

Resource Consent Planner

Location	Thames	
Reports to	Team Leader Development Planning	
Group	Regulatory Services	
Direct Reports	Nil	
Financial Authority	Nil	
Functional Relationships	<i>Internal</i> Development Planning Manager, Team Leader Development Planning, senior Regulatory staff, senior staff across the organisation	<i>External</i> Waikato Regional Council, government agencies e.g. NZ Police, Heritage NZ, Waka Kotahi, consultants and developers, members of the public

Our Council

As one of the largest employers on the Coromandel Peninsula, we are proud to be Thames-Coromandel District Council.

We will provide high quality, affordable services and facilities with excellent customer service. We will maintain innovative leadership and empower our communities. We will strive to make the Coromandel Peninsula a desirable place to live, work and visit. We will **be the best we can**.

To achieve our vision we aim to attract, employ and support people to be their best while being guided by our core values of **respect, integrity, innovation** and **teamwork**.

How you fit

The **Resource Consent Planner** plays a key role in ensuring that Council's strategic direction is supported through efficient and effective assessment of resource consents and related management of environmental planning compliance.

As part of a team, the role provides reports and recommendations to Council Committees and provides advice to support Council's regulatory and operations functions.

Your responsibilities

Accountable for	Successful when
Resource Consent Planning and Reporting	<p>Council's Resource Consent and related strategies, plans and processes under the Resource Management Act are processed efficiently and effectively in accordance with legislation requirements and reflect sector best practice; including but not limited to:</p> <ul style="list-style-type: none"> • All consents are processed accurately in accordance with District Plan and legislative requirements • Multi-consents are processed with coordination with key parties • Further information required is requested in accordance with District Plan rule requirements • Evidence for hearings is prepared in an accurate and professional manner • Resource consent decisions include development contributions calculations where appropriate. <p>Council committees receive impartial, accurate and comprehensive technical reports, recommendations and advice on relevant regulatory and operations functions to support decision making.</p> <p>Key stakeholders and customers receive high quality responses to information requests in a timely manner to enable efficient processing of applications; including but not limited to:</p> <ul style="list-style-type: none"> • Processes are adopted and followed to enable proactive and positive customer interactions • Consistent and accurate advice is provided on District Plan requirements • Appropriate and timely consultation and meetings with individuals, community groups and stakeholders • Cultural protocols and safety practices are observed to support initiatives, consultation and relationships with Iwi. <p>Relevant risks and issues are identified in a timely manner with consistent and sustainable solutions recommended.</p> <p>New innovations are identified for ongoing system improvement.</p>
Relationship Management	<p>A customer focused approach is provided to all customers and key stakeholders with professional, accurate and relevant information provided.</p> <p>Internal relationships are effectively managed and maintained where Managers and staff seek and / or receive advice and guidance in a timely manner with successful outcomes.</p> <p>Sound professional relationships are established and fostered.</p>

Organisational Support	<p>Knowledge and skills are shared and other staff are supported.</p> <p>Procedures, information systems and policies are documented and complied with.</p> <p>Appropriate and agreed continuous professional development is undertaken.</p> <p>Civil Defence and Emergency Management training and activities are participated in.</p> <p>Other duties may be requested by the manager to support the business unit.</p>
Health Safety & Wellbeing	<p>Take all reasonably practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction.</p> <p>Cooperate with any reasonable workplace health and safety policy or procedure.</p> <p>Comply with any reasonable instructions given.</p> <p>Demonstrate a personal commitment to Health and Safety in accordance with TCDC's Health and Safety Policy.</p>
Te Tiriti o Waitangi	<p>Demonstrate commitment to an understanding of Te Tiriti o Waitangi, building knowledge of Tikanga Maori.</p>

About you

Honesty, Enthusiasm, Accountability, Respect and Teamwork are considered core competencies for all staff.

A successful *Resource Consent Planner* will need the following to succeed:

Education / Training	<p>Tertiary qualification in planning or related relevant field.</p> <p>Working towards membership of the New Zealand Planning Institute or a related professional association or institution is desirable.</p>
Experience	<p>Demonstrated experience in an environmental planning and / or compliance role.</p> <p>Demonstrated understanding and application of key local government legislation.</p> <p>Demonstrated experience of embedding a continuous improvement culture in business processes.</p> <p>Demonstrated experience of embedding a continuous improvement culture in business processes.</p>

Knowledge, skills and attributes	<p>Able to drive and influence decisions confidently with highly developed interpersonal and communication skills</p> <p>Solution focused, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities</p> <p>Innovative mind set, is an improvement focused team player that shows initiative and inspires commitment to achieve Council outcomes</p> <p>Strong decision making and problem solving skills, can confidently analyse and apply key information with good judgement and takes accountability.</p>
---	---

I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

- a) This position description may be amended by the employer following reasonable notice to me
- b) I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

.....

Employee

.....

Date

.....

Employer

.....

Date