



## Position Description – Team Leader Resource Consent

**This position reports to:** Head of Resource Consent    **Career Level:** 20

### Position purpose:

The Team Leader Resource Consents will lead Resource Consent Team members to ensure all actions undertaken and advice given supports the delivery of Resource Consents function in an effective, efficient, fair and timely manner, in tandem with strong focus on outstanding customer service and consistently applying best practice.

### The functional areas of responsibility include;

- Making decisions on resource consent applications under the delegations given and in accordance with relevant legislation and statutory documents
- Providing leadership, training, and guidance to members of the team
- Continuously upskilling and progressing team members within their career path
- Constantly monitoring the performance of the Resource Consents Team
- Ensuring a high standard of customer service in relation to the Resource Consents function
- Effective and efficient project management and decision making with regards to consents processed out of house
- Providing high level expertise with regards to all aspects of resource consent processing
- Processing complex/high level resource consents and to manage Environment Court appeals and mediation

**Direct reports:** 7

**Indirect reports:** Nil

Be a good  
human

Be brave – think  
differently

Better  
together

Make it happen  
for Selwyn

 Selwyn  
DISTRICT COUNCIL

## Deliverables

### Strategy & Planning

- Drive the strategy of the of the Council to be aspirational and focused on high standards of service which reflect the demographics (as appropriate to role)
- Deliver an annual plan, budget and (where appropriate) capital budget on time and in alignment with strategy and overall business plans
- Contribute strategic and detailed information to the development of Council's LTP
- Provide functional input for each of the teams that report to this role into the strategies and plans of other functions
- Monitor the activities and plans of other business units for relevance and impact to own business unit – plan and take action accordingly
- Achieve and maintain a high level of understanding of Selwyn District initiatives, developments, trends and issues
- Manage risk through careful planning and sound judgement
- Provide expert evidence-based advice and direction to governance and leadership on matters relating to designated area(s)

### Goal & Performance Achievement

- Set performance objectives with all staff which are aligned with the strategy and goals of the organisation and team
- Review staff performance and development, providing regular feedback and coaching. Remedy performance discrepancies
- Recruit capable people who are a fit with the culture and values
- Ensure that staff are sufficiently trained and adequately resourced to complete their work
- Ensure a high level of achievement of plans and KPIs within business unit
- Manage and control operating expenses and take prompt action to remedy negative budget variances
- Develop and maintain a high level of digital literacy within the team
- Optimise the use of technology within service area
- Evaluate programmes in functional area, ensuring continuous improvement with the customer at the core
- Balance prudent expenditure whilst also ensuring fit for purpose activities and programmes

### Culture

- Develop a motivated, positive, empowered, psychologically safe, continuously developing team
- Achieve year on year improvements in staff engagement
- Role model and ensure full commitment to Council's safety culture
- Be seen by all direct reports as fair and honest with high standards
- Operate an effective two-way communication channel and feedback loop – keep people in the know, positively
- Be seen as a visible and positively influential leader throughout the organisation (as appropriate to role)

### Reporting & Compliance

- Prepare timely and informative monthly reports (and other reports as required)
- Maintain currency of knowledge with regard to relevant legislation, LG protocols, policies and procedures and ensure compliance by self and others
- Routinely capture data that informs future service planning and delivery by team/organisation
- Attend and be prepared for all management and council meetings

### Relationships & Representation

- Achieve productive and positive internal relationships across the organisation
- Represent the Council carefully and positively in the media (as required for role), in-line with media policy and training
- Engage proactively and constructively with Council, Councillors and community boards (as required for role)
- Provide an appropriate level of positive visibility in the community
- Represent the team/unit/group positively and proactively

**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>• A minimum of 10 years of working knowledge and experience of the Resource Management Act and with at least 5 years at a senior level role.</li> <li>• A detailed working knowledge of the resource consent process and the wider planning framework, the Local Government Act and other legislation and processes related to that legislation</li> <li>• Strong understanding of digital ways of working, with experience of using technology to achieve effective outcomes and driving organisational innovation and change, high level of digital literacy</li> <li>• Demonstrated success in working collaboratively and leading significant organisational and cultural change initiatives</li> <li>• Proven ability in leading teams to achieve organisational goals/objectives within a values-based framework</li> <li>• Ability to communicate clearly and appropriately for a range of audiences and adapt style accordingly</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a local/central government environment</li> <li>• Full membership of the New Zealand Planning Institute</li> <li>• A commitment to involvement in current issues impacting on the planning profession.</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		
Technical and Legal Professionals		

## Leadership Competencies



**Eats problems for breakfast.** Removes obstacles promptly to enable the team to get on with their work. Thinks methodically, and makes sound, informed decisions.



**Does Change Well.** Embraces change and creates a culture whereby people are open to and involved in change. Carefully plans for and addresses the associated people impacts.



**Builds Togetherness.** Shows genuine interest in people and builds trusting relationships with team members and peers. Creates a positive, collaborative, inclusive climate where all people feel part of the team and the organisation.



**Rocks the messaging.** Ensures people are kept informed. Puts care into ensuring messages and instructions are relevant, interesting, and easily understood.



**Tackles the tough stuff.** Deals effectively with performance and disciplinary situations. Has the difficult conversations. Takes ownership.



**Delivers the goods.** Thinks ahead and plans the work of the team accordingly. Ensures work is done well and to time.



**Brings out the best.** Appreciates that high performance is a journey not a destination. Puts effort into unlocking people's potential.



**Sets the tone.** Aware of the role of the leader in creating calm and confidence in the team. Monitors own emotions and takes action to stay positive.

## Education, Qualifications, Memberships

Essential	Desirable
<ul style="list-style-type: none"><li>• Tertiary degree in Planning, Resource Management, or related discipline</li></ul>	<ul style="list-style-type: none"><li>• Tertiary qualification in HR/OD or equivalent</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.