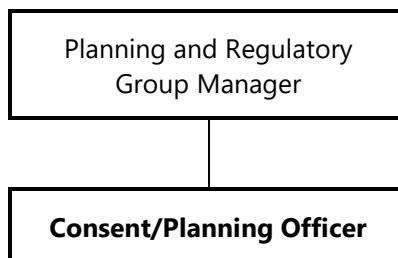


POSITION DESCRIPTION



Job Title:	Consent/Planning Officer
Responsible To:	Planning and Regulatory Group Manager
Directly Responsible For:	No other staff
Position Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none">• Work alongside the Policy Planner by Investigating and contributing to policy development• Process Resource Consents in accordance with Council Plans and the Resource Management Act• Monitor for Compliance with Resource Consent conditions• Respond to planning, resource management and by-law enquiries, including natural hazards• Co-ordinate project work such as earthquake prone buildings
Date:	April 2021

ORGANISATION CONTEXT



IMPORTANT FUNCTIONAL RELATIONSHIPS

External

Contractors
Ratepayers
Other Local Authorities
General Public
Local Iwi and Hapu
BOPRC

Internal

Chief Executive, Management and Staff
Elected members and Council committees

KEY RESULT AREAS

The position of **Consent/Planning Officer** encompasses the following functions or Key Result Areas:

Jobholder is accountable for	Jobholder is successful when
<p>Resource Consent Applications</p> <ul style="list-style-type: none"> • Undertaking all aspects of resource consent processing. This includes, analysing and evaluating applications, assessing compliance with legislation and the District Plan • Consultation with relevant Council staff on resource consent matters and the formulation of conditions to address effects as appropriate. Conditions are clear and able to be effectively monitored. • Staff reports to include clear and concise recommendations. • Providing Planning input into Land Information Memorandum (LIM's) and Property Information Memorandum (PIM's). 	<ul style="list-style-type: none"> • Reports are accurate, clear and show that the assessment, analysis and evaluation undertaken have considered all of the relevant matters under the Resource Management Act and the Ōpōtiki District Plan • Timeframes for processing of resource consents comply with the Resource Management Act 1991 • Accurate information is provided for inclusion in all LIM's and information provided to Building team on PIM applications.
<p>Monitoring and Enforcement of Consent Conditions</p> <ul style="list-style-type: none"> • Developing a regime to ensure that Land Use conditions are monitored as appropriate • Conditions of subdivision are met and signed off by appropriate officers • Undertaking TA e-certification processes and e-dealing searches. 	<ul style="list-style-type: none"> • Conditions of land use consent are monitored as required. • All conditions of sub division have been signed off by appropriate staff member prior to lodging with Land-on-line. • Enforcement action is taken in accordance with the Resource Management Act 1991 for any condition not met.
<p>Enforcement of Non Complying Activities</p> <ul style="list-style-type: none"> • Checking Building Consent Applications against the requirements of the Ōpōtiki District Plan • Complaints regarding activities being undertaken without appropriate consents are investigated and report findings are provided to the Planning and Regulatory Group Manager • Proactively following up on non-complying activities • Enforcement action is taken after discussion with Planning and Regulatory Group Manager. 	<ul style="list-style-type: none"> • All relevant Building Consent applications are assessed for compliance and appropriate action taken prior to building consent approval • All instances of potential and actual non-compliance with the Ōpōtiki District Plan are followed up, and the activity ceases, or enforcement action is taken, or consent approval is sought and given • All formal enforcement action is undertaken in accordance with the Resource Management Act 1991.

<p>Policy Development Support</p> <ul style="list-style-type: none"> • The development or review of policies include the following activities: <ul style="list-style-type: none"> • Regulatory Policy • Non-financial Long Term Plan Policies • Engineering Policies • Policies are consistent with the appropriate legislation, are clear and concise and developed in a timely manner • Draft Policies, when of a technical nature (Engineering) will have input from the appropriate engineer. 	<ul style="list-style-type: none"> • Policy is developed in accordance with legislation and appropriate for the needs of the Ōpōtiki District • Working relationships between the regulatory Group and other groups of Council are respectful and productive • The Policy Planner is well-informed and supported to make sound policy decisions.
<p>Provide Advice</p> <ul style="list-style-type: none"> • Providing internal and external customers with timely, accurate and consistent advice on matters relating to the Resource Management Act 1991, the Ōpōtiki District Plan, Council Policies and by-laws • Assisting external customers with navigating the legislation and plans • Providing information on planning and policy matters to the Policy Planner • Project work meets brief provided by Planning and Regulatory Group Manager, or Policy Planner. 	<ul style="list-style-type: none"> • Advice is accurate, concise and timely. No justified complaints are received regarding the quality of the information and advice given • Customers and applicants are given assistance to understand what is needed and how to achieve their goal, rather than preparing the application on their behalf • The communication and language is relevant to the receiver. • Project work meets required outcomes, is well documented and professional.
<p>Personal Development</p> <ul style="list-style-type: none"> • Developing and maintaining professional knowledge and contacts. 	<ul style="list-style-type: none"> • Training is undertaken to maintain skills and qualifications relevant to the job.
<p>Health & Safety</p> <ul style="list-style-type: none"> • Taking reasonable care to ensure the health and safety of yourself and others • Complying with Councils policy, work practices and instructions and contributing to a safe and healthy work culture. 	<ul style="list-style-type: none"> • Near misses, injuries and illness are reported in accordance with Council's requirements • There are examples of engagement and promotion of health, safety and well-being in your work area.
<p>Civil Defence</p> <ul style="list-style-type: none"> • Undertake any necessary training to ensure preparedness for Emergency Management. 	<ul style="list-style-type: none"> • Support is provided during an emergency.

Other duties expected of position holder:

Undertake any other duties and functions as may be requested of you by your Manager.

Note:

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

PERSON SPECIFICATION

- Relevant planning qualification, or
- Significant equivalent expertise and experience
- A current driver’s license

Key Job Competencies

- Can accurately interpret, understand and apply relevant legislation and bylaws
- Able to give advice in a business-like, respectful and non-emotional way
- Excellent oral and written communication skills
- Can interact with a diverse range of people and customers
- Excellent interpersonal communication and customer relations skills
- Sound administrative, computer, data input and word processing skills
- Able to learn new program software
- Team player and able to work with minimum supervision
- Excellent time management and organisational skills
- Able to complete a variety of work

Manager

Date

Position Holder

Date