

Job Description



My Position

Position:	Senior Consent Planner
Section:	Resource Consents
Group:	Environmental Services
Responsible to:	Team Leader – Natural Resources
Job Purpose:	<ul style="list-style-type: none">• To provide competent, timely and professional senior level advice and technical services at an advanced level to meet the Council's statutory resource management and consent processing objectives.• To provide senior level technical development, advice and guidance to Consent Planners.• To provide a coaching and mentoring role to graduate planners.• To support, and act as Team Leader when the incumbent is absent (as required).• To provide the above service in an excellent customer service and cost efficient manner.• To be a trusted and influential source for professional resource management advice and expertise.

Our Council

Our District Vision:	Thriving resilient Tasman <i>Kia manawaroa te tai o Aorere</i>
Our Purpose:	Delivering Public Value <i>Kia whai hua mā te marea</i>

Our Values

We support our Vision and Purpose through living our values.

Auahatanga – Innovation. *I orea te tuatara, ka patu ki waho. A problem solved by continuing to find solutions.*

- We love ideas, big or small
- We delivery differently
- We learn and grow
- We give it a go
- We are brave and challenge the status quo

Kawenga – Responsibility. *Kia ū ki te pai. Stay resolute to that which is good.*

- We honour our commitments

Manaakitanga – Caring/ Sharing. *Te tohu o te rangatira, he manaaki. The sign of a leader is how they support, protect and respect others.*

- Helpfulness and respect guide us
- Our mana encourages and lifts others up
- Care and empathy are a priority
- We are always welcoming
- We freely share knowledge

Whanaungatanga – Relationships. *He aroha whakatō, he aroha puta mai. If kindness is given then kindness shall be received.*

- We act professionally with integrity
- We are honest and open
- We bring the right attitude to work
- Safety and wellbeing come first
- We connect, listen and involve
- We believe in collective success
- Our stories create shared meaning
- We embrace diversity
- We are kind and nurturing

My Group

Role of the Environmental Services Group

The Environmental Services group are the Tasman region's front-line providers of environmental information, science expertise, and natural infrastructure management. We provide respected specialist expertise across a range of land, water and ecological disciplines, and serve as the region's natural hazards advisor during times of emergency. Our dedicated teams also carry out extensive environmental control and protection work across the region, including biosecurity, catchment enhancement, coastal erosion, and river management works.

The Group also looks after most of the Council's regulatory functions which facilitate the development and use of land, water, and coastal resources, and which regulate activities in order to protect and improve public health and safety and the environment, and to minimise nuisance and harm to people and places. The functions undertaken include building control, resource consenting and compliance, environmental health (including food safety), alcohol licensing, animal control, parking control, biosecurity and maritime safety.

We achieve this by demonstrating the principles of Te Tiriti, investing wisely in business process improvement, data management, people, tools, and science, and by respecting, supporting and enabling those that rely on our work. Our information systems and specialist advice provide a wealth of environmental understanding, enabling our Council and communities to make empowered decisions.

My Key Result Areas

My Priorities

What am I supposed to do?	How well am I supposed to do it?
<p>Resource Consent Processing</p> <ul style="list-style-type: none"> • Manage consent processes and relationships at an advanced level with minimum supervision. • Process consent applications in your field of expertise and complexity level, presenting reports to Council hearings, and presenting evidence to the Environment Court or other such forums, in an efficient and concise professional manner. • Ensure that all consent processing timeframes are met. • Act as lead overseer for bundled consent applications when required. • Process other ancillary consents and requests for certification and compliance with relevant legislation including the Council's district and regional plans and resource consents • Assist with processing of LIMs and PIMs, ensuring compliance with plan rules. 	<p>Resource Consent Processing</p> <ul style="list-style-type: none"> • All consents, LIMs and PIMs are processed accurately, are legally robust, consistent, defensible and that fair and best practice is applied including relevant current case law and legally defensible advice • All applications are processed within statutory timeframes. • All resource consent decisions issued under delegated authority are prepared using approved templates and consistency in decision layout and contents is evident. • Proactive management of bundled application processes is evident.
<p>Consent Processing Improvements</p> <ul style="list-style-type: none"> • Assist with the development and maintenance of procedures, templates and guidelines for processing resource consent applications and ensure staff compliance with agreed procedures, and be actively involved in seeking continuous improvements. 	<p>Consent Processing Improvement</p> <ul style="list-style-type: none"> • Pro-active contributions to the development and maintenance of any procedures, templates and guidelines is evident. • Continuous improvements are implemented in a timely way.

<ul style="list-style-type: none"> Assist with the development and maintenance of the “Conditions Library” with legally robust and enforceable conditions. 	<ul style="list-style-type: none"> Considered and constructive technical input to development of the “Conditions Library” is evident.
<p>Resource Consents Team Development</p> <ul style="list-style-type: none"> Assist the Team Leader to provide technical leadership and a positive team environment that fosters, develops and promotes engagement and a culture of high performance. Provide appropriate development, technical input, mentoring, coaching, peer review, quality checking, feedback and internal training opportunities to the wider Consents Team to enable them to fulfil their performance goals for their role. Provide a coaching and mentoring to planners in the team. Actively contribute to focussed initiatives that reflect Councils Vision and Values statement and will lead to improvements to the engagement profile of the Team. Act as the Team Leader when the incumbent is absent (as required). 	<p>Resource Consents Team Development</p> <ul style="list-style-type: none"> Positive support to the Team Leader and the team is evident and adds value. The team is evidently inspired and committed to contributing to team / Council success. Team meetings and/or individual catch-ups occur and provide regular opportunities for discussion. Development and coaching opportunities are evident and delivered regularly, and any identified issues are resolved quickly and effectively. Assistance with keeping business unit capability on track by providing technically accurate supervision, coaching and mentoring is evident The Council's Values and expected behaviours are championed by being a positive role model at all times.
<p>Resource Consents Advice</p> <ul style="list-style-type: none"> Work to a duty planner roster as required. Provide a courteous and timely response to public enquiries on consent issues. Contribute to the on-going training of the Customer Service Officers in relation to the provision of agreed levels of resource management advice. Help prepare concise and helpful explanatory material on Council's consent processes to assist and inform applicants and affected parties. 	<p>Resource Consents Advice</p> <ul style="list-style-type: none"> A courteous and timely response to public enquiries on consent issues. Contributes to staff training and preparation of explanatory material within their field of expertise is evident.
<p>Recording and Reporting Systems</p> <ul style="list-style-type: none"> Ensure that the status of applications is kept up to date in Council's record systems or provide accurate and timely advice of status changes to the Administration Officers. Maintain accurate time recording. Ensure that job files are properly maintained, and that completed files are passed to the Administration Officers in a timely manner for invoicing and closure. 	<p>Recording and Reporting Systems</p> <ul style="list-style-type: none"> Application status and job files are accurate, maintained and kept up to date. Daily record on all time utilised on tasks subject to cost recovery on the electronic job costing system are accurate and up to date, including use of the correct stage code and notes. All other time is accurately recorded. Administration requirements are completed in a timely and accurate manner including file and monitoring notes.
<p>Liaison</p> <ul style="list-style-type: none"> Ensure that all consents requiring monitoring are provided to Compliance Monitoring Officers. Ensure that all matters that require discussion, clarification or modification are referred to the Policy Section. Ensure that all matters requiring consideration are provided to Environmental Information, Building Control, and Engineering or Community Services staff. Report any matter regarding non-compliance with Council's statutory functions to the relevant person. 	<p>Liaison</p> <ul style="list-style-type: none"> Advice given is timely and professional and where necessary documented and filed on the relevant file and no justifiable complaints are received. Consents requiring monitoring are available to relevant staff in a timely manner. Any matters requiring discussion, clarification or modification are referred promptly to the relevant Section or Group. Initiative is demonstrated by identifying and mitigating any potential issues that may arise.

My Contribution

Accountability

- I take responsibility for my performance, decisions and actions and how these impact on others.

<ul style="list-style-type: none"> • I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it. • I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable. • I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.
<p>Customer Focus</p> <ul style="list-style-type: none"> • I focus on the needs of our customers and provide all of them with outstanding service. • I treat all people with respect, and I deliver on the commitments I make. • My actions are fair and build trust with my colleagues, customers and our community.
<p>Relationship Building</p> <ul style="list-style-type: none"> • I build and maintain genuine relationships with my colleagues, customers and our community. • I actively listen to others and am supportive, friendly and helpful. • I respect all cultures and act in ways that make others feel included and valued.
<p>Resilience & Adaptability</p> <ul style="list-style-type: none"> • I support new ways of working and am able to be flexible and calm when facing change or difficult situations. • I am digitally confident and participate in opportunities to learn how to apply digital business technology and tools to my work. • I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.
<p>Motivation & Drive</p> <ul style="list-style-type: none"> • I take responsibility for my own learning and development and welcome feedback to improve my performance. • I effectively plan, manage and prioritise my work and deliver it on time. • I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.
<p>Collaboration & Inclusion</p> <ul style="list-style-type: none"> • I actively contribute to the achievement of team goals and objectives. • I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.
<p>Civil Defence Emergency Management</p> <ul style="list-style-type: none"> • I provide assistance and support during civil defence / emergency management activities. • I participate in civil defence and emergency management training.
<p>Working within te ao Māori</p> <ul style="list-style-type: none"> • I have the appropriate level of knowledge and understanding of the principles and application of Te Tiriti o Waitangi for my role. • I have the appropriate level of knowledge of Tikanga Māori (customs and practices) and Te Reo Māori (Māori language) for my role. • I have the appropriate level of knowledge of Council's engagement protocols with the whānau, hapū and iwi of te Taihū for my role. • I foster a culturally inclusive environment by actively engaging with and respecting Māori perspectives and practices in my work.

My Delegations

I have no staff or financial responsibilities. However, the Council may from time to time delegate to me specified powers and duties which I must exercise with due care and diligence.

My Competencies

My Qualifications and Experience:

- A Degree in planning or resource management or science or related field is required
- At least eight years relevant postgraduate experience is required
- Strong working knowledge of Resource Management Act requirements, including consent processing, compliance and plan making.
- Proven experience in project management.
- Proven experience in developing and managing complex working relationships with people at all levels within Council, public, business and voluntary sectors in a discrete and confidential manner.

My Personal Attributes:

- Understanding of the political system (conventions, functions, and objectives) and the wider cultural, social, environmental, economic and political implications of the environment within which council operates.
- High level of digital literacy with proven knowledge of Microsoft Office suite.
- Excellent written and oral communication skills, in particular an ability to effectively and concisely present information to Council, management or the public.
- A genuine interest in and ability to mentor and develop others.
- Initiative and good analytical and judgement skills and a disposition to solving problems.
- An ability to relate to a wide range of people and a proven commitment to quality customer service.
- Excellent skills in understanding, interpreting and applying both legislation and data.
- Extremely well organised, can prioritise tasks and deliver within tight timeframes.
- A positive attitude towards and interest in continuous learning.
- Positive team member, helpful contributor.
- Self-motivated and able to work with minimum supervision and meet deadlines.
- Good understanding of the principles of Te Tiriti o Waitangi and Tikanga Maori.

My Agreement

My Name:

My Signature:

Date: