

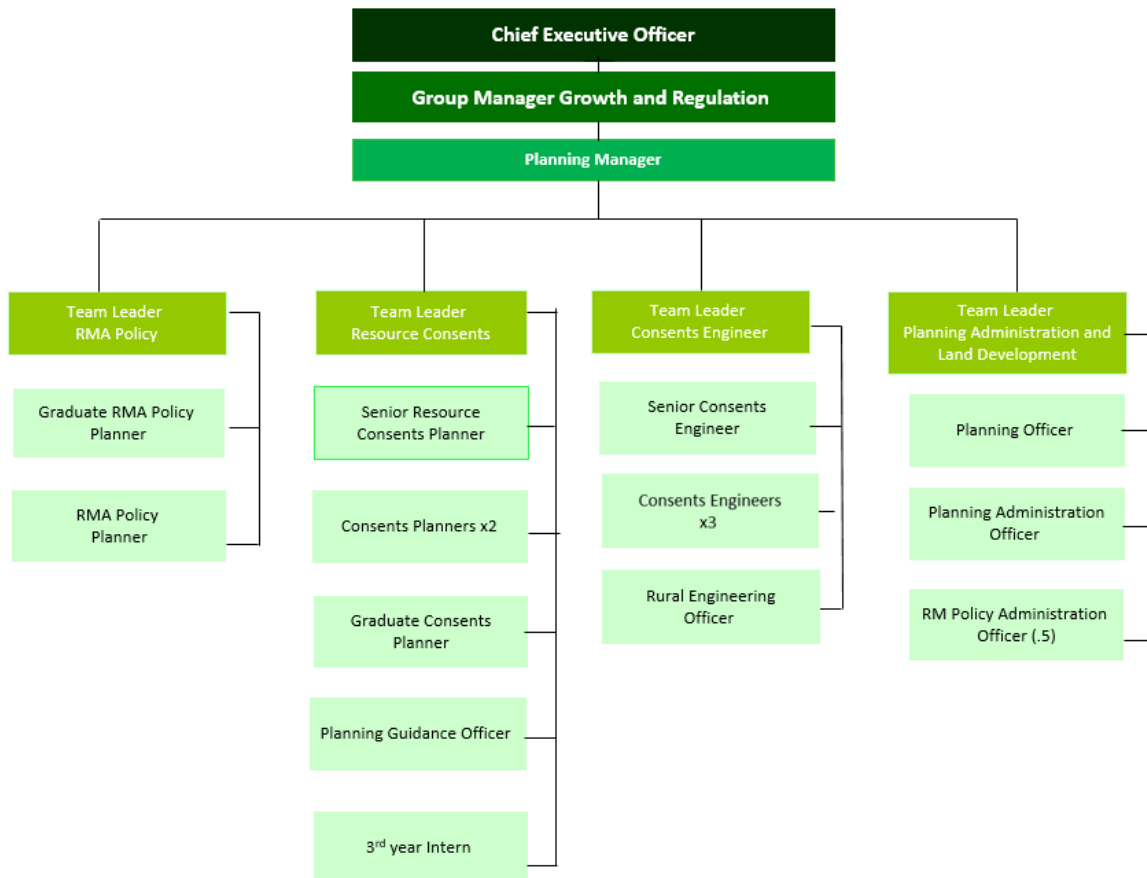


Position Description

Title:	Senior Consents Planner
Group:	Growth and Regulation
Reports to:	Team Leader – Resource Consents
Number of staff reporting to this position:	Nil
Position purpose:	Provide a professional and efficient regulatory planning service and advice to customers.
Date:	September 2024



Organisation context



Our Vision: Making a difference

We as a Council strive to make a difference in our community in everything we do. In our work, in our district, and in our staff culture.

Making a difference means doing your job to the best of your ability, to improve the district, the towns we live in, and the lives of the people who live in Matamata-Piako.

The way we do things, has a real opportunity to make a difference in the lives of those who live in our communities.



Our Mission: Working with the community

Our mission is to work with the community to enhance the lives of all those in the district.

What we do has a direct effect on our community - the better the quality of our work and the more we work with our community, the better our community will be.

What we do matters.



Our Values: We do it right, we do it better, we do it together



Expected behaviours

We do it right

- We are accountable for our actions
- We take ownership of our work
- We provide great customer service
- We are professional in all our dealings with others
- We are aware of how our actions reflect on Council
- We are open and honest with each other
- We are trustworthy
- We are responsible for our own wellbeing and the wellbeing of our workmates

We do it better

- We are open to learning and change
- We are self motivated and we use our initiative
- We learn from our mistakes
- We challenge the status quo
- We strive for continuous improvement
- We are friendly, helpful and flexible
- We are solution centred



We do it together

- We work together as one team
- We respect and accept the views of others
- We are informed and we keep others informed
- We share our knowledge with other teams
- We celebrate success
- We are actively involved as part of the team



Key accountabilities

The position of Senior Consents Planner encompasses the following functions or Key Accountabilities:

- ❑ Provision of planning services
- ❑ Reporting
- ❑ Cover and support
- ❑ Customer and Community Focus
- ❑ Corporate/Organisation Contribution

The requirements in the above Key Accountabilities are broadly identified below:

Jobholder is accountable for	Jobholder is successful when
<p>1 Provision of planning services</p> <ul style="list-style-type: none"> • Provide clear, concise and consistent guidance to customers on the District Plan, Resource Management Act and other legislation. • Process complicated resource consent applications, variations, extensions of time, outline plans, notices of requirement, alterations to designations, creation/cancellation of easements etc. • Ensure the needs of interest groups, and culture groups are assessed and taken into consideration in assessing applications. • Assess building consent applications for compliance with Councils' District Plan. • Liaise and negotiate with applicants and submitters, mediate and conduct pre-hearing meetings as required. 	<ul style="list-style-type: none"> • Advice is accurate and timely, within two days of request unless an alternative timeframe is agreed upon with the Team Leader or the customer. • Statutory timeframes are met for at least 95% of applications. • Straightforward land use consent applications processed within an average of 10 working days, unless an alternative timeframe is agreed upon with the Team Leader. • Ensure the statutory requirements of the Resource Management Act 1991 are met. • Accurate and timely decisions are made on compliance. Documentation returned to the Building Department within



<ul style="list-style-type: none"> • Present evidence and recommendations to Hearings Panel. • Assist in the review of Council's District Plan by providing information and liaising with RMA Policy staff. 	<p>seven working days of receipt, unless an alternative timeframe is agreed upon with the Team Leader and/or the Building Department.</p> <ul style="list-style-type: none"> • Facilitate discussion between the parties affected, in an endeavour to reach a satisfactory outcome to the parties • Meetings and hearings are arranged in accordance with statutory requirements. • Present hearing report in a professional manner regardless of outcome. • Collate information on trends, and identify difficulties applying the District Plan.
<p>2 Reporting</p> <ul style="list-style-type: none"> • To assist with any reporting requirements in relation to the job accountabilities. 	<ul style="list-style-type: none"> • Systems are maintained to ensure appropriate data is collected and can be extracted. • Accurate data is collected in the corporate systems and reports, where required, are produced in a timely and robust manner.
<p>3 Cover and Support</p> <ul style="list-style-type: none"> • To provide cover and support within the Resource Consents Team as directed by the Team Leader. 	<ul style="list-style-type: none"> • Cover and support is provided as requested. • Provide technical advice and support to other Resource Consents staff.
<p>4 Customer and Community Focus</p>	



<ul style="list-style-type: none"> • To ensure that the reputation of the Council is enhanced and that a sound relationship with the district community is developed by maintaining an open policy for community participation and the distribution of information. • Ensure customers receive good service over the phone, face to face and through email. • Follow through on Customer Request for Service (CRM) • To ensure cultural perspectives are reflected in all business practices. 	<ul style="list-style-type: none"> • Agreed processes are used to enable a pro-active and positive Council interface with customers. • Availability and readiness to meet and consult with individuals and community groups. • Respond to customers in a timely manner and inform them of progress. No customer complaints received • CRM and RM response times are met. • Evidence of cultural perspectives in consultation, with improved relationships and appropriate protocols observed.
<p>5 Corporate/Organisation Contribution</p> <ul style="list-style-type: none"> • To utilise, maintain and access the Council's information systems ensuring data is current, accurate and available. • To maintain the security of the information systems and their content, and to follow policy with regard to the handling of information both electronic and physical. • Comply with all Council's policies and rules • Work practices to reflect the corporate vision values and expectations • Demonstrate a willingness to participate in special projects. 	<ul style="list-style-type: none"> • That processes associated with information collection, recording, communication and maintenance are followed using the relevant procedures and standards, and following the requirements of the associated policies • That there are no unauthorised breaches of the IT and Records Policies • Complies with all policies and rules • Promote and express pride in your team and the organisation. • Participate, express ideas and viewpoints at team group meetings.



<ul style="list-style-type: none"> • Foster co-operation between other teams for the benefit of the organisation • Participate in the development, implementation and continual improvement of procedures and standards, to ensure the provision of quality services to both internal and external customers • Assist Councils emergency management response in the event of a civil defence declaration. • Ensure that all Health and Safety requirements as outlined in the Health and Safety policy are complied with. • Ensure compliance with relevant legislation 	<ul style="list-style-type: none"> • Contribute to corporate initiatives when required. • Quality management system processes in PROMAPP are continually improved and maintained. • Assist in Council's emergency response actions as required. • Ensure awareness of Health and Safety requirements and procedures. • Relevant legislation is complied with as per Council's Legislative Compliance Schedule in RM
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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.



Work complexity

Most challenging duties typically undertaken:

- Legislative changes and case law interpretation and application to both the district plan and resource consents
- Reporting Planner for Hearings – Environmental Court cases
- Ensuring timeframes are met when processing resource consents
- Negotiate and liaise with community groups, consultants / Iwi / WRC / developers etc.
- Advise the public of the requirements and rules of the District Plan
- Dealing with difficult customers

Key relationship skills

Key internal and/or external contacts	Nature of the contact most typical <i>(e.g. courtesy, giving/receiving information, explaining things, liaising, advising, gaining cooperation, facilitating, influencing and persuading, resolving minor conflicts, mediating, negotiating, formal negotiation, supervising, leading.)</i>	Frequency of interaction D - daily W - weekly M - monthly
Planning Manager / Team Leader – Resource Consents	Give and receive information, explain things, liaise, advise, courtesy	D
Planning Team	Give/receive information, give direction, explain things, advising, gaining cooperation, courtesy	D
Engineers / Legal / Customer Services	Give and receive information, explain things, liaise, advise	D
External Consultants (i.e. planning and surveying)	Give and receive information, explain things, liaise, advise	D
Hearing Commissioners	Give and receive information, explain things, liaise, advise, influence and persuade, courtesy	M
Public	Give and receive information, explain things, liaise, advise, influence and persuading, courtesy, negotiation	D

Examples of the situations which require the use of the highest level of communication or influencing skills:

- Hearings / Environment Court
- Public meetings
- High profile resource consents
- Examples where the role co-ordinates or provides coaching or monitors the work of other people not reporting directly to the role (e.g. contractors). Provide technical advice and support to other planning staff (review their reports and provide feedback)
- Asset Team / Building Team – provide interpretation/guidance on the resource consent process and conditions.



Person specification

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current jobholder has.) This may be a combination of qualifications/experience, knowledge or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Essential	Preferred
<p>Education and qualification</p> <ul style="list-style-type: none">• Relevant University Degree <p>Knowledge and experience</p> <ul style="list-style-type: none">• Five years resource consent planning experience• Relevant knowledge of statutory requirements i.e. RMA• Good understanding of other relevant legislation i.e. Local Government Act, Building Act <p>Skills</p> <ul style="list-style-type: none">• Strong communication, relationship management and interpersonal skills• Good understanding of report writing techniques and formatting• Excellent computer skills especially in word and excel• Influence – Uses appropriate techniques to persuade and influence opinions	<ul style="list-style-type: none">• NZPI membership• Tertiary qualification in planning• Planning experience within a local government environment• Proven experience in group facilitation

Change to position description

From time to time it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

Position holder

Date

