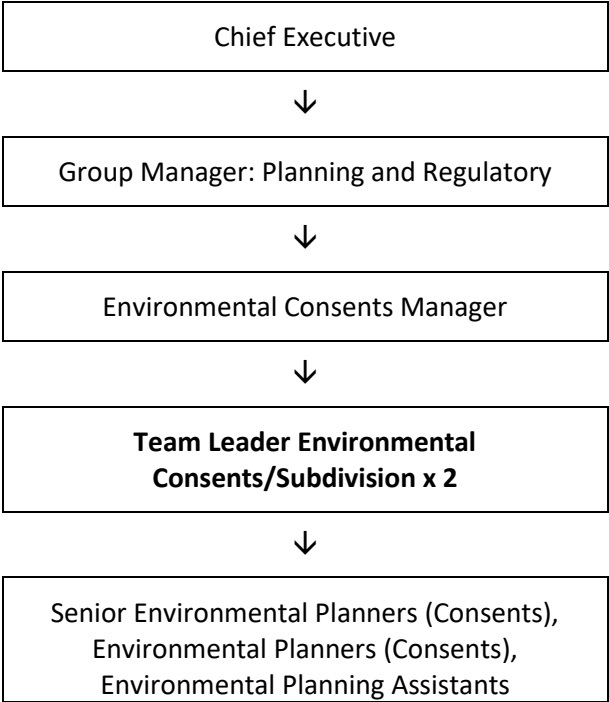


## POSITION DESCRIPTION

- Position:** Team Leader Environmental Consents/Subdivision
- Team:** Environmental Consents
- Group:** Planning and Regulatory Services
- Responsible To:** Environmental Consents Manager
- Responsible For:** Senior Environmental Planners (Consents) 3-4, Environmental Planners (Consents) x 1, Environmental Planning Technicians x 2
- Organisational Context:**



# Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora  
Fertile Land, Prosperous People

## Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki  
Working for our people and our place, today and tomorrow

## Ngā Uara – Our Values

### Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

### Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

### Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

### Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

## Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Maori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

## Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

## Purpose of Position

This role is part of the Planning and Regulatory Services Group. The Group includes Environmental Consents, Building Consents, Regulatory Solutions, Compliance and Environmental Policy.

The purpose of this position is to provide (in combination with the other Team Leader) day-to-day management of the resource consenting areas. To enable this role to contribute at the level required going forward, the role will require a professional qualification in Planning and must be able to mentor/develop existing staff. This position will contribute active management of the consenting area by:

- Contributing to the management of the regulatory environment to sustain and enhance the natural and physical environment while promoting sustainable economic development.
- Supervise the Consents Planning Team to ensure the delivery of consenting processes consistent with statutory requirements and Council's objectives and policies.
- Positively contribute to key account/case management across HDC and act as the primary RMA consenting contact within strategic project teams, or as required.
- Lead the development of regulatory consenting improvement particularly in relation to the District Plan.
- Driving (in conjunction with Corporate - Customer Services Group) a customer responsiveness and "can do" attitude into HDC's regulatory processes and staff within the context and bounds of Council's policy and regulatory framework.
- Providing strong people leadership, management and professional guidance with the consenting process.
- Drive integration and collaboration as HDC's standard approach to delivering its consenting service.

## Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
  - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
  - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
  - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.

- Such other duties as may be allocated by the manager from time to time.

**Key work areas for which this position will have a responsibility are:**

- Environmental and land-use consenting and in particular consent processing, reporting, reviewing and delegated consent decision making.
- Team leadership, in particular monitoring staff workload, work allocation, mentoring and professional staff guidance.
- Providing professional advice on consenting matters to Council hearing and acting as professional planner before the Environment Court as required.
- Management of administrative matters directly related to consent processing such as analysing data and report production on performance of the Team

**Important Functional Relationships**

<u>External</u>	<u>Internal</u>	<u>Committees/Groups</u>
Applicants	HDC Operational Groups	Hearings Committee
Ratepayers	Finance Team Members	District Planning and By-Laws
Auditors	Councillors	Committee
Professional advisors	Boards	
Regional Council	Project Teams	

**Person Specification**

**Qualifications**

- A relevant tertiary qualification, in Planning or a similarly relevant discipline, is essential.
- Advanced academic, professional or applied learning and development is preferred.

**Knowledge/Experience**

- Will be able to demonstrate a sound understanding and working knowledge of the Resource Management Act 1991, and have experience in processing applications under the Act.
- Experience in report preparation and presentation before Council is required, and experience in appearing before the Environment Court would be an advantage.
- An understanding and working knowledge of the principles of urban design.
- Must hold a current driver’s license.
- Needs to be computer literate and have keyboard skills including the ability to use spreadsheets (Excel) and word processing (Word).

**Key Personal Competencies**

- Excellence in people management and leadership, and in performance management is essential.

- Energy - Consistently maintaining high levels of activity or productivity; sustaining long working hours when necessary; operating with vigour, effectiveness, and determination over extended periods of time.
- Great interpersonal skills with a confident, open and friendly manner that engenders good rapport with other staff and members of the public, while maintaining a professional approach and personal integrity.
- Building Trust - Interacting with others in a way that gives them confidence in one's intentions and those of the organisation.
- Collaboration - Working effectively and cooperatively with others; establishing and maintaining good working relationships.
- Strong business planning and operational management skills.
- A strong ability to interpret legislation and make quasi judicial decisions.
- The ability to combine excellence in customer service with regulatory enforcement functions.
- A well organised approach to the project management of tasks with an ability to consistently achieve deadlines.
- Excellent communication skills (written and verbal).
- The ability to approach staff mentoring in an open and friendly manner.
- An ability to be innovative, adaptable and practical.
- An ability to cope with pressure and deadlines

### **Personal Attributes**

- Excellence in people management and leadership, and in performance management is essential.
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