

Consents Planner

Horopaki | Context

Kaunihera Taiao ki Waitaha | Canterbury Regional Council, also known as Environment Canterbury, is the Regional Council for the largest region in Aotearoa/New Zealand, covering an area of 44,500 square kilometres, with a population of approximately 700,000.

As a regional council, we are responsible for managing natural resources including air, soil, water and land. We work in partnership with mana whenua Ngāi Tahu to protect the health of our environment to ensure a sustainable and prosperous future for our region.

The region's evolving environmental and political context means we will continue to be agile and adaptive, as we respond to regulatory and environmental changes.

Our mahi (work) is organised around the delivery of our three core services:

- Environmental Regulation and Protection
- Community Preparedness and Response to Hazards
- Public Transport

We are guided by our strategic drivers (pou):

- Putting the community and our customers at the heart of everything we do
- Growing our relationship with mana whenua into a true partnership
- Maturing our governance model and understanding of our political environment
- Removing pain for our people (and customers) by improving our systems and processes.

Our mahi is also underpinned by our values:

- Kaitiakitanga (stewardship)
- Pononga (integrity)
- Manaakitanga (people first)
- Whanaungatanga (collaboration)
- Māiatanga (can do).

Aronga | Purpose

The purpose of this role is to investigate, advise, recommend and report on resource consent applications under the Resource Management Act 1991. To provide advice, guidance and deliver effective communication to consent applicants and customers to facilitate understanding of the consenting process, and achieve workable solutions which enable the protection, enhancement and sustainable environmental management in the Canterbury / Waitaha Region.

Our Consents Planners work in a tight-knit team in a fast-paced environment. Consents Planners make recommendations that have a real impact on the sustainable development of the Canterbury/Waitaha region. This role takes responsibility for the processing of resource consent applications within the framework and provisions of relevant legislation and regional and local Council planning frameworks. The Consents Planner role provides important and robust resource management advice to community members and wider stakeholders on the consenting process to ensure the delivery of quality resource management outcomes.

Ngā Haepapa | Accountabilities

- Deliver positive outcomes to sustainable management of natural and physical resources in the Canterbury / Waitaha Region by investigating, advising and reporting on at times highly complex resource consent applications in accordance with relevant statutory requirements. This includes requesting, coordinating, and collating information, prioritising applications, interpreting data and legislation to finalise consent recommendations and prioritising a demanding workload to consistently meet statutory timeframes.
- Establish and apply procedures which investigate, advise and report on resource consents applications to the required quality, accuracy, cost effectiveness and throughput levels. A key requirement of the role is to record fair and reasonable consent processing charges to applications.
- To liaise and provide quality, accurate and timely technical advice and guidance to consent applicants, submitters and other interested or affected parties (including the community or tangata whenua) in the resource consent process on the Resource Management Act 1991, regional plan provisions and resource consent requirements.
- Represent Environment Canterbury recommendations, and report and present evidence at resource consent hearings, including objections and appeals, providing evidence-based opinion and responding to queries to ensure decision makers are appropriately informed and that recommendations or decisions made are legally justifiable.
- Respond to internal and external resource consent enquiries and issues, using empathy, listening skills, diplomacy and tact to gain understanding of issues, provide advice and achieve cooperation with regard to legislative compliance.
- Contribute to resource consents procedure documentation and quality assurance processes, to ensure consistency, innovation and continuous improvement in resource consent processes.
- Assist with the training and coaching of Consents team members, to contribute to competency development within the Consents Section.
- Attend portfolio groups and planning projects meetings, to provide advice and champion the implementation of our planning documents.

- Provide consent input to resource management investigations and policy development as and when required.
- Collaborate with team members and other staff involved in consent processing to ensure statutory timeframes are met, and section Key Performance Indicators are met, while contributing to a positive team culture.

Toitū Te Tiriti | Treaty Partner Excellence

- Deliver outcomes that underpin and give effect to achieving Ngāi Tahu cultural and environmental aspirations, including but not limited to, mahinga kai and revitalisation programmes.
- Connect with our Ngāi Tahu partner to ensure understanding of Ngāi Tahu aspirations and priorities so that there is genuine input and contribution, which can be considered in mahi programme development and prioritisation.
- Demonstrate openness and courageousness in approaching issues and in co-design of processes and systems, supporting thought leadership that can give effect to the progression of the partnership.
- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha/Canterbury and Te Rūnanga o Ngāi Tahu, to demonstrate our commitment to recognise and provide for the kaitiaki/responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision-making processes, effective engagement and development of existing working relationships.
- Support the organisation's cultural capability journey, leading by example and identifying clear priorities, expectations, and development opportunities for individual capability; planning and aligning work to support organisational cultural capability across all aspects of delivery.

Hauora me te Marutau | Health and Safety

The health, safety and wellbeing of our kaimahi and community is a priority for the Council, and we proactively implement robust health and safety practices. To meet our legal obligations you must:

- Understand the health and safety and risk obligations that rest with this position, and care for your own health, safety and wellbeing and that of others you may interact with.
- Ensure awareness of, and compliance with, legislative and operational standards, policies and guidelines, including the Council's code of conduct.
- Maintain an enquiring mind, undertake your own due diligence, and apply your knowledge of best practice to ensure a detailed understanding of any risks associated with this position.
- Ensure that relevant certifications are maintained, if applicable.

Hononga ā-Mahi | Working Relationships

Kai rō Kaunihera | Within the organisation

- Nurture effective, strong and valued relationships with colleagues and management, particularly within Zone teams, Compliance, Science, Tuia, Cultural Land Management Advisers and Biodiversity teams to ensure proactive, transparent and timely outcomes are achieved for the organisation.
- Nurture effective, strong and valued relationships with Councillors, Commissioners, Regulation Hearings Committees, and Zone Committees to inform on Resource Management Act matters

Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within the Canterbury rohē and Te Rūnanga o Ngāi Tahu. To demonstrate our Council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
- Ensure that the customer perspective is a key focus of relationships with resource consent applicants, consultants, submitters, affected parties and interested parties and their representatives throughout the resource consent process.

Ngā Herenga Motuhake | Special Conditions

As a regional council, we have a specific requirement to provide a civil defence function for Waitaha. Kaimahi are required to be available to assist, support or be associated, as reasonably required, with any Civil Defence emergency or any exercise organised in relation to this function.

Additionally, all kaimahi are expected to assist, support and respond, as reasonably required, to any event where the Business Continuity Plan is activated.

Māngai Whakahaere | Delegations and Authorities

Where specified, this role has delegated authority to make decisions in accordance with Council-approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media-related activities.

Additional specific delegations may be given by the Chief Executive to the Chief People Officer on people and safety matters from time to time.

Ngā Āheitanga | Capabilities

Tohu Mātauranga | Qualifications

- A tertiary qualification in Planning, Natural Resources, Environmental Management or other relevant discipline is required.
- A post graduate qualification in Planning, Natural Resources, Environmental Management or equivalent is desirable.
- Demonstrated knowledge of the resource consenting process.
- A NZ drivers licence is desirable.

Mātau ā-wheako | Experience

- 4-5 years experience working in a resource management role.
- Sound understanding of environmental processes and the assessment of environmental effects in the context of the Resource Management Act.
- Well-developed oral and written communication and negotiation skills, including the ability to advocate the Council's policies in a positive manner and to provide clear and concise reports/evidence on resource consent applications.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- A strong customer service focus with the ability to think outside the box, using initiative to resolve problems and seek continuous improvements in processes and procedures.
- A team player with strong collaboration skills, able to work with a wide range of people.
- Strong time management is essential, with the ability to juggle multiple priorities in a logical, calm and effective manner to deliver work within legislated response times.

Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Team Member level sit beneath each of the following organisational competencies.

Customer Focus	Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.
Business Acumen	Using an understanding of the organisation's position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers' perspective.
Achieving Outcomes	Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes and

	ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.
Leading Change	Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services.
Common Purpose	Working towards a compelling view of the future by engaging with the organisation's vision; understanding and aligning to the common purpose.
Building Capability	Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities.

The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time the incumbent will be required to accept and carry out other duties.

Band / Grade
5 | 14

Position Code
OPERCON.190

Last Updated
April 2023

I agree to undertake the responsibilities detailed in this job description:

Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed: