

Rivers Planning Co-ordinator

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 sustainable management of riverbed gravel resources is a critical aspect of managing the flood risk to Canterbury's communities. Canterbury's braided rivers are globally unique, and support significant ecological and cultural values, and the management of gravel extraction to support flood risk management must also provide for these significant values.

The purpose of this role is to assist with the management of fluvial gravel resources in the Canterbury Region, Flood Protection and Bylaw applications and other Planning or Coordination tasks as required

Ngā Haepapa | Accountabilities

- Deliver positive outcomes to sustainable management of gravel resources in the Canterbury Region by investigating, advising, processing and reporting on river gravel applications in accordance with relevant statutory requirements. This includes

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Toitū te marae o Tāne, toitū te marae o Tangaroa, toitū te iwi

requesting, coordinating, and collating information, prioritising applications, GIS tasks, interpreting legislation to finalise permission recommendations, scheduling workload to meet timeframes.

- Contribute to gravel and bylaw Authorisation procedure documentation and quality assurance processes, to ensure consistency, innovation and continuous improvement in resource permission processes.
- Carry out project tasks, data analysis and field visits as required.
- Support the administration of the Regional Gravel Management Committee and South Canterbury Gravel Agreement group as required.
- Respond to internal and external 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.
- Attend gravel and planning projects meetings, to provide advice and champion the implementation of our planning and strategic documents.
- Collaborate with team members and other staff involved in gravel management to ensure customer expectations are met, documents and data are improved, while contributing to a positive team culture.
- Assist with desktop and field compliance tasks 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.
- 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:

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- 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 Regional Lead - River Engineering
- Frequently collaborate with Engineers across Canterbury to ensure Gravel Management Plans and advice are effectively informed to align with organisational and environmental outcomes.
- Nurture effective, strong and valued relationships with colleagues and management, particularly within Rivers, Consents, Zone, Compliance, Science, Tuia, and Biodiversity teams to ensure proactive, transparent and timely outcomes are achieved for the organisation.

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.
- Ensure that the customer perspective is a key focus of relationships with applicants, consultants, submitters, affected parties and interested parties and their representatives throughout the all-river gravel processes.
- Contribute toward our effective, strong and valued relationship with key stakeholders, e.g. Territorial Authorities, Government and Non-Government agencies, Industry.

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.

Ngā Āheitanga | Capabilities

Tohu Mātauranga | Qualifications

- A tertiary qualification in Planning, Natural Resources, Environmental Management or other relevant discipline is required.
- A postgraduate qualification in Planning, Natural Resources, Environmental Management or equivalent is desirable.
- A full NZ drivers' licence is essential.

Mātau ā-wheako | Experience

- 1-3 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.
- 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 skills are 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. 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 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 Coordinator will be required to accept and carry out other duties.

Band / Grade

4

Position Code

OPERMSE.068

Last Updated

April 2025

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

Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed:
