



Position Description – Principal Planner – Resource Consents

Department: Resource Consents – Planning & Development
Location: Queenstown
Reports to: Manager Resource Consents
Date: May 2024

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 Principal Planner – Resource Consents is the technical practice lead for the resource consents team. This is a critical role that provides technical leadership to assist the team to deliver on its core functions. This is achieved by the Principal Planner – Resource Consents through the ongoing improvement to systems and processes; analysis and dissemination of QLDC resource consent decisions, relevant case law, and Central Government RMA policy direction and reforms to assist with technical growth but also consistency across the team; lead the resource consent input into the District Plan including interpretation matters; provide technical coaching to the team; and management and oversight of RMA objections, Court appeals, and the reporting on these to elected members.

The Principal Planner – Resource Consents will provide proven credibility and influence through strong relationships with key internal and external stakeholders.



The role reports to the Manager Resource Consents, however, has a close working relationship with the Team Leaders Resource Consents to deliver on the outcomes for this role.

Operational Excellence

- Provide strong and effective technical leadership in the area of resource management.
- Assist the Manager Resource Consents with ongoing improvements to systems and processes that help the team to deliver on its core functions, including but not limited to:
 - Induction processes
 - Technical practices
 - Update to templates
 - Consent conditions
 - Expert inputs into consent process
 - Consistency reviews
 - Internal and external Practice/Guidance notes
- Provide the Manager and Team Leaders Resource Consents with technical support that assists to accelerate the careers of the processing team, including support for training.
- Lead the development of new resource consent application processes as these might arise.
- Analyse and disseminate QLDC resource consent decisions and relevant case law for the team.
- Manage and maintain oversight across all resource consent appeals/objections and other resource management matters before the Courts, provide input on Council's appeals strategy and mediation, and report on Court matters to elected members.
- Lead Resource Consent team input to District Plan review and other planning policy matters.
- Maintain a strong knowledge base and expertise within the speciality area of resource consenting – understand and engage with the latest thinking and maintain up to date knowledge of developments in this area, including disseminating Central Government RMA policy, and supporting the Manager Resource Consents with implementing any RMA reforms.
- Coach/mentor Resource Consents team and other colleagues to transfer and develop knowledge and best practice.
- Delegated decision-making on Resource Consent applications under the RMA (as directed).
- Prepare responses and advice on planning issues as directed.
- Champion QLDC commitment to excellence, innovation and quality.

Relationship Management

- Is proactive in building strategic alliances consistent with QLDC's vision.
- Cultivate a professional and positive image for QLDC with the media and the community.
- Build and maintain strong and positive relationships with other Council departments.

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/resource management.
- Either a full member or eligible to become a full member of the New Zealand Planning Institute or a similar international counterpart organisation.

Experience

- Extensive experience (8 + years) in a planning/resource management environment.
- Extensive experience (5 + years) in a senior resource consenting role.
- Demonstrated comprehensive knowledge of the planning and resource consenting process.
- Environment Court/Environment Protection Agency (EPA) experience highly desirable.
- Proven track record of developing and maintaining relationships across internal and external stakeholders.
- Demonstrated strong political awareness and appreciation of risk.
- Highly motivated, achievement-oriented and innovative planning professional.

Key Relationships / Whanaukataka

Internal

- Manager Resource Consents
- Team Leaders Resource Consents
- Resource Consent Planners and technical experts
- Resource Consents Administration team
- Council's legal team (internal and external providers)
- Planning Policy Staff
- RM Engineering, Subdivision and Development Contributions Team Leaders
- General Manager Planning & Development
- Chief Executive
- Mayor and Councillors

External

- Ministry for the Environment (MfE) and other relevant central government agencies
- Other Councils and resource consenting providers
- Planning and other Consultants, applicants and their legal counsel



Authorities & Delegations / Rakatirataka

Statutory delegations assigned by the Chief Executive will be exercised appropriately and within defined parameters.

Financial Authority

- N/A

Staff 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 • Ensures actions, processes and decisions deliver sustainable relationships and support QLDC’s interests 	<p>Valuing Diversity</p> <ul style="list-style-type: none"> • Is aware of and responsive to cultural differences when engaging with people and groups • Role models respect and sensitivity to diversity and difference to ensure an inclusive team environment



<ul style="list-style-type: none"> Actively builds and develops partner relationships to create common goals and understanding 	<ul style="list-style-type: none"> 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
<p>Organisational Awareness</p> <ul style="list-style-type: none"> Demonstrates an understanding of organisational culture and politics Knows how QLDC works – both the formal and informal channels to use to ‘get things done’ Applies an understanding of QLDC’s culture and values to their activities. 	

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>Informing</p> <ul style="list-style-type: none"> Provides the information people need to know to do their jobs; Provides individuals with information so that they can make accurate decisions and give appropriate advice to others; Timely with information
<p>Developing Resource Consents Best Practice goals</p> <ul style="list-style-type: none"> Readily assist and guide best practice for Resource Consents team 	



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| <ul style="list-style-type: none">• Stay abreast of legislative and consenting changes through the Resource Management Act and the District Plan;• Work with the Team Leaders to help develop processes and team capability to ensure the consenting team is high functioning, following resource management best practice in processing;• Will take on those who need help and further development;• Is a people builder; encourages people to take responsibility for their own learning and development. | |
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