

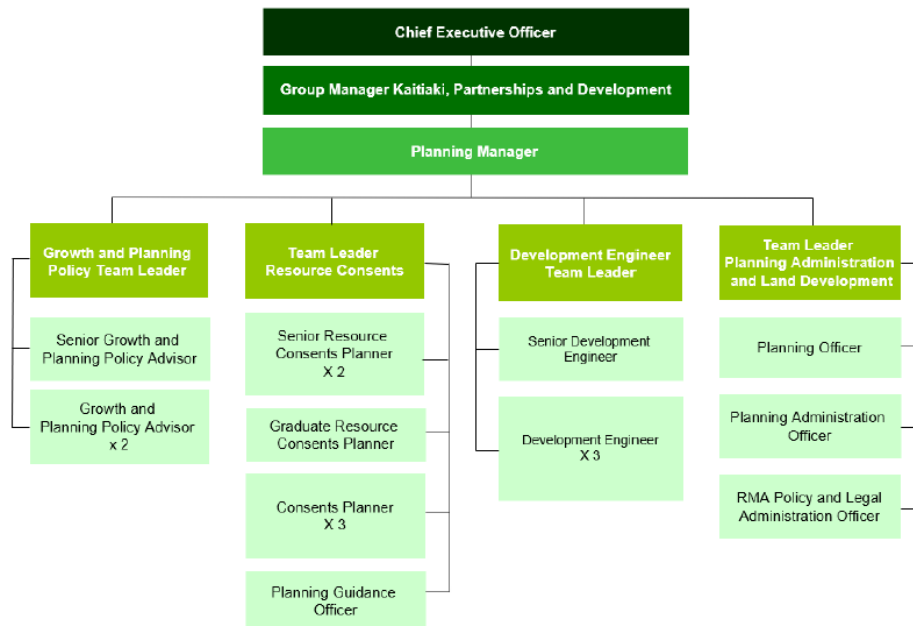


Position Description

Title:	Kaiwhakamahere Whakaaetanga Rauemi Matua Senior Resource Consents Planner
Group:	Kaitiaki, Partnerships and Development
Reports to:	Team Leader Resource Consents
Number of staff reporting to this position:	No Direct Reports
Position purpose:	Provide a professional and efficient regulatory planning service and advice to customers
Position Grade	16
Date:	September 2026



Organisation context



Our Vision: Making a difference

We as a Council strive to make a difference in our community in everything we do. In our work, in our district, and in our staff culture.

Making a difference means doing your job to the best of your ability, to improve the district, the towns we live in, and the lives of the people who live in Matamata-Piako.

The way we do things, has a real opportunity to make a difference in the lives of those who live in our communities.



Our Mission: Working with the community

Our mission is to work with the community to enhance the lives of all those in the district.

What we do has a direct effect on our community - the better the quality of our work and the more we work with our community, the better our community will be.

What we do matters.



Our Values: We do it right, we do it better, we do it together



Expected behaviours

We do it right

- We are accountable for our actions
- We take ownership of our work
- We provide great customer service
- We are professional in all our dealings with others
- We are aware of how our actions reflect on Council
- We are open and honest with each other
- We are trustworthy
- We are responsible for our own wellbeing and the wellbeing of our workmates

We do it better

- We are open to learning and change
- We are self motivated and we use our initiative
- We learn from our mistakes
- We challenge the status quo
- We strive for continuous improvement
- We are friendly, helpful and flexible
- We are solution centred

We do it together

- We work together as one team
- We respect and accept the views of others
- We are informed and we keep others informed
- We share our knowledge with other teams
- We celebrate success
- We are actively involved as part of the team



Key accountabilities

The position of Kaiwhakamahere Whakaaetanga Rauemi Matua | Senior Resource Consents Planner encompasses the following functions or Key Accountabilities:

- Provision of planning services
- Reporting
- Customer and Community Focus
- Corporate/Organisation Contribution
- Safety and Wellness
- Customer, Community and Stakeholder Focus
- Organisational Contribution, Risk and Compliance
- Business Resilience / Civil Defence Emergency Management (CDEM)
- Cover and Support

The requirements in the above Key Accountabilities are broadly identified below:

Jobholder is accountable for	Jobholder is successful when
1 Provision of planning services • Provide clear, concise and consistent guidance to customers on the District Plan, Resource Management Act and other legislation. • Process complicated resource consent applications, variations, extensions of time, outline plans, notices of requirement, alterations to designations, creation/cancellation of easements etc. • Ensure the needs of interest groups, and culture groups are assessed and taken into consideration in assessing applications.	• Advice is accurate and timely, within two days of request unless an alternative timeframe is agreed upon with the Team Leader or the customer. • Statutory timeframes are met for at least 95% of applications. • Straightforward land use consent applications processed within an average of 10 working days, unless an alternative timeframe is agreed upon with the Team Leader. • Ensure the statutory requirements of the Resource Management Act 1991 are met.



• Assess building consent applications for compliance with Councils' District Plan. • Liaise and negotiate with applicants and submitters, mediate and conduct pre-hearing meetings as required. • Present evidence and recommendations to Hearings Panel. • Assist in the review of Council's District Plan by providing information and liaising with Growth and Planning Policy staff.	• Accurate and timely decisions are made on compliance. Documentation returned to the Building Department within seven working days of receipt, unless an alternative timeframe is agreed upon with the Team Leader and/or the Building Department. • Facilitate discussion between the parties affected, in an endeavour to reach a satisfactory outcome to the parties • Meetings and hearings are arranged in accordance with statutory requirements. • Present hearing report in a professional manner regardless of outcome. • Collate information on trends and identify difficulties applying the District Plan.
2 Reporting • To assist with any reporting requirements in relation to the job accountabilities.	• Systems are maintained to ensure appropriate data is collected and can be extracted. • Accurate data is collected in the corporate systems and reports, where required, are produced in a timely and robust manner.
3. Safety and Wellness • Taking day-to-day responsibility for working safely and supporting the wellbeing of yourself and others.	• Work is planned and carried out safely, with hazards/risks identified early and managed appropriately. You participate in safety and wellness



• Following safe work practices, using required controls (including PPE), and stopping work if it is unsafe. • Identifying hazards/risks, applying controls, and escalating issues you cannot resolve. • Reporting events (including near misses), participating in investigations/learning reviews where required, and contributing to continuous improvement in safety and wellness.	training, health monitoring, and return-to-work processes as required for your role. • You consistently follow MPDC safety and wellness requirements, including contractor or volunteer management and procurement processes where applicable. • You speak up, stop unsafe work, and escalate concerns early. • You report safety events promptly and contribute to learning and improvement.
4. Customer, Community and Stakeholder Focus • Providing professional, timely and respectful service to customers and colleagues across all channels (phone, face-to-face, email and written correspondence). • Recording, progressing and following through customer requests in line with agreed processes and service standards. Communicating clearly, using plain language where appropriate, and keeping people informed of progress and outcomes. • Showing cultural awareness and respect in day-to-day interactions, including understanding the relevance of Te Tiriti o Waitangi to your role and considering Māori and community perspectives where required.	• Customers receive timely, accurate and respectful service, with clear information and appropriate follow-up. • Requests and enquiries are recorded correctly, progressed efficiently, and action taken decision communicated within expected timeframes. • Interactions demonstrate cultural awareness and support constructive relationships with colleagues, stakeholders and the community.
5 Organisational Contribution, Risk and Compliance	



• Contributing to the wider organisation's success beyond your immediate tasks by working collaboratively, sharing information early, and supporting a positive team culture. • Using approved systems and processes to keep information accurate, complete and up to date (including records and customer/service information as required). • Complying with Council policies, procedures and legislative requirements relevant to your role, and raising concerns early if you are unsure or see something that may be a breach. • Using Council digital and technology systems responsibly and in accordance with Cybersecurity policies and guidance (including protecting logon credentials, handling information appropriately, and reporting cyber incidents or potential risks). • Following procurement and purchasing requirements when ordering goods/services, including seeking approvals and using delegated authority processes where applicable. • Supporting a risk-aware culture by identifying risks in your work, applying controls, and escalating new or changing risks. • Participating in required learning and development, applying new skills, and sharing knowledge to improve outcomes.	• You work constructively with others across the organisation, contribute to continuous improvement, and build your capability through learning and development. • Work is completed using approved processes and systems, with accurate records and information. This includes payroll processes such as time-sheets and leave applications, and keeping business processes up to date. • Policies are complied with and procedures are followed, and issues or uncertainties are raised early. • Digital tools are used responsibly and securely; potential cyber risks are identified and reported. • Purchasing and procurement activities are completed correctly and on time, and approvals are obtained where required. • Risks are identified, controls are applied and new risks are reported. • L&D processes are followed and development needs are discussed with your manager.
6 Business Resilience / Civil Defence Emergency Management (CDEM) • Recognising that business continuity, crisis management and CDEM is a shared responsibility across Council.	• You understand your responsibilities in an emergency and follow instructions during events.



• Completing required CDEM/business continuity training and understanding your role in an emergency. • Considering business continuity and CDEM impacts in day-to-day work, raising risks or improvement opportunities when identified. • Participating in readiness activities, exercises, and response or recovery activities when required (including undertaking duties outside normal BAU during events).	• Required training is completed and kept up to date. • Risks and impacts to service delivery are raised early and improvement opportunities are identified. • You participate in readiness, response and recovery activities when required.
7 Cover and support • To provide cover and support within the Resource Consents Team as directed by the Team Leader. • Mentoring and supporting other planners, ensuring the quality and consistency of planning assessments. • Contribute to the effective implementation of resource management legislation, support continuous improvement initiatives, and help ensure Council meets its statutory obligations while enabling sustainable growth and development across the district.	• Cover and support is provided as required, with a flexible and team-focused approach.



Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

Work complexity

Most challenging duties typically undertaken:

- Legislative changes and case law interpretation and application to both the district plan and resource consents
- Reporting Planner for Hearings – Environmental Court cases
- Ensuring timeframes are met when processing resource consents
- Negotiate and liaise with community groups, consultants / Iwi / WRC / developers etc.
- Advise the public of the requirements and rules of the District Plan
- Dealing with difficult customers

Key relationship skills

Key internal and/or external contacts	Nature of the contact most typical (e.g. courtesy, giving/receiving information, explaining things, liaising, advising, gaining cooperation, facilitating, influencing and persuading, resolving minor conflicts, mediating, negotiating, formal negotiation, supervising, leading.)	Frequency of interaction D - daily W - weekly M - monthly
Planning Manager / Team Leader – Resource Consents	Give and receive information, explain things, liaise, advise, courtesy	D
Planning Team	Give/receive information, give direction, explain things, advising, gaining cooperation, courtesy	D
Engineers / Legal / Customer Services	Give and receive information, explain things, liaise, advise	D
External Consultants (i.e. planning and surveying)	Give and receive information, explain things, liaise, advise	D
Hearing Commissioners	Give and receive information, explain things, liaise, advise, influence and persuade, courtesy	M
Public	Give and receive information, explain things, liaise, advise, influence and persuading, courtesy, negotiation	D

Examples of the situations which require the use of the highest level of communication or influencing skills:

- Hearings / Environment Court
- Public meetings
- High profile resource consents

Examples where the role co-ordinates or provides coaching or monitors the work of other people not reporting directly to the role (e.g. contractors).

- Provide technical advice and support to other planning staff (review their reports and provide feedback)



- Asset Team / Building Team – provide interpretation/guidance on the resource consent process and conditions.

Person specification

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current jobholder has.) This may be a combination of qualifications/experience, knowledge or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Essential	Preferred
Education and qualifications • Relevant University Degree	• NZPI membership • Tertiary qualification in planning
Knowledge and experience • Five years resource consent planning experience • Relevant knowledge of statutory requirements i.e. RMA • Good understanding of other relevant legislation i.e. Local Government Act, Building Act	• Planning experience within a local government environment

Skills & Competencies

- Communication - Clearly conveys information and ideas through a variety of appropriate media to individuals or groups in a manner that helps them understand and retain the message. Communicates in a compelling and articulate manner that instills commitment
- Analytical Thinking - Can gather detailed information and investigate issues in detail to identify trends, patterns and core issues.
- Customer Focus - Makes customers & their needs a primary focus of their actions. Develops and sustains productive customer relationships. Understands customer service principles & practices. Presents a professional image, eg.dress code, behaviour, conduct
- Report Writing - Expressing ideas clearly in reports or other documents that have appropriate organisation and structure, correct grammar, language and terminology, adjusted to the characteristics and needs of the audience.
- Time Management - Demonstrates personal effectiveness by taking responsibility for getting things done in ways that balance competing needs. Meets deadlines.



Change to position description

From time to time it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

Position holder

Date

