

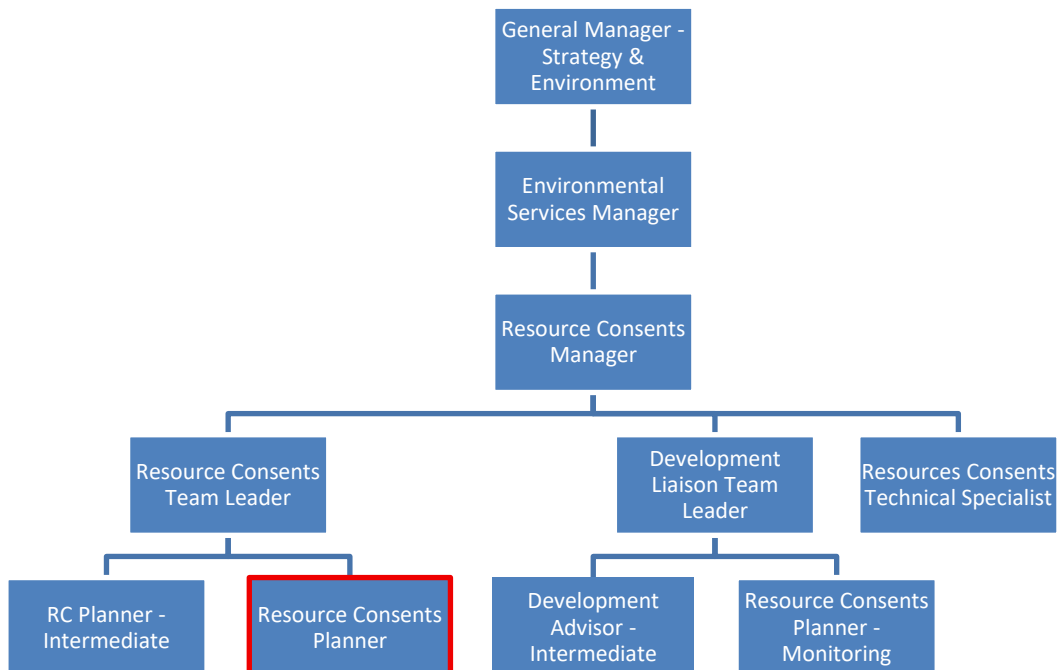
RESOURCE CONSENTS PLANNER KAIWHAKAMAHĒRE WHAKAAETANGA RAWA TAIAO

POSITION DESCRIPTION

POSITION INFORMATION

Group	Strategy & Environment
Team	Environmental Services
Reports to	Resource Consents Team Leader
Direct Reports	NA
Primary Location	He Whare, 67 Horomatangi Street, Taupō and mobile between various Council Offices and around the district to fulfil key tasks
Financial Authority	\$0

TEAM STRUCTURE



POSITION PURPOSE

To provide a professional and efficient service in appraising Resource Consent applications (land use and subdivision), and other applications under the Resource Management Act or other legislation (such as Development Contributions). Provide clear, consistent, and equitable decisions or recommendations that withstand scrutiny to customers on any enquiries.

KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Application processing	• Reviewing and monitoring Resource Consent Applications • Making decisions as to what the effects of a proposal might be and who might be adversely affected • Undertaking site visits • Preparing reports • Reviewing peer reports • Providing various forms of oral and written communications • Attending regular meetings to discuss applications • Checking requests for section 223, 224, 221 (RMA 1991) approval • Processing objections and appeals • Reviewing Council records • Presenting reports to Council and Committees • Processing PIMs and checking building consents • Undertaking Development Contribution checks for all land use, subdivision, and PIM/Building Consent applications.
Customer relationships and advice	• Liaising with applicants and the general public regarding consent processing and general resource management/development issues, including any other relevant legislation • Liaising with internal staff and councillors regarding consent processing and other planning issues • Mediating and facilitating between conflicting parties • Networking with other Councils and government departments • Attending team meetings
Systems and team development	• Training on new legislation • Reading required materials • Identifying development trends within the district • Upgrading of report templates
Records and Reporting	• Ensure accuracy of information/records in systems adopted by the department/organisation. • Produce accurate reports as required for managers and/or The Executive
Health & Safety and Wellbeing	• Model a culture of safety and wellbeing for your staff (if in a Supervisor/Manager position) • Take responsibility for your own health and safety • Ensure your own actions keep self and others safe • Identify, report, and assist to eliminate hazards/risks in workplace • Participate in local workplace safety management practices • Participate in workplace wellbeing initiatives • Ensure compliance under Health and Safety at Work Act 2015

Responsibility	Key Functions/outcome
Project Management	Undertakes projects and/or other initiatives that may be assigned by your manager or The Executive
Emergency Management	Participates in civil defence emergency management (CDEM) events and training if required

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

FUNCTIONAL RELATIONSHIPS

Internal	External
- Asset Managers - Development Engineers - Business Support Officers - Environmental Services Team - Policy Team - Customer Experience Team - Elected Members (Councillors/Mayor) - Chief Executive Officer & Executive Team	- Ratepayers - General public - Property developers - Contractors - Consultants and other professional advisors - Other Local and Regional Authorities - Government Departments

Six key behaviours summarise how we will operate and support our values:

- Share and seek information with open, effective, and intentional communication
- Support one another with honesty, respect, and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

PERSON SPECIFICATION

Education and Qualifications

Essential	Desirable
- Eligible for membership of the NZ Planning Institute or similar professional body - Recognised and relevant bachelor's degree within the Resource Management field	- Membership of the NZ Planning Institute or similar professional body - A master's degree within the Resource Management field

Personal Attributes

Essential	Desirable
• Excellent written and oral communication • Quality and accuracy • Goal setting	• Decision making and • Problem solving • Customer focus

Competencies and Experience

Essential	Desirable
• Must be technically competent, articulate, energetic and have demonstrated excellent writing and communication skills on resource management matters when dealing with Council and other customers • Application of the Resource Management Act 1991 • Project management • Teamwork • Application analysis	• Experience within local government • Experience in presenting evidence in front of Hearings Committee's and the Environment Court • Experience in Resource Consent processing • Meeting facilitation • Change management

JOB DESCRIPTION SIGN-OFF

Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.

	Manager	Employee
Name		
Signature		
Date		