



Position Description – Senior Resource Consents Planner

This position reports to: Team Leader Resource Consents

Career Level: 18

Position purpose:

The Senior Resource Management Planner plays a key role in supporting the Team Leader Resource Consents to deliver the functions of the Resource Consents Team. This position provides leadership support through mentoring and supervision of team members, leading continuous improvement initiatives, and independently managing complex resource consent processes. The role requires a high level of planning expertise, sound judgment, and a commitment to excellent customer service, continuous improvement, and adherence to best practice. While the position does not have direct or indirect reports, it carries significant influence through technical leadership and peer support.

Direct reports: Nil

Indirect reports: Nil

The key areas of responsibility include:

As a senior member of the team, you provide guidance and mentorship to planners and technicians, helping to build capability and ensure consistent technical quality across the team. You contribute actively to planning discussions and decision-making, ensuring that advice and assessments reflect current legislation, policy direction, and best practice. Your responsibilities include managing complex resource consent applications, preparing robust planning assessments, and acting as an expert witness in hearings or legal proceedings when required.

You exercise delegated authority in decision-making, provide advice to hearings panels, and support the development of junior staff through informal coaching and technical guidance. Your role also involves proactive customer engagement, including coordinating pre-application meetings and developing clear, accessible planning communications that support informed decision-making and positive customer experiences. You support peers with challenging customer/stakeholder interactions where necessary.

Beyond consent processing, you contribute to broader planning objectives by identifying emerging policy issues, supporting plan changes, and collaborating with other Council teams to ensure alignment with compliance, monitoring, and enforcement functions. Through these activities, you help ensure that the Resource Consents Team remains responsive, integrated, and forward-looking in its approach.

Deliverables

Big Picture

- Have awareness of strategies, contribute to plans and KPIs for self, team and other teams as required.
- Stay up to date with legislation and practices as appropriate to role.
- Understand the intent/ethos of local government and the services provided by other parts of the Council.
- Stay informed of organisational activities and decisions through being attentive to communications.
- Show understanding and commitment to Te Tiriti o Waitangi (The Treaty of Waitangi) principles, know how these Principles are relevant to your work.

Performance	• Achieve performance goals and expectations and follow leadership instruction on time and to a high standard consistently. • Report on progress to plan, and against own KPIs. • Take an active role in own goal setting, learning and development. • Correctly and appropriately use technology as required for role, including new technologies. • Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment. • Comply with all legislation and Council policies. • Set a positive example for punctuality, attendance, and work ethic
People & Culture	• Act in ways that align with and promote Council values. • Be a positive and constructive team member. • Collaborate on cross team/discipline projects and teams as required. • Constructively and successfully adapt to changes. • Take positive actions to keep self and others physically and psychologically safe and well • Attend, be prepared for and engage constructively in all meetings. • Deliver exceptional customer service consistently (make every interaction count) • Build effective, sustainable relationships at all levels. • Have consistently positive interactions externally and with Community Boards and Elected Members (as required for role).
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
- At least 7 years practical experience in a planning or resource management environment. - Experience and/or understanding of the local government working environment. - Understanding of Selwyn District Council responsibilities under Te Tiriti o Waitangi/Treaty of Waitangi. - Experience in managing complex resource consent processes - Experience presenting evidence at hearings - A proven work record demonstrating the ability to carry out duties as part of a team. - Experience in mentoring and coaching team members - High level of digital literacy - Excellent verbal and written communication	- Experience working with community-based groups and involved in community-led initiatives. - Experience as an expert witness in the Environment Court - Project management skills

Key relationships

External	Internal	Committees/groups
Te Taumutu Rūnanga Te Ngāi Tūāhuriri Rūnanga Council customers Selwyn residents External contractors Territorial and Regional Authorities Government Agencies (incl MfE, MBIE, WorkSafe NZ, Ministry of Justice, Police, ACC) Greater Christchurch Partnership Technical Legal Professionals	Chief Executive Executive Leadership Team Council staff Mayor Elected Councillors Elected Community Board Members	Committees of Council Community Boards Water Race and Rural Water Supply Sub-committees Township, Reserves and Hall Committees Business organisations and networks Special interest groups and committees

Individual Contributor Competencies



Eats problems for breakfast. When faced with a new situation or setback, uses initiative and takes appropriate action.



Does Change Well. Is open-minded about change and prepared to adapt. Moves forward positively and constructively.



Builds Togetherness. Is equally open and friendly with all people, and respectful of individual differences. Works effectively in teams.



Rocks the messaging. Keeps those who need to know 'in the know'. Communicates clearly and appropriately.



Tackles the tough stuff. Prepared to constructively share an opinion and get involved in conversations on challenging matters. Takes ownership of mistakes.



Delivers the goods. Reliable, conscientious, disciplined, and organised. Delivers to a manageable high standard consistently.



Brings out the best. Enjoys learning and improving their skills to be the best they can be. Embraces opportunities to identify and address development needs. Recognises and celebrates the achievements of others.



Sets the tone. Can keep functioning and stay calm when under pressure. Is a positive influence in the team.

Education, Qualifications, Memberships

Essential	Desirable
- A tertiary degree in urban/regional planning, resource management or similar which is recognised by the New Zealand Planning Institute (in terms of eligibility for full membership to the Institute) - Full membership of the New Zealand Planning Institute (or willingness to work towards) - Full New Zealand driver's licence (unrestricted private motor vehicle)	Making Good Decisions accreditation

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.