



Job Description

Job title	Consents Planner
Group	Regulatory Services
Section	Consents
Responsible to	Consents Team Leader
Responsibility for employees	None
Date	May 2021

Job purpose

This job exists to process resource consent applications within statutory timeframes and to appropriately apply consent processing tools, under the Resource Management Act, 1991 (RMA).

This position may also be required to provide input into policy development and other projects to assist Council in fulfilling its requirements under the Resource Management Act, 1991, Local Government Act 2002 and any other relevant legislation.

The position is responsible for implementing the policies of the Regional Plans, working to raise public awareness of Council's roles and responsibilities, providing specialist advice to the public and consent applicants and assisting with ensuring that the processes and procedures followed within the section are up to date with changing legislation, planning documents and best practice.

The level a Consent Planner is employed at (One or Two) is influenced by the skills and experience that person brings to the role, which will influence the complexity and/or technical nature of the applications and associated issues that they are required to deal with.

The level that a Consent Planner is employed at (One or Two) can be re-considered through the annual Performance Assessment.

Functional relationships (relating to others)

External	Purpose and frequency of contact
<ul style="list-style-type: none"> Consultants and contractors 	<ul style="list-style-type: none"> Negotiate resolutions to complex resource consent problems Daily
<ul style="list-style-type: none"> Public 	<ul style="list-style-type: none"> Obtain information and technical opinions Daily
<ul style="list-style-type: none"> Iwi authorities 	<ul style="list-style-type: none"> Communicate effectively the requirements of the RMA Daily
<ul style="list-style-type: none"> Advisory and/or 	<ul style="list-style-type: none"> Explain complex technical Daily

community groups	information from a variety of sources to lay people	
<ul style="list-style-type: none"> Local and central government agencies and authorities 	<ul style="list-style-type: none"> Provide evidence to the Court and Hearing panels 	Occasionally
<ul style="list-style-type: none"> Resource management agencies 	<ul style="list-style-type: none"> Advocate Council's position at public forums 	Occasionally
<ul style="list-style-type: none"> Consent applicants, affected parties, submitters and interested parties involved in the Resource Management Act process 	<ul style="list-style-type: none"> Report to Council 	Occasionally
<ul style="list-style-type: none"> Non-governmental organisations/stakeholder groups 	<ul style="list-style-type: none"> Provide interviews and information to media 	Occasionally
<ul style="list-style-type: none"> Industry bodies 	<ul style="list-style-type: none"> Explain complex decisions of Council 	Weekly
	<ul style="list-style-type: none"> Respond to and resolve complaints and objections 	Weekly

Internal	Purpose and frequency of contact	
<ul style="list-style-type: none"> Staff at all levels within the organisation providing input to and assistance with the consent process and/or seeking input or assistance with their function e.g. engineering, science, administration, Māori policy, governance, planning, land management 	<ul style="list-style-type: none"> Obtain information and technical opinions 	Daily
<ul style="list-style-type: none"> Management at all levels 	<ul style="list-style-type: none"> Negotiate terms and conditions relating to delivery of services to ensure requirements of the RMA are met 	Daily
<ul style="list-style-type: none"> Council hearing committees 	<ul style="list-style-type: none"> Manage, mentor and assist team members 	Daily
	<ul style="list-style-type: none"> Deliberate decision making 	Daily
	<ul style="list-style-type: none"> Raise and resolve internal service issues 	Occasionally

Key result areas

The job encompasses the following major functions or key result areas:

- Customer service
- Cost recovery and RMA requirements
- Relationship management
- Corporate contribution

The requirements in the above key result areas are broadly identified below:

Key accountabilities

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
<p>1 Customer service</p> <ul style="list-style-type: none"> • Process consents to a high professional standard and ensure compliance with technical standards, council plans, national legislation and best practical solutions. • Undertake field work and site visits as part of the consent process. • Meet statutory timeframes and Council's Annual Plan targets whilst maintaining a high standard of quality for processing assigned resource consents. • Assist Council in developing policy through contributing to policy teams (can include plan development). • Effectively implement the objectives, policies and rules of Councils Regional Plans. • Coordinate, supervise and manage technical input by technical experts to adequately assess a variety of complex resource consent applications and apply to an RMA context. • Supply technical advice to Council or other local authorities, in specialist consent areas. • Provide reports and recommendations on a variety of complex resource consent applications. • Regularly undertake pre-application consultation with potential applicants to ensure quality applications and consequently contribute to timely consent processing. • Provide timely, polite and accurate response to public enquires regarding consents and plan requirements. • Required to make functional decisions on consent applications. • May be given delegated responsibilities for consent processing. • Undertake any other relevant duties as directed by the appropriate manager. 	<ul style="list-style-type: none"> • Work is conducted effectively and efficiently, and meets timeframes. • RMA tools are appropriately applied. • The Regulation and Resource Management Delegations Manual are understood and complied with. • That Council fulfils its responsibility under the RMA, other relevant legislation and regional plans. • The integrity and quality of consent documents and document recording systems are maintained. • Reports and specialist advice are accurate, timely and provided to a high standard. • Any additional duties are completed to appropriate standards. • Decisions are made in a timely and informed manner.
<p>2 Cost Recovery & RMA Requirements</p> <ul style="list-style-type: none"> • Ensures that actual and reasonable costs are recovered from consent applicants. • Meets cost recovery targets for time spent on applications. • Ensure resource consent processing in accordance with RMA requirements. 	<ul style="list-style-type: none"> • Actual and reasonable costs are recovered from resource consent applicants. • Cost Recovery targets are achieved. • Resource consent processing is carried out in accordance with RMA requirements and clarified by internal and independent audit processes and Court decisions. • Manages actual and reasonable costs

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
	associated with processing consent applications to ensure these costs are accurately recorded and invoiced to the applicant.
3 Relationship management	
<ul style="list-style-type: none"> Establish and maintain close working relationships with internal and external contacts including local authorities, ratepayers, landowners, suppliers, consultants, and contractors. Act as a representative of Council at appropriate local government conferences and seminars, and other events held within the region. Facilitate agreements/interaction between consent applicants, affected parties, submitters and other parties involved in the RMA process. 	<ul style="list-style-type: none"> Effective, professional relationships and partnerships are developed and maintained with internal and external contacts. Professional image is conveyed in public forums. Actively promote the agendas of the Regional Council in public forums. Successful resolution/or clarification of issues through pre-hearing meetings.
4 Corporate contribution	
<ul style="list-style-type: none"> Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems. Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015. Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard. Meet Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management. 	<ul style="list-style-type: none"> Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. Hazards are identified and all incidents and accidents are reported. Participate in any wellness programmes, such as stress management training and health monitoring. Council records are created and maintained in corporate information systems, meeting specified information management standards. Participate in any civil defence and emergency management training initiatives and assist with any civil defence emergencies, as part of Bay of Plenty Regional Council's responsibilities for civil defence and emergency management.

Delegations

Delegation as set out in the Chief Executive's Delegations Manual.

Freedom to act

Guidelines and support available to assist the jobholder to make decisions, e.g. policy documents, standard procedures, reference to team leader or senior employees. If jobholder can make decisions without approval from anyone else, please note that authority.

- Some high level guidance is provided through Regional Plans and the RMA but largely daily decision making and communication will be on the responsibility of the position holder, drawing on their skills and experience; with reference to the Team Leader and/or Manager as required.

- Required to make decisions with limited or ambiguous information.

Work complexity

Most challenging duties typically undertaken:

- Maintain a high level of technical knowledge for the development of consent conditions.
- Regularly required to handle difficult face-to-face conflict situations with consent applicants, iwi groups, submitters or other affected parties.
- Effectively process a high number of consent files to a high professional standard within statutory timeframes and manage cost recovery on files.
- Deliver specialist customer service ensuring customers receive good advice, value for money and practical, feasible solutions to consenting related issues.
- Authorises RMA documentation in accordance with Delegations Manual.

Other aspects

Note any significant aspects of this job that have not been captured elsewhere in this document.

- Regularly required to deal with conflict situations and difficult customers.
- May be required to undertake Project Management activities related to the Council projects.

Person specification

Minimum academic qualifications and experience required:	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> • A relevant degree • A valid driver's licence required*¹ 	<ul style="list-style-type: none"> • A relevant post-graduate qualification

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> • Three years' relevant post-qualification experience in either resource consent processing or a related field • Good knowledge of the RMA as it relates to consent processing 	<ul style="list-style-type: none"> • Demonstrated ability to process complex resource consent application

¹ Driving record free of driving suspensions or convictions (excluding demerit points and infringement fees). Requirement for valid Driver's Licence may be waived if applicant has a driving-related disability.

Key skills / attributes / job specific competencies

The following indicates what would typically be expected for this role at a competent level:

Advanced knowledge	<ul style="list-style-type: none"> • High level of professional knowledge in a number of consent application areas • Professional and technical knowledge in a number of consent application areas • Well-developed knowledge of the RMA and other associated legislation • Extensive knowledge of the natural and physical environment • High level of data analysis and statistical ability • Excellent problem solving and analytical ability
Working knowledge	<ul style="list-style-type: none"> • High level of report writing skills • Proficiency with oral presentations • High level of project and time management ability • A high level of computer ability
Awareness	<ul style="list-style-type: none"> • Community, cultural and political awareness

Personal attributes / key behaviours

- Sound judgement and initiative.
- Excellent self and time management skills.
- Coordination skills.
- Ability to share specialist knowledge.
- Critical decision making skills.
- Well-developed negotiation skills with the ability to resolve conflict situations.
- A high level of courtesy and communication skills.
- The ability to work independently or as part of a team.
- A high level of written ability.
- Practical knowledge and ability.
- Ability to handle high pressure situations and difficult customers.

Other requirements

- May require frequent travel within or outside Bay of Plenty Region.
- Regularly required to be on Council’s after hours callout roster and to respond to environmental complainants (Pollution Hotline).
- Undertake field work and site inspections which may include hazardous sites, high risk sites, and remote locations.
- Occasionally required to attend public meetings, pre-hearings and hearings that occur outside normal working hours.
- Occasionally required to undertake or assist with compliance monitoring and enforcement action.

- Coordinate projects, manage project teams and manage the quality and timeliness of outputs.
- A reasonable level of fitness required for conducting site inspections.
- Four wheel driving skills.
- May be required to give evidence before the Environment Court and participate in Court assisted mediation.

Change to job description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

Approved:

Manager

Date

Discussed with incumbent:

Employee

Date



Our values - our journey

A tatou haerenga

Our values reflect who we are and what is important to us.

Te Pumanawa 'the beating heart of the organisation'.

Our organisational values have been woven together following input from staff across the organisation, now it's up to each of us to bring these values to life in the work that we do every day.

TRUST	INTEGRITY	COURAGE
We trust each other and work to build trust	We do what we say we will do We act with purpose to achieve results	We act boldly to lead and do the right thing for our region
MANA (manaakitanga)	KOTAHI (kotahitanga)	WHĀNAU (whanaungatanga)
<p>Mana</p> <ul style="list-style-type: none"> ▪ Leadership ▪ Having strength and courage ▪ Being a positive influence ▪ Being proud and courageous ▪ Professionalism <p>Manaakitanga</p> <ul style="list-style-type: none"> ▪ Trust and respect ▪ Reciprocity (sharing) ▪ Nurture/support <p>Mana has many meanings such as integrity, charisma and prestige.</p> <p>Manaaki means 'to nurture and support and help each other grow'. When you add the 'tanga' the word is enhanced.</p>	<ul style="list-style-type: none"> ▪ Unity ▪ Strong emphasis on collaboration ▪ Being inclusive ▪ Nurturing a positive team spirit ▪ Sense of ownership <p>Kotahi means 'as one'. Adding the 'tanga' accentuates the word, giving it a wider meaning, bringing us together – 'strength in unity'.</p>	<ul style="list-style-type: none"> ▪ Strong focus on relationships. ▪ Having fun and being happy ▪ Socialising, including the importance of friends ▪ Supporting each other <p>Whānau means family. Adding the 'tanga' extends the word to a wider whānau context. It has a very strong focus on relationship within the organisation.</p>