with your manager</li> <li>• Actively participate in professional development initiatives to keep up to date in your area of expertise and to continuously develop skills and capabilities.</li> <li>• Complete annual mandatory learning.</li> </ul>
<b>Other Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide CORE customer experience (connected, open, reliable and easy)</li> <li>• Champion our values</li> <li>• Adhere to our ways of working (WoW)</li> <li>• Observe KDC policies, procedures and guidelines</li> <li>• Contribute to continuous improvement by identifying systems, processes or documents to improve and making changes to keep up with legislation, trends or best practice</li> <li>• Maintain records in compliance with the Public Records Act 2005</li> <li>• Be involved in the readiness for emergencies by attending relevant Civil Defence Emergency Management training as required</li> <li>• Participate in any required Civil Defence exercises to ensure that essential services are maintained during emergencies</li> <li>• Other tasks and/or projects as assigned</li> </ul>

## COMPETENCIES

### Leader of Self

- Work Together
- Deliver Results
- Embrace Innovation and Change
- Customer Experience Excellence
- Informed Decision Making
- Effective Communication

## SUCCESS PROFILE

### Qualifications & Experience

- Tertiary qualification in planning, resource management or related field
- Significant experience (5-10 years) in all aspects of resource management, in the regulatory and/or policy area
- Detailed knowledge of the content and application of the Resource Management Act and in-depth knowledge of the consents process
- Understanding and awareness of relevant other legislation: Local Government Act, Reserves Act, Building Act and Judicature Act
- Experience leading best practice/center of knowledge in planning and resource management within an organisation
- Good understanding of the role of Local Government
- Understanding of te Tiriti O Waitangi
- Cultural awareness and understanding to work with Māori and people of diverse backgrounds and experiences
- Experience and interest in mentoring colleagues, sharing knowledge and leading initiatives within a team
- Current Class 1 Driver's Licence
- Hold NZPI membership

### Role Specific Skills & Attributes

- Friendly approach
- Ability to build and maintain positive and constructive relationships
- Problem solving
- Excellent time management
- Adaptability and flexibility
- Attention to detail and accuracy
- Strong negotiation or persuasion skills
- Financial literacy (budgeting, analysis, reporting)
- Cultural awareness
- Presentation skills (public speaking, engaging)
- Creativity
- Eagerness to learn



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### Other Role Requirements

This role requires:

- regular travel across the Kaipara region
- a full NZ Driver Licence
- good physical fitness to attend inspections and on-site meetings which can involve remote locations and steep terrain



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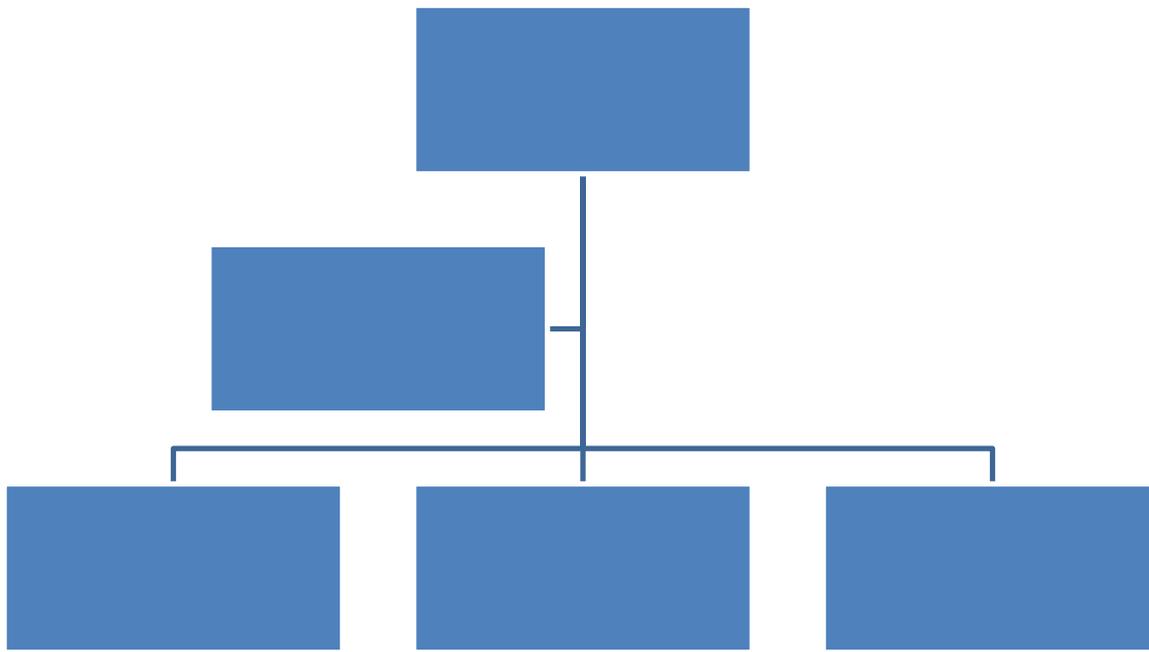


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## ORGANISATION CHART



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