

Job Description

Position Title: **Resource Consent Planner**
Reports to: Team Leader District/Regional Consents
Hub: **Environmental Services and Protection**
Section: Resource Consents

Community Outcomes

Council is committed to achieving the three key outcomes identified by our local community:

- Tairāwhiti Tangata - Our people
- Tairāwhiti Taonga - Our environment, culture and economy
- Tairāwhiti Wawata - Our aspirations realised through the democratic process.

Our Vision



Our Values

People are at the **Heart** of **Everything** we do
we are **Kind, Honest** and **Helpful**
we do **What we say** we're going **To do**
we **Work Together** to achieve **Better Outcomes**
we are **Guardians** of our community's **Future**

Strategic Objectives



Hub Chart



Purpose of the Position

Role of Environmental Services and Protection Hub

The Environmental Services and Protection Hub's purpose is to promote the sustainable management of the physical and natural resources of the district as well as contribute to the wellbeing of people and the built environment. The Hub undertakes service delivery, policy and regulatory activities to promote a vibrant, wealthy, safe, healthy and attractive environment.

This function of this Hub is to:

- Monitor, evaluate and implement plans, documents, standards, national policies and legislation.
- Administer the laws and bylaws that apply to the use of natural & physical resources and the interaction of people with each other and with the environment in which they live.

Key activity areas are resource management; planning; resource use and building consents; environmental health; animal/stock control; parking; water, monitoring and compliance, and environmental risk assessment.

Role of Resource Consents Section

The role of the Resource Consents section is to administer Council's Plans prepared under the Resource Management Act 1991 providing for the sustainable management of natural and physical resources within the Gisborne district.

The Resource Consents section process resource consent applications, provides planning information to customers and implements the rules of the relevant Plans and National Environmental Standards. As a Unitary Authority, the Resource Consents area contains both Regional and District teams as it processes consents for both regional and district matters.

Role of Resource Consent Planner

To assist the sustainable management of natural and physical resources by supporting the Team Leader to provide a responsive and efficient service processing resource consents for Council.

This includes providing a high standard of customer service to customers – both internal and external, to assist with compliance with plan rules and relevant legislation. The position may assist with developing and reviewing Council's Resource Management Act Plans, Policy Statements and other environmental strategies, as well as monitoring and compliance where necessary.

This role may also provide planning input into Land Information Memoranda, Building Consent applications and Searches of Council records prepared in accordance with the NES contaminated land.

For the Resource Consent Planner role, a development plan will be agreed with Team Leader/Manager to set a pathway to progress to Intermediate Planner. If all milestones are achieved to an agreed standard the job description will be updated.

Primary Functions

1. Health, Safety and Wellbeing

- Take responsibility for your own health and safety
- Model a culture of safety and wellbeing for others
- Ensure own actions keep self and others safe
- Identify, report and assist to eliminate hazards in work place
- Participate in local work place safety management practices
- Participate in workplace wellbeing initiatives
- Ensure compliance under health and safety legislation.

2. District/Regional Plan Implementation

- Assist with the processing of resource consents under the Tairāwhiti Resource Management Plan, providing a high standard of customer service through delivery of sound, timely information
- Assist with the development of Council planning policies and strategies, and monitoring and compliance where necessary and keep abreast of legislative changes as applicable to functions of the Consents teams.

3. Professional Advice

- Assist in the provision of sound and robust professional advice on resource management matters, environmental management of activities, development of land and management of the region's resources to staff and the public.

4. Support / Administration

- Provide support to the Team Leader with respect to consent administration, processing and compliance
- Actively contribute to the development and implementation of the teams work programmes including project involvement where needed.

5. Relationships & Stakeholder Engagement

- Develop and maintain effective professional relationships with staff, customers and stakeholders in line with Council values and strategic objectives
- Work collaboratively with team members and staff across Council
- Where appropriate, establish and maintain relationships based on Treaty of Waitangi principles with mana whenua, whānau, hapū and iwi.

6. Teamwork/Corporate Responsibility

- Actively participate in team wide initiatives.
- Contribute to department and organisational planning.
- Enter and track KPIs in Councils Performance system
- Engage in Councils Annual Review cycle, utilising the opportunity to identify successes and development opportunities
- Provide constructive feedback to team mates and your Manager
- Demonstrate commitment to learning and further developing knowledge, identify any training needs with your Manager

7. Financial Management

- Ensure accurate timely recording of purchases in Ozone
- Adhere to Councils financial policies and procedures

8. Performance and Professional Development

- Enter and track individual and team KPIs in Councils Performance system
- Engage in performance conversations through Councils Annual Review cycle identifying and understanding successes as well as areas for development
- Look for innovations and process improvements that can make positive impacts to workflow and our community
- Provide constructive feedback to colleagues and Team Leader
- Demonstrate commitment to learning and development of knowledge, identifying training needs and role progression milestones with the Team Leader.

9. Promoting a culture of diversity and inclusion, respect and understanding

- Build awareness and understanding of Tangata Whenua/Māori in our region.
- Contribute positively to opportunities to interact and develop relationships with Māori.
- Undertake training to build an understanding of tikanga and Te Ao Māori, to ensure their respectful practice in a business context.
- Ensure that the principles of the Treaty of Waitangi are upheld and underpin all strategy, planning and decision making processes.
- Ensure the inclusion of te ao Māori and Maori responsiveness in your work
- Contribute to providing an environment where people of all ethnicity, religion, gender, gender identity, sexual orientation, genetics, disability, age etc. are able to be themselves at work, by taking steps to understand, include and accommodate the diverse needs and beliefs of our people.
- Develop an understanding of own unconscious bias, and potential mitigation steps, to reduce influence in your work and ensure fair treatment of others.
- Hold yourself and others accountable for actions or words that demean or discriminate against the rights, beliefs and backgrounds of others.

Competencies

Academic / Professional

Essential:

- Relevant tertiary degree with predominant content in planning, environmental sciences, resource management or equivalent
- Eligibility for Graduate New Zealand Planning Institute membership or associate membership.

Desirable:

- Graduate membership or eligibility for graduate or associate membership to the New Zealand Planning Institute

Skills / Knowledge

Essential:

- Excellent written and oral communication skills, particularly report writing
- Time and project management skills
- Sound knowledge of resource management legislation
- Sound knowledge of resource management theory and best practice principles.
- Microsoft Windows: Word, Excel, Email, and other computer software such as Trapeze, Adobe and GIS
- Team work
- Participate in continuing professional development to keep abreast of changes in resource management planning and practice

- Full driver's licence

Desirable:

- Knowledge of the interaction between the Building Act, LGOIMA and the RMA
- Knowledge of notified hearings
- Experience with mapping software and the interpretation of digital planning overlay
- Some knowledge of tikanga maori
- Four wheel drive road vehicle competency or course attendance.
- Two way radio literate.

Work Experience

- Work experience in resource management planning and/or technical experience relevant to this position would be desirable.

Expected Behaviours

- Uphold Council's vision, values and strategic objectives
- Act in accordance with Council's Tikanga, commitments, policies, procedures and guidelines
- Act with integrity and respect and treat others the same
- Be open minded, listen, seek to understand and take ownership of our work
- Represent Council and its activities in a positive manner



Additional Responsibilities

The job holder must participate in emergency management training initiatives upon request and assist with any civil defence emergencies as required.

Work will be on sites where exposure to hazards will be unavoidable. Safety procedures must be adhered to, protection being on the hierarchy safety principle of eliminate and minimise.

Relationships

External:

- General public
- Landowners
- Iwi

- Developers
- Community groups
- Interested/affected individuals or parties
- Non-government organisations

Internal:

- Consents Manager
- Consents Team Leaders
- Science Team
- Integrated Catchments
- Customer Services
- Building Consents Team
- LIM Officer
- Strategic Policy
- Communications team and any other department of Council
- Council and its associated Committees.

Approval / Sign-off

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Dated

Position Holder:

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Name

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Signature

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Dated