

## **Rivers Planning Advisor**

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### **Horopaki | Context**

Kaunihera Taiao ki Waitaha (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 provide planning and project support to the Rivers Section, provide advice internally and externally, and facilitate the sustainable management of the fluvial gravel resource in Canterbury.

### **Ngā Haepapa | Accountabilities**

- Provide planning advice and support to the Rivers Section to enable River Rating District objectives and broader river objectives to be met including the preparation of

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formal submissions and evidence and appearance at planning related hearings as required.

- Prepare and project manage applications for resource consent and other permissions as required.
- Coordinate technical information and provide advice to Environment Canterbury staff and external customers with respect to consent applications and planning matters that have an interaction with Environment Canterbury River Rating Districts and broader river objectives.
- Support the protection and integrity of assets, flood and drainage schemes by managing and administering the Flood Protection and Drainage Bylaw processes.
- Liaise and advocate with Regional and District Planning teams to ensure flood protection and braided river protection and development interests are provided for in their planning documents.
- Review Regional and National Planning documents, make strategic recommendations, prepare and have input into submissions.
- Support the sustainable management of fluvial gravel resources in Canterbury by working closely with Engineers, to manage the efficient operation of the Gravel Authorisation project. Process and issue Gravel Authorisations, provide information on gravel availability, advise consent applicants, and ensure best practice is followed.
- Manage and build partner and stakeholder relationships internally and externally.
- Support the implementation of best practice across the Section by assisting in the development of systems, procedures and processes that deliver best practice environmental and operational management.
- Maintain a strategic lens over CWMS and other internal and external policies and plans that may affect operational activities in Canterbury Rivers.
- Manage a wide variety of specific projects as required.

## **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.

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- 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**

- Accountable to the Team Lead – Rivers Planning
- Work closely with, develop and maintain close collaborative relationships with members of the Rivers' section, including office and field based staff as required .
- Collaborate and work closely with Consents, Regional Planning, Canterbury Water Management Strategy, Resource Management, Property and Reserves, Customer Services and other Sections as appropriate.

### **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.
- Maintain regular contact with Fish and Game, Department of Conservation, Local Authorities, NZ Transport Agency, KiwiRail and other key stakeholders.
- Contact with landowners and Bylaw Authority holders as required.
- Contact with contractors and the gravel industry and Regional Gravel Liaison Committee.

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## Ngā Herenga Motuhake | Special Conditions

Must be available to work any days or hours at times of flood or other natural disaster.

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.

## Ngā Āheitanga | Capabilities

### Tohu Mātauranga | Qualifications

- Relevant degree in planning, natural science or engineering
- Full, current drivers licence and the ability to drive both manual and automatic transmissions.

### Mātau ā-wheako | Experience

- A minimum of 3 years post graduate experience in rivers planning and advisory support is desirable.
- Understanding of Flood Protection and Drainage Bylaw processes.
- Proven ability to engage and work across a diverse range of people, including group facilitation and influencing to achieve strategic objectives.
- A high level of computer literacy across the Microsoft Suite and an aptitude to work within specialised software and systems.

## Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Team Member level sit beneath each of the following organisational competencies. To identify the competency expectations at this level, view the competency framework in the P&C Kete.

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

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	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 Rivers Planning Advisor will be required to accept and carry out other duties.

**Band / Grade**

5 / 15

**Position Code**

OPERMSE.003

**Last Updated**

April 2025

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

**Ingoa | Name:**

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**Waitohu | Signature:**

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**Rā | Date Signed:**

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