

Senior Consents Planner

Aronga | Purpose

To investigate, advise and report on complex resource consent applications under the Resource Management Act 1991, ensuring both the organization, consent applicants and customers receive accurate and timely advice to facilitate effective achievement of outputs and high-quality decision making to enable protection, enhancement and sustainable management of resources in the Canterbury Region. To provide planning advice, support and guidance to customers to assist the better understanding of Resource Management processes. Facilitate process improvement within the Consents section as a senior planning professional and mentor, through sharing of knowledge, leadership and training.

Ngā Haepapa | Accountabilities

1. Deliver positive outcomes to sustainable management of natural and physical resources in the Canterbury Region by investigating, advising and reporting on complex resource consent applications in accordance with relevant statutory requirements. This includes requesting, coordinating, and collating information, prioritising applications, interpreting data and legislation to finalise consent recommendations, scheduling workload to meet timeframes.
2. Investigate, advise and report on resource consents applications to the required quality, accuracy, cost effectiveness and throughput levels. A key requirement of the role is to record fair and reasonable consent processing charges to applications. This includes achieving a chargeable time target.
3. To provide advanced technical leadership in resource management to support the resource consent process and demonstrate an advanced understanding of environmental planning.
4. To liaise and provide quality and timely advice to consent applicants, submitters and other parties in the resource consent process on the Resource Management Act 1991, regional plan provisions and resource consent requirements.
5. Report and present evidence at resource consent hearings, providing evidence-based opinion and responding to sometimes complex queries to ensure decision makers are appropriately informed.
6. Respond to internal and external resource consent enquiries and issues, using empathy, listening skills, diplomacy and tact to gain understanding of issues, provide advice and achieve cooperation with regard to legislative compliance.
7. Participate in portfolio groups and planning projects, to provide expert advice, broaden organisational knowledge and champion the implementation of consent planning documents.
8. Assist the Team Leaders with the management of team members, including recruitment, training, coaching, mentoring and reviewing work to contribute to a culture of skill development within the Consents Section and wider organisation. Act for the Team Leader as required. Contribute to and help support a positive team culture.

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9. Lead and manage resource consent process improvement using initiative including consents procedure documentation and quality assurance processes, to ensure best practice, consistency, innovation and continuous improvement in consenting processes. Keep informed of current industry standards, best practice and developments and communicate these with the section, incorporating new ideas, creativity and innovation to improve processes.
10. To make legally defensible decisions on resource management matters in accordance with Council approved delegations.
11. Build and maintain an internal profile. Provide expert advice to portfolio groups and planning projects, to broaden organisational knowledge and champion the implementation of our planning documents.
12. To lead projects that contribute to the organisational goals, ensuring effective communication, and management of risks to ensure outcomes are achieved.

Hononga ā-Mahi | Working Relationships

Kai rō Kaunihera | Within the organisation

- Nurture effective, strong and valued relationships with colleagues and management, particularly within Zone teams, Compliance, Science, Tuia, Cultural Land Management Advisers and Biodiversity teams, educating and resolving issues to ensure proactive, transparent and timely outcomes are achieved for the organisation
- Nurture effective, strong and valued relationships with Councillors, Commissioners, Regulation Hearings Committees, and Zone Committees to inform on Resource Management Act matters.
- Liaison with technical, planning, and Zone Delivery staff to ensure correct and timely information is received.

Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within the Canterbury rohe and Te Rūnanga o Ngāi Tahu. To demonstrate our council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
- Ensure that the customer perspective is a key focus of relationships with resource consent applicants, consultants, submitters, affected parties and interested parties and their representatives throughout the resource consent process.
- Frequent to regular liaison with tangata whenua, local authorities, industry groups and non-governmental organisations to maintain relationships.
- Regular to occasional liaison with submitters, affected parties and interested parties to resource consent applications to progress consent applications.
- Attend meetings of Resource Consent Hearing Committees, Regulation Hearing Committees and Zone Committees to inform on consent process.
- Possible liaison with the media.

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Hauora me te Marutau | Health and Safety

Environment Canterbury is proactive in advocating robust Health and Safety practices; we take health, safety and wellbeing very seriously.

So far as it is reasonably practicable you need to ensure the Health and Safety of yourself, your team, contractors and visitors. You must comply with current Health and Safety legislation, regulations and guidelines, organisational policies, procedures and our code of conduct.

Māngai Whakahaere | Delegations and Authorities

Delegated authority to make decisions in accordance with Council approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media related activities.

Ngā Āheitanga | Capabilities

Tohu Mātauranga | Qualifications

- A tertiary qualification in Planning, Natural Resources, Environmental Management or other relevant discipline is required.
- A post graduate qualification in Planning, Natural Resources, Environmental Management or equivalent is desirable.
- A NZ drivers licence is desirable

Mātau ā-wheako | Experience

- At least 5 years' experience working in a resource management role is required.
- Sound understanding of environmental processes and the technical assessment of environmental effects in the context of the Resource Management Act.
- Well-developed oral and written communication and negotiation skills, including the ability to advocate the Council's policies in a positive manner and to provide clear and concise reports/evidence on resource consent applications.
- Proficiency in processing any activity as classified under the Resource Management Act 1991 is required, with the ability to apply legislation without need for assistance, across a wide range of activities.
- A strong customer service focus with the ability to think outside the box, using initiative to resolve problems and seek continuous improvements in processes and procedures.
- A team player with strong collaboration skills, able to work with a wide range of people.
- Strong time management is essential, with the ability to juggle multiple priorities in a logical, calm and effective manner to deliver work within legislated response times.

Ngā Pūkenga Matatau | Core competencies

Specific behaviours at the Team Member level beneath each of the following organisational competencies. To identify the competency expectations at this level view the competency framework in the P&C Kete or the Environment Canterbury Careers website.

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Customer Focus	Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.
Business Acumen	Using an understanding of the organisation's position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers' perspective.
Achieving Outcomes	Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.
Leading Change	Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services.
Common Purpose	Working towards a compelling view of the future by engaging with the organisation's vision; understanding and aligning to the common purpose.
Building Capability	Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities.

The above statements are intended to describe the general nature and level of work being performed; however they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time the Senior Consent Planner will be required to accept and carry out other duties.

Grade 16 (Band 6)

Position Code OPERCON.142

I agree to undertake the responsibilities detailed in this job description:

Ingoa | Name: _____

Waitohu | Signature: _____

Rā | Date Signed: _____

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