

POSITION DESCRIPTION

Effective from: 30 May 2018

Position Title	Manager Consents
Reporting To	Director Policy, Planning and Resource Management
Directorate	Policy, Planning and Resource Management
Location	Dunedin
Supervising	Consents and Support staff (12 staff)
Financial responsibility	Responsible for a budget of approx. \$2.1m (2018/19 budget) Able to approve operational expenditure up to \$5,000

Purpose/Scope

The purpose of this position is to lead the Consents team, ensuring the efficient and effective performance of Council's resource consenting functions, and aligning decision-making with Council's RMA planning documents. The position holder is also expected to contribute to a range of projects across the organisation, and provide advice and support to the Director Policy Planning and Resource Management.

Scope of Role: Resource consents and other consenting activities.

Results Area	Activities	Expected Outcome
Consenting activity	<p>Ensure timely, cost-effective delivery and continuous improvement of resource consenting and other consenting activities.</p> <p>Collaborate internally to ensure a strategic view is taken on resource consents, with particular regard to ensuring conditions of consent are appropriate and enforceable.</p> <p>Ensure that Council is provided with robust technical advice that reduces opportunities for litigation.</p> <p>Ensure appropriate administrative support is in place at all times for the team.</p> <p>Ensure quality management systems and continuous feedback loops are in place at all times for all consenting activities.</p>	<ul style="list-style-type: none"> • Timely and cost-effective delivery of consents is reflected in low number of complaints received from applicants. • Statutory and internal deadlines are consistently met. • Consent conditions are well thought through, with particular regard given to operational effectiveness in the context of alignment with Council's RMA plans and compliance activities. • Decision makers on consents can deliver robust and defensible decisions. • Appropriate integration evident in all consenting outputs. • Procedural compliance is promoted and monitored • Consent conditions are robust and not challenged • Council retains its International Accreditation New Zealand -

Results Area	Activities	Expected Outcome
	Relevant consents policies and procedures are implemented, monitored, and reviewed according to agreed timeframes, and when circumstances change materially.	Building Consent Authority Certificate of Accreditation
Leadership	<p>Coaching, mentoring, supporting and enabling staff to achieve agreed outcomes, and grow and develop in their roles.</p> <p>Maintaining a team environment that fosters and develops effective working relationships and a high-performance culture.</p> <p>Provide support, guidance and advice to team members required to present at Council.</p> <p>Lead and participate in a culture of 'continuous feedback,' holding regular performance 'catch-ups' with individual members of your team.</p> <p>Actively contribute to the ORC Management Group, supporting a culture of staff enablement, collaboration and excellence.</p>	<ul style="list-style-type: none"> • Staff have opportunities to develop and grow. • ORC reliance on consultants reduces consistently over time. • Staff feel supported to think 'outside of the box,' seek innovative solutions and challenge the 'status quo.' • A team that is known for their positive, collaborative working style that other teams want to support. • Champion expected behaviours and 'lead by example'. • Staff presenting externally are confident in their abilities, having received constructive feedback. • Feedback provided to team members on their performance is provided regularly, and in a constructive manner. • Performance issues are identified and rectified early, dealt with at the lowest appropriate level. • Positive contribution to ORC Management group is evident, exerting influence towards a positive workplace culture.
Customer Service/Community Engagement	<p>Work effectively with the Stakeholder Engagement team to ensure that information on Council's consenting activities is available in a variety of ways.</p> <p>Continually monitor and improve systems, methods, efficiency and the quality of services provided to customers, both internal and external to the organisation.</p> <p>Prepare and present, as required, to Council on related matters falling within the scope of the role.</p> <p>Participate in public forums as appropriate.</p>	<ul style="list-style-type: none"> • A culture of community engagement and excellent customer service is evident in your actions, and those of your team. • Community stakeholders feel as though their inputs are considered, and they are kept informed on Council consenting activities that may affect themselves/their operations. • Information is easily accessed, and technical specifics are communicated appropriately to your audience. • Staff in your team are encouraged and supported to be innovative and share new ideas.

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		<ul style="list-style-type: none"> • Presentations are succinct, engaging and tailored to their audience. • Questions resulting from presentations/forums are answered or referred as appropriate.
Planning, Reporting and Budgeting	<p>Timely input is provided to Annual Plans, Long Term Plans, Annual Reports, and Opal reporting.</p> <p>Budgets are prepared, managed and reported on as required.</p> <p>Provide advice to the Director on the implications of ORC's consenting activities.</p> <p>Provide advice to the Director on any consent applications of note, and of proposed legislative changes as relevant.</p> <p>Continually monitor and review 'risk' and recommend remedial action accordingly.</p>	<ul style="list-style-type: none"> • Clear, concise planning and reporting. • Reporting is completed within the designated timeframe, and consistently kept up-to-date. • Position holder maintains a thorough understanding of the budget for the work you are responsible for, and an ability to explain any variances. • Any foresight on potential variances is communicated to the Director for appropriate action. • The Director PPRM is able to make an assessment regarding escalation to CE, ELT, and elected members. • The Director is informed of relevant consenting issues or legislation that could impact on ORC. • A "no surprises" approach to risk management. • Judgements are sound and executed in a timely manner.
Other Duties	<p>Contribute to the flexibility, agility and adaptability of your team and the wider organisation, by undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Otago Regional Council in all that you do.</p> <p>Act in the role of Director PPRM as required.</p>	<ul style="list-style-type: none"> • A positive response to requests for assistance in own and other areas, demonstrating adaptability and willingness. • Work is produced that complies with ORC processes and reflects best practice. • Questions are asked to ensure policy and best practice is maintained. • Maintain the reputation of the ORC in all that we do.
Professional and Career Development	<p>Identify, in conjunction with your manager, areas for both personal and professional development, in line with your career development plan.</p>	<ul style="list-style-type: none"> • Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annually with your manager.

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		<ul style="list-style-type: none"> You actively seek feedback and accept constructive criticism. A minimum of two performance related meetings [outside of the formal review process] annually.
Health & Safety	<p>Champion, support, implement and adhere to H&S policies and procedures, in collaboration with the H&S Advisor.</p> <p>Champion a culture that supports and maintains 'Doing Safety Differently', environmental and sustainability practice and management.</p> <p>Promote a safe and environmentally sound working environment and a culture of safe and responsible behaviours and attitudes, ensuring safety.</p> <p>Contribute to the identification and minimisation of organisational risks and compliance issues.</p>	<ul style="list-style-type: none"> H&S policies and practices and other related policy and initiatives are complied with to keep yourself and others safe in the workplace. Works in a safe manner at all times to avoid personal injury to self and others. Accidents and near misses reported. All risks effectively managed and no outstanding compliance issues. There are no preventable work-related injuries and/or incidents. Appropriate PPE gear is worn at all times within the workplace, as required by ORC/legislative policy.

Relationships

- Director Policy, Planning and Resource Management
- Managers who have input into consenting functions, particularly the Manager Policy & Planning, Manager Science and Manager Compliance (in terms of regulatory effectiveness)
- All staff
- Consultants, contractors
- Territorial Authorities and other Regional Councils
- Iwi
- Government organisations
- Community groups
- Media
- Ratepayers and residents
- Elected members
- Industry organisations such as IANZ

Qualifications/Experience/Knowledge/Skills

Essential to have the following:

- Proven success in leading teams to achieve results
- A relevant tertiary qualification in resource management, physical sciences, environmental law, or any relevant regulatory area
- Experience in resource management and/or regulatory implementation, preferably in local government
- A broad knowledge of all relevant statutes and regulations pertaining to the resource management functions of a regional council

- Ability to present information (complex and technical) to Council, Iwi and to other stakeholders of Council in a variety of settings including public forums
- Skilled in facilitating external and internal workshops/meetings
- Computer savvy

Desirable to have the following:

- Eligibility to become a member or already a full member of NZPI

Personal Attributes

Essential to have the following:

- Exemplary leadership capability with a focus on coaching, mentoring supporting and enabling staff to achieve and be the best they can be
- A clear sense of ownership and accountability
- A focus on delivery and achieving outcomes
- Ability to develop good working relationships internally and externally
- A collaborative approach in working across the organisation
- Influencing, brokering and negotiating skills that achieve win-win outcomes
- A high level of emotional intelligence (especially empathy, patience and tact)
- A broad strategic focus and strong organisational skills
- The capacity and capability to provide high level advice
- Comfortable working with people from all walks of life and at all levels of an organisation
- The ability to delegate effectively
- A strong customer focus including the ability to develop solutions that provide 'value for money'
- Excellent communication and relationship management skills
- The ability to 'translate' Council policy and legislation into information that the ordinary person can relate to
- An openness to innovation and creativity
- The flexibility and agility to take on new responsibility and lead organisational change
- A high level of personal resilience
- Ability to work in a complex work environment, deal with ambiguity and across functions
- A positive, can-do attitude.

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.