



Job Description

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

Job purpose

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

The position is also responsible for providing technical advice and support on specialist resource management topics to the Consents Section 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.

Mentoring and training of Consent Planners will also be required from time to time. The position has responsibility of a lead staff role in notified consent application processes and in Court proceedings, e.g. provision of evidence statements and negotiations at Court mediation.

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.

This position is responsible for implementing Regional Plans, working to raise public awareness of Council's roles and responsibilities and providing specialist advice to the public and consent applicants.

The Senior Consents Planner is required to maintain a specialised knowledge of consent processes and procedures, encapsulated within the Resource Management Act, 1991 and associated policy and regulation.

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 <p style="text-align: right;">Daily</p>

• Public	• Obtain information and technical opinions	Daily
• Iwi authorities	• Communicate effectively the requirements of the RMA	Daily
• Advisory and/or community groups	• Explain complex technical information from a variety of sources to lay people	Daily
• Local and central government agencies and authorities	• Provide evidence to the Court and Hearing panels	Occasionally
• Resource management agencies	• Advocate Councils position at public forums	Occasionally
• Consent applicants, submitters, affected parties and interested parties involved in the RMA process	• Report to Council	Occasionally
• Non-governmental organisations/stakeholder groups	• Provide interviews and information to media	Occasionally
• Industry bodies	• Explain complex decisions of Council	Daily
• Media	• Respond to and resolve complaints and objections	Daily
• Court	•	

Internal	Purpose and frequency of contact	
• Daily contact with staff at all levels of the organisation and across all sections of Council e.g. engineering, science, administration, maori policy, governance, planning	• Obtain information and technical opinions	Daily
• Council Hearing Committees	• Negotiate terms and conditions relating to delivery of services to ensure requirements of the RMA are met	Daily
	• Manage, mentor and assist team members	Daily
	• Deliberate decision making	Daily
	• 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)
1 Customer service	
<ul style="list-style-type: none"> • Process consents to a high professional standard and ensures compliance with technical standards, council plans, national legislation and best practical solutions. • Undertake fieldwork and site visits as part of the consent process. • Meet statutory timeframes and assist in meeting 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 Council's Regional Plans. • Responsible for coordinating, supervising and managing technical input by technical experts to adequately assess a variety of complex resource consent applications. • Supply technical advice to Council or other local authorities in specialist consent areas. • Responsible for providing reports and proposing recommendations on a variety of complex resource consent applications. • Provide mentoring, training and support for less experienced team members. • Will, from time to time, be given delegated responsibilities to make decisions on consent applications as back up to Consents Manager and Team Leaders. • Undertake any other relevant duties as directed by the Consents Manager. 	<ul style="list-style-type: none"> • Work is conducted effectively and efficiently, and meets timeframes. • RMA, 1991 tools are appropriately applied. • The Delegations Manual is understood and complied with. • Council fulfils its responsibility under the RMA and 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. • Council decisions on non-notified and notified applications are accurate and timely. • Any additional duties are completed to appropriate standards. • Decisions are made in a timely and informed manner.
2 Cost recovery & RMA requirements	
<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.

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
	<ul style="list-style-type: none"> Manages actual and reasonable costs 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 to 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 at pre-hearing meetings and mediations.
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 Resource Management Act 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.

- Often required to make decisions with limited or ambiguous information.

Work complexity

Most challenging duties typically undertaken:

- Maintains a high level of technical knowledge for the assessment of applications and development of consent conditions.
- Regularly required to handle difficult face-to-face conflict situations with consent applicants, iwi groups and other affected parties.
- Effectively process a high number of consents 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.
- Regularly prepare staff reports and expert evidence (including presentation), at Council hearings and the Environment Court.

Other aspects

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

- Will be required to assist Consents Manager with duties related to implementing the Consent's Programme which may include project work, e.g., implementing changes to legislation or projects directed by Council or ELT.
- Regularly required to deal with conflict situations and difficult customers.

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"> • Certification from "Making Good Decisions" Ministry for the Environment course • A post-graduate degree in a specialist technical field relevant to resource management

Knowledge / experience (indicate years of experience required as appropriate)

Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> • A minimum of six years' relevant post-qualification experience in resource consent processing or a related field • Demonstrated ability to process consents to a high level • Demonstrated advanced knowledge of the Resource Management Act as it relates to consent processing 	<ul style="list-style-type: none"> • Relevant experience in environmental management within an industry relevant to Regional Council resource consenting

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.

• Demonstrated leadership ability	
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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"> • Demonstrate a high level of professional and technical knowledge in a number of consent application areas • Well-developed knowledge of the Resource Management Act 1991 and other associated legislation • Extensive knowledge of the natural and physical environment • Excellent problem solving and analytical ability
Working knowledge	<ul style="list-style-type: none"> • A high level of report writing skills • A high level of peer reviewing skills • Proficiency with oral presentations • Project and time management • A high level of computer ability • Relevant industry knowledge
Awareness	<ul style="list-style-type: none"> • Community, cultural and political awareness

Personal attributes / key behaviours

- Sound judgement and initiative.
- Project management skills.
- The ability to share specialist knowledge.
- 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.
- Excellent presentation and report writing skills.
- Decision making skills.

Other requirements

- May require frequent travel within or outside Bay of Plenty region.
- Regularly required to be on Council’s after hours call out roster and to respond to environmental complainants.
- Undertake field work and site inspections which may include hazardous sites, high risk sites, and remote locations.
- Occasionally required to attend public meetings and hearings that occur outside normal working hours.
- Occasionally required to undertake or assist with enforcement action.
- Occasionally required to give evidence to the Environment Court and participate in Court assisted mediation.
- Coordinate projects and manage the quality and timeliness of outputs.

- A reasonable level of fitness required for conducting site inspections.
- Four wheel driving skills.

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>