

# Senior 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 and report on complex resource consent applications under the Resource Management Act 1991, ensuring both the organization, consent applicants and customers receive accurate and timely advice to facilitate effective achievement of outputs and high-quality decision making to enable protection, enhancement and sustainable management of resources in the Canterbury Region. To provide planning advice, support and guidance to customers to assist the better understanding of Resource Management processes. Facilitate process improvement within the Consents section as a senior planning professional and mentor, through sharing of knowledge, leadership and training.

## Ngā Haepapa | Accountabilities

- Deliver positive outcomes to sustainable management of natural and physical resources in the Canterbury Region by investigating, advising and reporting on 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, scheduling workload to meet timeframes.
- 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. This includes achieving a chargeable time target.
- Provide advanced technical leadership in resource management to support the resource consent process and demonstrate an advanced understanding of environmental planning.
- Liaise and provide quality and timely advice to consent applicants, submitters and other parties in the resource consent process on the Resource Management Act 1991, regional plan provisions and resource consent requirements
- Report and present evidence at resource consent hearings, providing evidence-based opinion and responding to sometimes complex queries to ensure decision makers are appropriately informed
- 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
- Participate in portfolio groups and planning projects, to provide expert advice, broaden organisational knowledge and champion the implementation of consent planning documents
- Assist the Team Leaders with the management of team members, including recruitment, training, coaching, mentoring and reviewing work to contribute to a culture of skill development within the Consents Section and wider organisation. Act for the Team Leader as required. Contribute to and help support a positive team culture
- Lead and manage resource consent process improvement using initiative including consents procedure documentation and quality assurance processes, to ensure best practice, consistency, innovation and continuous improvement in consenting processes. Keep informed of current industry standards, best practice and developments and communicate these with the section, incorporating new ideas, creativity and innovation to improve processes.
- Make legally defensible decisions on resource management matters in accordance with Council approved delegations.
- Build and maintain an internal profile. Provide expert advice to portfolio groups and planning projects, to broaden organisational knowledge and champion the implementation of our planning documents.

- Lead projects that contribute to the organisational goals, ensuring effective communication, and management of risks to ensure outcomes are achieved.

## 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, educating and resolving issues 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.
- Liaison with technical, planning, and Zone Delivery staff to ensure correct and timely information is received.

## 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 resource consent applicants, consultants, submitters, affected parties and interested parties and their representatives throughout the resource consent process
- Frequent to regular liaison with tangata whenua, local authorities, industry groups and non-governmental organisations to maintain relationships.
- Regular to occasional liaison with submitters, affected parties and interested parties to resource consent applications to progress consent applications.
- Attend meetings of Resource Consent Hearing Committees, Regulation Hearing Committees and Zone Committees to inform on consent process.
- Possible liaison with the media.

# 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.
- A NZ driver's licence is desirable.

### Mātau ā-wheako | Experience

- At least 5 years' experience working in a resource management role is required
- Sound understanding of environmental processes and the technical 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.
- Proficiency in processing any activity as classified under the Resource Management Act 1991 is required, with the ability to apply legislation without need for assistance, across a wide range of activities.
- 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 [competency level] 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  
6 / 16

Position Code  
OPERCON.142

Last Updated

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

Ingoa | Name:

Waitohu | Signature:

***Taking action together to shape a thriving and resilient Canterbury, now and for future generations.  
Toitū te marae o Tāne, toitū te marae o Tangaroa, toitū te iwi.***

Rā | Date Signed:

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