




# POSITION DESCRIPTION

## SENIOR RESOURCE CONSENTS PLANNER

DIRECTORATE/TEAM	Regulatory Delivery, Strategy & Urban Development	
REPORTS TO	Team Leader Resource Consents	
<b>ROLE PURPOSE</b>	<p>As a Senior Resource Consents Planner, you will assist the Team Leader and Resource Consents Team in preparing, applying, and monitoring legal provisions for resource management activities. You will process complex land use and subdivision consent applications, mentor Resource Consent Planners, and promote sustainable development in the city. You will ensure staff skills are developed and maintained to deliver effective services to the Council and its customers, and contribute positively to change management to achieve the team’s and Council’s objectives as outlined in the Annual Plan</p> <p>You play a vital role in delivering high-quality outcomes that contribute to the organisation’s success. You will work collaboratively with your team and stakeholders, ensuring tasks are completed efficiently and align with strategic goals. You will take ownership of your responsibilities, demonstrate initiative, and actively contribute to a positive team environment. By embracing continuous learning and innovation, you will help drive improvements and support the overall success of the team.</p>	
DATE REVIEWED:	September 2025	GRADE: 18

### Key Accountabilities

<p><i>What you will do</i></p> <p><b>Resource Consents &amp; Monitoring</b></p> <ul style="list-style-type: none"> <li>Process complex land use and subdivision consent applications within Council and legislative timeframes.</li> <li>Attend hearings and report to Hearings Commissioners on notified resource consents.</li> <li>Peer review resource consents and provide expert advice/evidence to the Environment Court.</li> <li>Monitor land use consents as required by statute.</li> <li>Assist with resource management components of building consents and LIMs.</li> <li>Provide accurate, timely advice to customers via counter, phone, and email.</li> <li>Prepare LGOIMA requests and ensure efficient, equitable resource management processes.</li> <li>Maintain and review regulatory electronic information systems and help develop integrated monitoring systems.</li> </ul>	<p><i>What you will bring</i></p> <p>Required: This role requires the following knowledge, experience, qualifications, skills, and personal attributes.</p> <ul style="list-style-type: none"> <li>Tertiary qualification in Planning, Resource Management or related fields.</li> <li>Minimum of five (5) years practical experience in planning within Local Government, the private sector or similar.</li> <li>Experience in resource management and development processes.</li> <li>Extensive experience processing complex land use and subdivision consent applications.</li> <li>Dedication to a customer service philosophy, able to support and motivate staff, with a positive approach to setting up new systems.</li> <li>Excellent interpersonal and technical skills to negotiate/conciliate resource conflicts.</li> <li>Ability to meet strict deadlines, cope with pressure and undertake a substantial workload.</li> </ul>
---	--

<p><b>Processing Certifications</b></p> <ul style="list-style-type: none"> <li>• Process Section 223 and 224 certifications and associated legal documents.</li> <li>• Complete online certification (Landonline) for Section 223/224 applications.</li> </ul> <p><b>Major Projects &amp; Mediation</b></p> <ul style="list-style-type: none"> <li>• Lead or participate in multi-disciplinary strategic projects.</li> <li>• Provide specialist mediation for resource consent disputes and pre-hearing meetings.</li> <li>• Contribute to ongoing review of the Napier City District Plan.</li> <li>• Report to Council and disseminate information professionally.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong organisational skills and adaptability.</li> <li>• Confident, open, and friendly manner with professional integrity.</li> <li>• Innovative and practical approach to problem-solving.</li> </ul> <p>Desired:</p> <ul style="list-style-type: none"> <li>• Experience presenting expert evidence at hearings and the Environment Court.</li> <li>• Involvement in reviewing and updating District Plans or similar planning documents.</li> </ul>
 <p><b>Our Values</b> <b>ICE</b></p> <p><b>INTEGRITY:</b></p> <ul style="list-style-type: none"> <li>• We act in a safe, open, honest and transparent manner.</li> <li>• In all that we do, we can hold our heads high.</li> </ul> <p><b>COMMUNITY AND CUSTOMER SERVICE:</b></p> <ul style="list-style-type: none"> <li>• We commit to listening to the needs of our internal customers and community and delivering excellence in service.</li> <li>• We engage in a friendly, trustworthy and respectful manner, embracing cultural heritage and diversity with an open mind.</li> </ul> <p><b>EXCELLENCE:</b></p> <p>As one team we encourage each other to:</p> <ul style="list-style-type: none"> <li>• Set consistent standards, while delivering the highest quality service and celebrating success in this, together</li> <li>• Care about the safety, wellbeing and the enhancement of ourselves, community and environment to enable all to flourish and prosper.</li> <li>• Embrace creativity and flexibility in a safe, collegial environment - where each individual's skills are valued and recognised.</li> </ul>	<p><i>What we all do</i></p> <ul style="list-style-type: none"> <li>• Adhere to Council policies and procedures.</li> <li>• Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety at Work Act 2015. Refer to appendix one.</li> <li>• Take all practicable steps to ensure your own and other's health and safety in the workplace.</li> <li>• Act as an ambassador for our Council, living the council values.</li> <li>• Develop and maintain emergency preparedness and planning to ensure resources, people, equipment, and materials are in place and lifelines are identified, prioritised, and integrated into the local and regional structure.</li> <li>• Participate in and undertake emergency management duties as required (CDEM)</li> <li>• Support the development and maintenance of recovery work streams.</li> <li>• Attend training as required to maintain the necessary skills to fulfil the requirements of the position.</li> <li>• Continue personal and professional development through continuous learning.</li> <li>• Recruit &amp; recommend staff for hire within organisational guidelines.</li> <li>• Commitment to upholding Te Tiriti o Waitangi and its relevance to the role.</li> </ul>

## Additional Information

### Delegations

Direct Reports	NIL
Financial delegation	As per the NCC Financial Delegation Policy
Key Relationships – Internal	External
<ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Mayor and Councillors</li> <li>• Executive Leadership Team</li> <li>• People Leaders</li> <li>• All Directorates</li> <li>• Civil Defence</li> <li>• Strategy &amp; Urban Development Directorate</li> </ul>	<ul style="list-style-type: none"> <li>• Ratepayers and residents of Napier</li> <li>• Council Solicitors/Council Consultants</li> <li>• Developers, Property Managers, Solicitors and Planning Consultants</li> <li>• Architects, engineers and designers</li> <li>• Art Deco Trust</li> <li>• Heritage New Zealand</li> <li>• Environment Court</li> <li>• Other TLA's and the Hawkes Bay Regional Council</li> <li>• Tangata Whenua organisations</li> </ul>

### Role Acceptance

I declare that I have read and understand the above position description in relation to my employment with Napier City Council.	
Signed & dated	