



Position Description – Resource Consents Administrator

This position reports to: Planning Technical Advisory Team Leader **Career Level:** 9

Position purpose: As a member of the Planning Technical Advisory Team and the wider Resource Consents Business Unit, the Resource Consents Administrator will be responsible and accountable for undertaking administrative tasks that support the delivery of the Resource Consents function.

The key areas of responsibility include:

Resource Consents Administration	- Undertaking all tasks associated with the administration of the resource consent process and related processes, including (but not limited to), entering new applications into our system, completing all tasks associated with notification of an application, hearing administration, issuing decisions and keeping and maintaining records. - With support from senior team members, ensuring all guidance and processes are documented, updated and fit for purpose. - Running monthly reports and collating data on the performance of the business unit.
Customer Service	- Respond to customer enquiries relating to resource consent administration. - Support the Business Unit's Team Leaders, and Head of Resource Consents where required with administrative matters, including coordinating responses for formal requests and elected members. - Assist in the update and maintenance of relevant webpages, and consistently review them for out-of-date information and possible improvements.
Procurement and Contract Management	Assist in the administration of procurement processes include contract preparation, cost tracking, and other related matters
Other duties as required	Undertake duties that are within the broad scope of the role and may be assigned from time to time.

Direct reports: Nil

Indirect reports: Nil

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
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Be a good
human

Be brave – think
differently

Better
together

Make it happen
for Selwyn

Selwyn
DISTRICT COUNCIL

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
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- 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
• 2 years' experience working in an administration/coordinator position. • Strong understanding of digital ways of working. • Demonstrated success in working collaboratively. • Ability to communicate clearly and appropriately for a range of audiences and adapt style accordingly. • Strong attention to detail • Strong process focus	• Experience working within a secretarial or administrative role • Experience working in a local/central government environment.

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, Work safe NZ, Ministry of Justice, Police, ACC) Greater Christchurch Partnership Non-government agencies	Chief Executive Executive Leadership Team Council staff Mayor Elected Councillors Elected Community Board Members	Committees of Council Business organisations and networks Special interest groups and committees Hearing Commissioners and Panels

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
- NCEA Level 3 - Driver's license (manual required)	Tertiary qualification (Level 4 or above), particularly in Business Administration or similar

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.