

# Principal 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

To provide technical and planning expertise and leadership within the Consents Section, and support development of Consents Planners, while ensuring the organisation is professionally advised on all matters relating to decisions on applications for resource consents within the Canterbury Region. To provide an organisational perspective and approach by collaborating inside the organisation, with external parties and the wider community to achieve organisational outcomes and ensure sustainable management is achieved through the successful implementation of resource management plans.

The Principal Consents Planner plays a critical role in providing technical and strategic leadership, plan implementation, and planning advice relating to the core Resource Management functions controlling the issuing of Resource Consents.

The Principal Consents Planner plays a critical role in the support and development of the Consents Planning section to enable the section to deliver effective and efficient processing of resource consents.

## Ngā Haepapa | Accountabilities

- Make legally defensible decisions on applications for resource consents in accordance with relevant statutory and regulatory requirements.
- Provide and maintain technical and planning leadership and expertise to the Consents Planning section, through developing a strong knowledge base and expertise within the speciality area of resource consenting, understanding and engage with the latest thinking and maintaining up to date knowledge of developments in this area.
- Ensure the delivery of best consenting outcomes and assist with training for consent planners and the wider organisation, and to contribute to procedures documentation and quality assurance processes to ensure consistency and continual improvement in consent processes.
- Provide advice and prepare responses on resource consenting matters, including LGOIMA requests, educate, manage risk and resolve complex issues, and to proactively build alignment across the organisation, council, tangata whenua and the community.
- Support the development of resource management plans through providing expert technical knowledge to portfolio groups and planning projects, and to apply best practice and champion the implementation of our planning documents.
- Provide technical leadership to coach, mentor and support the Consents Planning team to grow knowledge and develop skills to ensure delivery of a high level of performance and a consistent approach.
- Participate in resource consent appeals/objections and other resource management matters before the Courts and provide input on Council's appeals strategy and mediation.
- Build and maintain strong working relationships with the Team Leaders Consent Planning to develop and grow the Sections capability..

## 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

- Daily work with staff and management involved in consent processing to ensure resource consents are processed in accordance with relevant statutory requirements.
- Collaborate with staff across the organisation and active participation in working groups to prioritise and deliver projects and programmes, resolve complex issues and achieve collaborative outcomes with and for the community.

- Attend meetings of Council including but not limited to Council meetings, Resource Consent Hearings, Regulation Hearing Committees and Zone Committees to inform on resource consent planning matters when required.

## Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha /Canterbury and Te Rūnanga o Ngāi Tahu.
- Demonstrate 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.
- Liaise with resource consent applicants and their representatives to advise on and progress consent applications.
- Liaise with tangata whenua, local authorities, industry groups and non-governmental organisations to maintain relationships.
- Liaise with submitters, affected parties and interested parties to resource consent applications to progress consent applications.
- Attend meetings of Council including but not limited to Council meetings, Resource Consent Hearings, Regulation Hearing Committees and Zone Committees to inform on resource consent planning matters when required.

## 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.

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.

## Ngā Āheitanga | Capabilities

### Tohu Mātauranga | Qualifications

- A tertiary qualification in Resource Management, Natural Science or Planning related field.
- A post graduate qualification in Resource Management, Natural Science or Planning field is desirable.
- Making Good Decisions certification.

### Mātau ā-wheako | Experience

- A minimum of 10 years' experience in a planning/resource management field.
- Extensive knowledge and experience working in relevant legislation relating to Local Government and the Resource Management Act or its replacement.
- Environment Court experience highly desirable.
- Demonstrated experience in working collaboratively, linking people, work and processes and in coaching, developing and growing the capability of others.
- Strong business acumen and appreciation of local government /democratic/public processes.

### Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Technical Leader 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  
7/19

Position Code  
OPERCON.023

Last Updated  
July 2025

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

**Ingoa | Name:**

**Waitohu | Signature:**

**Rā | Date Signed:**