

Job Description



My Position

Position:	Consent Officer – Natural Resources
Section:	Resource Consents
Group:	Environmental Services
Responsible to:	Team Leader – Natural Resource Consents
Job Purpose:	• To process Resource Management (RM) checks relating to applications for building consent applications, including the processing of Project Information Memoranda (PIMs), to cover Council's District and Regional functions as a Unitary Authority. • To provide a professional response to internal and external enquiries in relation to Resource Management checks and planning requests. • To provide a role in processing Regional and District consent applications and notices.

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 deliver 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
- We act professionally with integrity
- We are honest and open
- We bring the right attitude to work
- Safety and wellbeing come first

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 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 is 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?
PIM/RM Checks - Assist with assessing building consent applications for compliance with the Tasman Resource Management Plan district and regional rules, and other legal instruments, including consent notices. - Request further information when required to complete the PIM/RM checks. - Allocate or refer building consent applications to other Council staff for their assessment where required. - Ensure that agreed timeframes for PIM/RM district and regional checks are met. - Issue and cancel resource management certificates pursuant to s37 of the Building Act when required. - Inform applicants where resource consent for district and regional matters is required. - Contribute to the development and maintenance of procedures, templates and guidelines for processing PIM/RM applications. - Implement other requirements relating to the PIM/RM checks as required.	PIM/RM Checks - All assigned PIM/RM checks functions are completed to the required standard procedures and within the agreed timeframes. - All assigned PIM/RM checks records and data are accurate, up to date and available to other key users. - All assigned PIM/RM checks are prepared using approved templates and consistency in decision, layout and contents is evident. - All assigned building consent applications are assessed correctly for compliance with Tasman Resource Management Plan district and regional rules and other legal instruments. - All relevant building consent applications are referred to other Council staff for their assessment where required in accordance with agreed internal timeframes. - Further information requests are made when required to complete the district and regional checks. - Building consent applicants are advised when resource consent for district and regional matters is required. - Agreed timeframes for district and regional checks are met. - Resource management certificates are issued (and cancelled/uplifted) pursuant to s37 of the Building Act when required. - Other requirements relating to the PIM/RM checks are addressed as required.

	A courteous and timely response to staff and public enquiries on consent issues is evident in responses and feedback received.
Resource Consent Processing - Process assigned minor resource consents in an efficient, concise and professional manner. - Ensure that all consent processing timeframes are met. - Make recommendations regarding Marginal or Temporary Consent Exemption Notices. - Contribute to the development and maintenance of procedures, templates and guidelines for processing resource consent applications.	Resource Consent Processing - All consents and notices are processed accurately, consistently, defensible and that fair and best practice is applied. - All applications are processed within statutory timeframes. - All resource consent decisions are prepared using approved templates and consistency in decision layout and contents is evident. - Contributions of ideas for continuous improvements are evident.
Resource Consents Advice - Provide a courteous and timely response to public enquiries on resource management and consent issues (customer service requests). - Assist with the duty planner roster.	Resource Consents Advice A courteous and timely response to staff and public enquiries on consent issues is evident in responses and feedback received.
Recording and Reporting Systems - Maintain accurate consent processing and time recording for assigned consents or provide accurate and timely advice of status changes to the Administration Officers. - 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.	Recording and Reporting Systems - Application status and job files are accurate, maintained and kept up to date. - Daily records 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.
Liaison - Collaborate with team members and other staff involved in building consent applications to ensure that any matters that need clarification, modification or further consideration are discussed and resolved. - Build and maintain effective relationships that enhance learning and development opportunities to further own career, and develop own knowledge, skills and experiences that create value for Council and the community. - In conjunction with your Team Leader provide information on consents requiring monitoring to Compliance Monitoring Officers. - Support team members and other staff involved in consent processing to ensure the process is efficient.	Liaison - Any matters requiring discussion, clarification or modification are referred promptly to your Team Leader and other appropriate staff. - Effective relationships are evident. - Ownership of personal career development is evident and job holder knowledge and experience is kept up to date and continuing to improve. - Consents requiring monitoring are available to relevant staff in a timely manner.

My Contribution	
Accountability	- I take responsibility for my performance, decisions and actions and how these impact on others. - 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.
Customer Focus	- 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.
Relationship Building	

• 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.
Resilience & Adaptability • 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 participate in business process improvement solutions and other initiatives that enhance our service delivery.
Motivation & Drive • 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.
Collaboration & Inclusion • 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.
Civil Defence Emergency Management • I provide assistance and support during civil defence / emergency management activities. • I participate in civil defence and emergency management training.
Working within te ao Māori • 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 tertiary qualification (Diploma level or higher) in resource management or similar.
- Experience in a similar role in a Local Government and RMA environment.
- Knowledge of Resource Management Act requirements, including consent processing.
- Customer service experience and computer-aided records management experience.
- High level of digital literacy including use of databases and Excel.

My Personal Attributes:

- Good written and oral communication skills, in particular an ability to effectively and concisely present information.
- Shows initiative and good analytical, research and judgement skills.
- An ability to relate to a wide range of people.
- An active team member with a passion for quality customer experience and business outcomes, and continuous improvement.
- Ability to be well organised, prioritise and manage a number of tasks concurrently, and deliver within tight timeframes.
- Attitude of ongoing improvement and a positive life focus.

- Self-motivated and able to work with minimum supervision and meet deadlines.
- An understanding of the principles of Te Tiriti o Waitangi and Tikanga Māori.

My Agreement

My Name:

My Signature:

Date:

Job Description



My Position

Position: Consents Officer – Land Use

Section: Resource Consents

Group: Environmental Services

Responsible to: Team Leader – Land Use Consents

Job Purpose:

- To provide a coordination role for Property Information Memorandums (PIMs)/RMA checks to cover Council's District and Regional functions as a Unitary Authority.
- To provide a professional response to internal and external enquiries in relation to Resource Management checks and planning requests.
- To process Resource Management Notices (MOTCEs, Deemed Permitted Boundary Applications, Outline Plans and Outline Plan Waivers).
- To provide Proper Properties support to the Resource Consents Section as required.
- To support the LIM & Property Information Team checks relating to applications for Land Information Memorandums (LIMs) as required.

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My Key Result Areas

My Priorities

What am I supposed to do?	How well am I supposed to do it?
PIM/RMA Checks • Assist with resource management and associated checks of building consent applications, covering Council's District and Regional functions as a Unitary Authority. • Request further information when required to complete the district land use PIM/TAN/RMA check. • Assist with assessing Building Consent applications for compliance with the Tasman Resource Management Plan district land use rules, and other legal instruments, including consent notices and s108 RMA covenants. • Allocate or refer Building Consent applications to other Council staff for their assessment where required, including Regional rules and National Environmental Standards. • Advise Heritage New Zealand of an application if required by s39 of the Building Act. • Ensure that agreed timeframes for PIM/TAN/RMA district land use checks are met. • Issue and cancel resource management certificates pursuant to s37 of the Building Act when required. • Inform applicants where resource consent for district land use is required. • Contribute to the development and maintenance of procedures, templates and guidelines for processing PIM applications. • Make recommendations regarding Marginal or Temporary Consent Exemption Notices.	PIM/RMA Checks • All assigned PIM process/RMA checks functions are completed to the required standard procedures and within the agreed timeframes. • All assigned PIM/RMA checks records and data is accurate, up to date and available to other key users. • All assigned PIM/RMA checks are prepared using approved templates and consistency in decision, layout and contents is evident. • All assigned Building Consent applications are assessed correctly for compliance with Tasman Resource Management Plan district land use rules and other legal instruments. • All relevant Building Consent applications are referred to other Council staff for their assessment where required in accordance with agreed internal timeframes. • Further information requests are made when required to complete the district land use check. • Building Consent applicants are advised when resource consent for district land use is required. • Heritage New Zealand is advised of a Building Consent application if required by s39 of the Building Act.

- Implement other requirements relating to the PIM/RMA checks as required. - Provide a courteous and timely response to public enquiries on consent issues (customer service requests).	- Agreed timeframes for district land use checks are met. - Resource management certificates are issued (and cancelled/uplifted) pursuant to s37 of the Building Act when required. - Other requirements relating to the PIM/RMA checks are addressed as required. - A courteous and timely response to staff and public enquiries on consent issues is evident in responses and feedback received.
Liaison - Collaborate with team members and other staff involved in LIM applications to ensure that any matters that need clarification, modification or further consideration are discussed and resolved. - Build and maintain effective relationships that enhance learning and development opportunities to further own career, and develop own knowledge, skills and experiences that create value for Council and the community.	Liaison - Any matters requiring discussion, clarification or modification are referred promptly to your Team Leader and other appropriate staff. - Effective relationships are evident. - Ownership of personal career development is evident and job holder knowledge and experience is kept up to date and continuing to improve.
Resource Management Notices Process MOTCEs, Deemed Permitted Boundary Applications, Outline Plans and Outline Plan Waivers.	Resource Management Notices All Notices are completed to the required standards, completed efficiently and within the agreed timeframes.
Proper Properties - Assist with ensuring the Proper Properties database is kept up to date following the creation of new allotments. - Liaise as necessary with other Council staff to ensure the Proper Properties database is kept up to date.	Proper Properties Review The transfer of Proper Properties information to newly created allotments is accurate and completed in a timely manner so as to minimise Council exposure to providing incorrect information.
LIM Checks - Ensure LIM applications are administered, registered and processed in accordance with Council policies and procedures. - All information for a property within the Council's "knowledge" is released with the LIM report and the legislative timeframes are met by: - Researching property information databases and files. - Liaising with other staff and Groups to ensure information supplied is current and accurate. - Dealing with external enquiries regarding LIMs. - Identifying issues that may hold liability for Council and react in a manner that will minimise any negative outcomes. - Manage Council's information relating to LIMs, and maintaining databases and files to ensure accuracy records. - Contribute to the development and maintenance of procedures, templates and guidelines for processing LIM applications.	LIM Checks - Extensive knowledge and understand of the land information requirements and the Local Government Official Information and Meetings Act (LGOIMA) is evident and applied to all applications. - All land information administration functions are completed to the required standards and within the agreed timeframes. - All land information records and data is accurate, up to date and available to other key users. - A courteous and timely response to staff and public enquiries on consent issues is evident in responses and feedback received. - All LIMs are prepared using approved templates and consistency in decision, layout and contents is evident. - Contributions of ideas for continuous improvements are evident.

My Contribution

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- I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it.
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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:

- At least 3 years' experience in a similar role in a Local Government and RMA environment.
- Customer service experience and computer-aided records management experience.
- High level of digital literacy including use of databases and Excel.
- Demonstrated working knowledge of the relevant statutes, regulations and procedures pertaining to land information or similar regulatory environment would be desirable but not essential.

My Personal Attributes:

- Good written and oral communication skills, in particular an ability to effectively and concisely present information.
- Shows initiative and good analytical, research and judgement skills.
- An ability to relate to a wide range of people.
- An active team member with a passion for quality customer experience and business outcomes, and continuous improvement.

- Ability to be well organised, prioritise and manage a number of tasks concurrently, and deliver within tight timeframes.
- Attitude of ongoing improvement and a positive life focus.
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