



Position Description – Senior Resource Consents Planner

Department: Resource Consents
Location: Queenstown
Reports to: Team Leader, Resource Consents
Date: June 2023

Organisation & Values / Ngā Mātāpono QLDC

OUR PEOPLE ARE MOTIVATED BY A COMMON PURPOSE...	Caring		Connecting		Community
	Kotahitaka Ki te manaaki hāpori				
...AND THE WAY WE WORK DRIVES COLLABORATION...	Working with our communities		Positive, engaged and purpose driven		Working smarter
					Delivering our work, not my work
					Ready for any future
...AND VALUES DRIVEN BEHAVIOURS.	Helpful		Responsive		Respectful

Our purpose, the way we work, and values drive how we work together to deliver for our community. How we work and behave reflects our commitment to enabling community aspirations.

We are an organisation that is committed to fostering a culture of respect, equity, inclusion and diversity in everything we do. We believe embracing all backgrounds, perspectives and experiences within our community is a strength and a fundamental expression of our values.

We're Proud to Be QLDC and our culture is reflective of the environment in which we work.

Key Accountabilities / Rakatirataka

The Senior Planner Resource Consents processes resource consent applications (both land use and subdivision), particularly more complex applications. A key focus is making sound recommendations on decisions in accordance with the requirements of the Resource Management Act and the District Plan. These recommendations on decisions will be delivered to the high-quality standards specified and within the timeframes set under the Act.

The Senior Planner Resource Consents is also appointed as the senior to a number of applications, where they provide technical guidance, review the planner's recommendation, and exercise decision making under Council's delegations.



Other duties include:

- Processing new and altered designations and outline plans
- Approvals under the Local Government Act
- Attending pre-application meetings
- Assisting peers with responding to technical complex queries
- Mentoring and coaching more junior members of the team

Operational Excellence

- Assist with the administration of the QLDC District Plans (operative and proposed) including the processing of resource consent applications and drafting of recommendations, including subdivisions.
- Delegated decision-making on various applications under the RMA, particularly resource consents.
- Prepare responses and advice on planning issues as directed.
- Prepare and present evidence for Council at hearings, mediation and Environment and other Court hearings (where required).
- Ensure that accurate and up to date records are maintained in relation to responsibilities.
- Ensure a high standard of customer interface.
- Provide mentoring, training, advice and guidance to other planning staff.
- Champion QLDC commitment to excellence, innovation and quality.
- Implement and continually improve service delivery policies, processes and systems in order to provide effective and efficient resource consenting activities.

Relationship Management

- Establish ongoing dialogues with customers and key stakeholders and be proactive in building strategic alliances consistent with QLDC's vision.
- Cultivate a professional and positive image for QLDC with the media and the community.

Corporate Responsibilities

- Build commitment to QLDC's vision, values and services.
- Willingly undertake any duty required within the context of the position.
- Manage own personal health and safety and takes appropriate action to deal with workplace hazards, accidents and incidents.
- Comply with all legislative requirements.
- Adhere to QLDC's Code of Conduct.

Skills & Experience / Matauraka

Education

- Tertiary qualification in planning (e.g., bachelor's in resource management or urban planning). Related discipline may be considered.



- Membership of the New Zealand Planning Institute or equivalent, or eligibility for membership, is desirable.

Experience

- Significant knowledge and practical application (5+ years) of the Resource Management Act 1991 and allied legislation, in particular processing and/or making applications for resource consent (both land use and subdivision) and implementing a District Plan.
- Demonstrated ability to present topics to your peers, the public, professionals, at Council level hearings and meetings. Environment Court work and mediations would be an advantage.
- High level of planning technical capability.
- Be able to lead others and show leadership, both technical and behavioural, across team and wider Council.
- Proven track record of developing and maintaining positive relationships across a broad range of stakeholders.
- Extensive networks in, and credibility with the stakeholder community.

General

- Excellent oral and written communication skills.
- Highly motivated and achievement-oriented professional.
- Can-do and outcome-focussed attitude.
- A problem-solving mind set and ability to think strategically, pragmatically and outside the box.
- Encourage collaboration and work positively in a team environment.

Key Relationships / Whanaukataka

Internal

- General Manager, Planning & Development
- Manager and Team Leaders, Resource Consents
- Wider resource consenting team
- Resource Management Development Engineering team
- Policy Planning Team
- Monitoring and Enforcement team
- Legal advisors (in house and external)

External

- The community
- Applicants and their agents
- Expert Consultants
- Contractors and consultants

Committees/Groups

- N/A



Authorities & Delegations / Rakatirataka

Financial Authority

- N/A

Staff Authority

- N/A

Contractual Authority

- N/A

Organisation & Position Competencies / Tikaka

Qualities we all share:

<p>Integrity</p> <ul style="list-style-type: none"> • Represents QLDC in an honest, ethical and professional way, supporting a culture of integrity and professionalism • Acts on QLDC’s vision, mission and values even when it is uncomfortable or difficult to do so • Follows through on agreements; can be relied on to complete tasks and meet commitments 	<p>Delivering Quality Results</p> <ul style="list-style-type: none"> • Emphasises progress over perfection, taking action and initiative to resolve issues within established process and procedure • Prioritises and aligns tasks across the team to maximise efficiencies and deliver or exceed expectations • Acts decisively to turn around inefficient or under-performing parts of the business
<p>Adaptability</p> <ul style="list-style-type: none"> • Is open to new ideas and is willing to try new ways of doing things • Coaches the team and others to adapt to changing circumstances • Clearly and positively communicates the benefits/requirements of change ensuring they are understood by others 	<p>Customer Focus</p> <ul style="list-style-type: none"> • Communicates effectively with customers and stakeholders to identify their needs and requirements • Creates a culture which embodies the delivery of a high-quality customer experience across QLDC, ensuring systems and processes drive service delivery outcomes • Understands the different groups and coalitions in the wider business / community environment including the reasons for their underlying concerns and agendas and how they can affect and influence decisions and outcomes
<p>Managing Relationships</p> <ul style="list-style-type: none"> • Establishes and maintains effective relationships with stakeholders and gains their trust and respect 	<p>Valuing Diversity</p> <ul style="list-style-type: none"> • Is aware of and responsive to cultural differences when engaging with people and groups



<ul style="list-style-type: none"> • Ensures actions, processes and decisions deliver sustainable relationships and support QLDC’s interests • Actively builds and develops partner relationships to create common goals and understanding 	<ul style="list-style-type: none"> • Role models respect and sensitivity to diversity and difference to ensure an inclusive team environment • Creates a feeling of belonging and strong team morale through leveraging individual strengths and differences to enhance collaboration, discussion, and decisions • Builds an environment of collaboration and co-operation across QLDC, involving the most appropriate people from across the business
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Qualities you’ll bring to the role:

<p>Problem Solving</p> <ul style="list-style-type: none"> • Identifies potential problems, barriers, and risks and takes action to resolve them • Seeks input and the perspectives of others to support efficient and effective problem solving • Exercises judgement and makes good decisions • Tries different approaches to overcome current obstacles and persists with efforts until an effective solution is found 	<p>Resilience</p> <ul style="list-style-type: none"> • Demonstrates resilience by remaining composed and persevering through difficult or stressful situations • Role models patience and tolerance when dealing with inconveniences and difficulties • Takes personal responsibility for decisions, actions, and mistakes • Recovers quickly from setbacks and adverse events
<p>Influencing and Negotiating</p> <ul style="list-style-type: none"> • Considers how to influence over time and adopts a number of deliberate strategies to influence and communicate with others • Achieves effective solutions and outcomes within challenging relationships, or when dealing with ambiguous and conflicting positions • Picks up on peoples social cues and reactions, and adjusts approach accordingly 	<p>Collaborating</p> <ul style="list-style-type: none"> • Accepts and supports team decisions, is a ‘good team player’, does their share of the work • Willingly shares information, knowledge and experiences with others • Seeks out and works with others, regardless of team, function, business unit, geography, professional boundaries • Fosters open dialogue and feedback
<p>Inspiring, Direction and Purpose</p> <ul style="list-style-type: none"> • Champions QLDC’s vision and strategy and communicates the way forward generating enthusiasm and commitment to goals 	<p>Commercial Awareness</p> <ul style="list-style-type: none"> • Utilises networks and market information to gather multiple perspectives and insights into customer needs and perceptions • Ensures that day-to-day activities are aligned with and meet QLDC’s longer term business objectives
<p>Change and Innovation</p> <ul style="list-style-type: none"> • Drives continuous improvement and identifies opportunities to enhance processes and practices 	<p>Strategic Agility</p> <ul style="list-style-type: none"> • Engages in critical questioning, looking for underlying causes and seeks to address those rather than making a “quick fix” • Uses an in-depth understanding of local business and cultural practices to complete



	<p>negotiations, resolve problems, and/or create business/community opportunities</p> <ul style="list-style-type: none">• Uses analytical techniques to identify several solutions and weighs the value of each
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