

ENVIRONMENT SOUTHLAND

Consent Officer

Role description

About us

Our mission

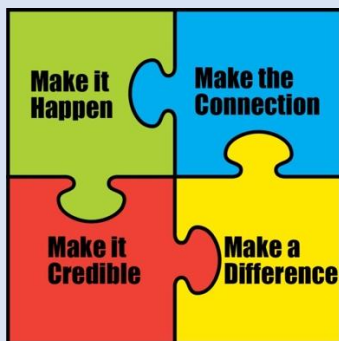
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at ES, we -



Role purpose

The **Consents Officer** contributes to the overall performance of the **Consents Team** by processing applications for resource consent, and other types of applications where required, including receiving, investigating and reporting on the applications and making recommendations to delegated representatives.

About your role

Grade:14

Pathway: T3

Group/Division: Regulatory Services Group / Consents Team

Reports to: Team Leader Consents

Who you will be working with

Direct reports:

- Nil

Indirect reports:

- Nil

Key stakeholders

External:

- Tangata whenua via iwi Authorities Consent applicants
- Resource consent holders
- Councillors
- General public
- Statutory bodies including government departments, other local authorities
- Fish & Game Councils

Internal:

- Regulatory Services Group
- Policy & Planning teams
- Other staff at Environment Southland

Delegations

In line with the Environment Southland Delegations Manual

Your leadership profile – Individual Contributor

Your crucial challenge as an Individual Contributor is to find a way to add value while working effectively with others.

*To be an effective **Individual contributor**, aim to:*

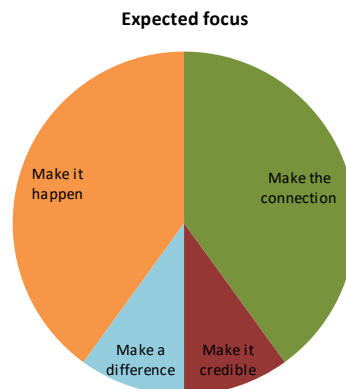
Make it Happen – Show initiative, take accountability and deliver high-quality work on time.

Make the Connection – Focus on meeting your customers' needs and work collaboratively as part of your team.

Make it Credible – Communicate clearly, show integrity, and focus on building your professional skills.

Make a Difference – Show curiosity, make thoughtful and evidence-based decisions, and aim to understand the wider context for your work.

While all elements of the Environment Southland Leadership Competency Framework are important, as an **Individual Contributor**, you will have a stronger focus on Make it Happen and Make the Connection.



Your accountabilities

Process applications for resource consents	• Receive, audit, and report on applications them in accordance with the Resource Management Act 1991, and Council policies and delegations. • Resolve any conflict. • Request further information to enable applications to be fully understood and properly processed. • Comply with statutory requirements and minimise delays - research additional information and/or case law, when necessary and appropriate. • Implement and comply with best practice procedures • Make recommendations on applications, including what conditions to apply if the application is to be granted. • Utilise the Continual Improvement Process Focus on identifying opportunities for continuous improvement • As experience grows, self-manage workload with appropriate support from Team Leaders and Manager
Provide advice and information	• Provide advice and information on the Resource Management Act 1991 and the consents process in particular, as well as the Council's policies and plans as necessary.
Environmental compliance	• Provide back-up assistance for Resource Management team for incident response. Investigate pollution complaints as enforcement officer, to the extent authorised in accordance with the relevant provisions of the Resource Management Act 1991, and in accordance with any policies and procedures that may be in place. • Assist with consent compliance monitoring when available.
Policy and planning	• Participate in development of plans, as required. • Research the background to reports, which may necessitate the use of library reference materials, internet access and files. • Liaise both within the Council staff and with outside agencies as appropriate, including territorial authorities, government agencies, interest groups and consultants, including obtaining feedback as necessary. • Develop and write reports to comply with Council policy. • Provide advice to Council and staff. • Develop and implement effective policies within my area of responsibility
Strategy and vision	• Support the implementation and delivery of Council's strategy
Project management	• Participate in projects which may be financial, transformational, strategic and/or leadership focused from time to time • Application in line with Council's corporate project management systems and processes.
Finance (budgets)	• Consider financial implications of actions.
Continuous improvement	• Continually seek opportunities to improve services for your customers (internal or external). • Show flexibility, adaptability and a willingness to change and are open to feedback as an opportunity to improve.
Stakeholder relationships / customer service	• Develop strong and effective relationships with internal and external stakeholders. • Respond appropriately. • Understand situations from the customer's perspective. • Keep customers up to date about progress of queries/requests/projects • Maintain clear communication
Other duties	• Any other duties as may be required from time to time.

Your health, safety and wellbeing

- Work safely and take responsibility for keeping self, colleagues, contractors and customers free from harm
- Report all incidents, near-misses, hazards and accidents promptly
- Communicate whereabouts when out of the office (e.g. use Where Am I, Get Home Safe)
- Activity risk assessments are completed as part of planning for all field-based activities prior to work being undertaken, with relevant parties
- Know what to do in the event of an emergency
- Participate in safety and wellbeing initiative and programmes as required
- Attend required health and safety training and induction sessions.

Working with Māori

Working at Environment Southland requires all of our staff to uphold the council's Te Tiriti o Waitangi responsibilities as part of their day-to-day role. This might be through the appropriate delivery of functions through various legislation where Te Tiriti o Waitangi or partnering with mana whenua is required or upholding the commitments that our elected councillors have made to Ngāi Tahu ki Murihiku through the Charter of Understanding. Many of our established workstreams and programmes are delivered in partnership with the four papatipu rūnanga of Ngāi Tahu which hold mana whenua in Murihiku Southland.

This will regularly require:

- Understanding and delivery on Te Tiriti o Waitangi obligations for Environment Southland that are identified for your role
- Ensuring partnership and engagement practices are planned for, and suitable to the relationship with Ngāi Tahu ki Murihiku
- Undertaking regular learning and development for the role to support competency in delivering on Te Tiriti o Waitangi responsibilities, as directed

Your civil defence and emergency response responsibilities

All staff of Environment Southland may be required to undertake Civil Defence or Biosecurity duties in the event of an emergency. Training will be given as appropriate.

- Fulfil allocated Civil Defence and emergency response roles, as assigned.
- Manage or assist with other emergency responses that are required.
- Participate in Civil Defence and emergency response initiatives and programmes as required.

Confidentiality, privacy and recordkeeping

All staff of Environment Southland are required to collect, retain, and maintain sensitive, confidential and personal information. Training will be given as appropriate to:

- Manage all information with care and respect in accordance with the Public Records Act 2005, Privacy Act 2020, Local Government Official Information and Meetings Act 1987 and all other relevant Local Government legislation.
- Retain information, regardless of format, e.g. records and data in official organisational systems.
- Ensure no sensitive, confidential, or personal information is inappropriately shared internally or externally without the appropriate approval.

- Report a privacy breach to the organisational Privacy Officer if a situation should occur.

Your experience, knowledge and qualifications

Knowledge/Experience

- Demonstrated knowledge to fulfill requirements of the key accountabilities specified for this position.
- A tertiary qualification in a relevant science and/or resource management discipline.
- Ideally knowledge of the resource consent application process and associated resource and environmental management issues.
- Ability to communicate effectively in both written and oral forms with Councillors, associates and peers, and the public generally.
- Ability to consult, liaise, and develop and maintain valued and effective working relationships with Iwi and key stakeholders.
- Ability to deal with conflict and knowledge of how to resolve it in a non-adversarial manner.
- Able to devise, design, and construct objectives to achieve goals, for both personal and organisational achievement.
- Competent in the use of computers.
- Hold a current, full drivers license.

Attributes

- Be highly self-motivated, proactive and have high personal standards.
- Have a genuine interest in, and commitment to, resource management and the environment generally.
- Be able to work in both a team environment or alone when the situation requires.
- Have the ability to develop and maintain good professional networks.
- Be able to work without close supervision, and exercise judgment on when to consult others and seek advice.
- Be willing to promote and demonstrate the values of Environment Southland.
- Be willing to share information and manage/maintain information and records.
- Be willing to pursue professional development initiatives on both a personal and team level.
- Be versatile, open-minded, solutions-focused and innovative.
- Excellent communication skills – both written and verbal.
- Honesty, integrity and commitment to preserving confidentiality, i.e. can be trusted with confidential information.
- Ability to exercise sound judgment and initiative.

Performance Review

We have a Professional Development Programme (PDP) that is the basis for performance assessment at all levels of the organisation. There is at least one formal meeting, annually, between the team member and their people leader, along with a six-month review and regular monthly catch-ups.

Acknowledgement

I _____ have received a copy of the job description and have read and understand the duties and responsibilities and key relationships described therein.

Signature _____

Date _____