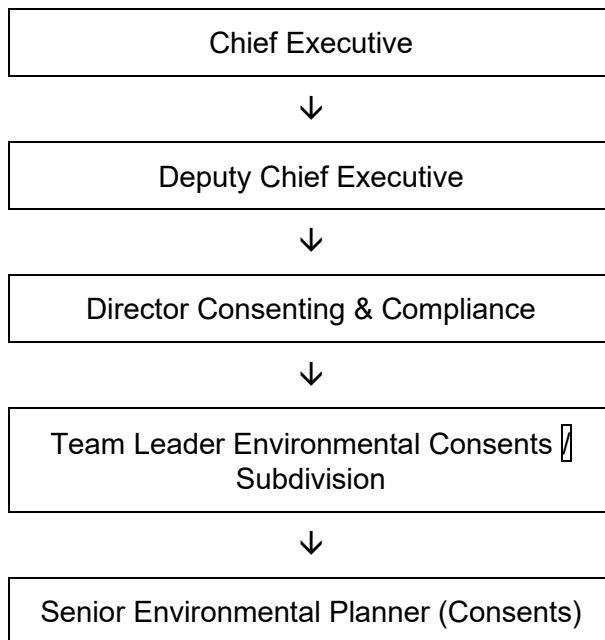


POSITION DESCRIPTION

Position: Senior Environmental Planner (Consents)
Team: Environmental Consents
Group: District Development & Risk
Responsible To: Team Leader Environmental Consents / Subdivision
Responsible For: Temporary Assistant(s)
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

Mana Tangata - Respecting Others

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

Te Whakaaweawe - Making a Difference

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

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 District Development & Risk Group. This group includes Growth & Development, Environmental Policy, Resource Consents, Building Consents, Compliance, Business Support, Risk & Emergency Management, & Business Continuity.

The purpose of this position is to assist the Team Leader Environmental Consents in the preparation, application and monitoring of the legal provisions relevant to the resource management activities and responsibilities of the Council. This includes processing the more complex land use and subdivision consent applications; mentoring Environmental Planners (Consents); assisting the Team Leader Environmental Consents in the day-to-day management of the resource consent area, and promoting and encouraging sustainable development in the District.

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:

Resource Consents & Other Projects

- Processing the more complex land use and subdivision consent applications in accordance with the Council's and legislative timeframes.
- Attending hearings and reporting to the Hearings Commissioner/s on issues pertaining to the application.
- Providing expert advice to the Environment Court.
- Participating in or managing Council initiated projects under the Local Government Act 2002 and development policy related projects.
- Street naming

Subdivision Processing

- Processing Section 223 and 224 Certifications and other associated legal documents.

Provide Backup for Building Consent Planning Checks

- Checking compliance with District Plan rules and other provisions.
- Providing planning information for inclusion in PIMS.

Staff Supervision & Mentoring

- Providing mentoring and motivation to individual staff based on needs.
- Assisting in identifying areas for professional development and training based on needs in consultation with the Team Leader Environmental Consents.
- Project managing consultants who have been allocated resource consents to process on behalf of the Council.
- Providing input into performance reviews.
- Deputising in the Team Leader Environmental Consents absence; including:
 - allocation of work according to staff experience, ability and workloads
 - peer review of work produced by staff for accuracy and consistency
 - Co-ordination and supervision of subdivision certification and planning checks associated with building activities and Land Information Memoranda

General Liaison & Enforcement

- Meeting with developers and their advisors to discuss District Plan requirements and statutory obligations in relation to development related projects.
- Receiving and responding to general planning enquiries.
- Referring cases where continued non-compliance exists to Council's Compliance Team.
- Liaising with other Council staff with regards to District Plan issues.
- Recording information on relevant electronic files.

Important Functional Relationships

External

Architects / Designers
Consulting Engineers
Council's Solicitors
Government Departments & Agencies
Developers/Property Consultants

Internal

Environmental Consents
Manager and Team Leaders
Other Environmental Planners (Consents and Policy)
Committee Secretaries
Community Facilities and Programmes Staff

Committees/Groups

Council
Hearings Committee
District Planning and Bylaws Committee
Heretaunga Takoto Noa Maori Standing Committee
Hawke's Bay Planning Group

General Public
Planning Consultants
Surveyors
Tangata Whenua Groups
Trades People
Other Councils (HBRC, NCC,
etc)

Asset Management Staff
Human Resources Staff
IT Staff
Strategy and Development
Staff
Legal Officer
Planning and Regulatory Staff

Local Interest Groups

Person Specification

Qualifications

- Must possess a tertiary qualification in Planning, Resource Management or related fields; and must be eligible for full membership of the New Zealand Planning Institute.

Knowledge/Experience

- 5 years' experience in a resource management related discipline preferred.
- 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.
- Must hold a current driver's license.
- Computer literate and have keyboard skills including the ability to use word processing (MS Word) and spreadsheets (Excel).

Key Personal Competencies

- A well-organised approach to tasks with an ability to consistently achieve deadlines.
- Good 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.
- Excellent communication skills (written and verbal).
- Be able to work co-operatively with a busy team.
- The ability to approach staff mentoring in an open and friendly manner.
- An ability to be innovative, adaptable and practical.
- Good sense of humour and a positive approach are a must.
- An ability to cope with pressure and deadlines.

Personal Attributes

- Be able to relate with and contribute positively to the staff within the Consents group.
- A mature and co-operative nature.
- The ability to get the best out of people to guide their personal and professional development within the needs of the organisation.
- Good 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.
- An ability to be innovative, adaptable and practical.
- Good sense of humour and a positive approach are a must.
- An ability to cope with pressure and deadlines
- Be able to work with minimal supervision and display sound judgment and tact in decision making and problem solving.