

Resource Management Officer



**MARLBOROUGH
DISTRICT COUNCIL**



Purpose of the position

- The purpose of this role is to process and report on applications for resource consents in a timely and efficient manner for the purpose of ensuring development within Marlborough is provided for in an environmentally sustainable manner.
- The role also has responsibility for carrying out statutory duties on behalf of Council to ensure development occurs in accordance with statutory provisions so that adverse impact on the environment within the district is avoided, remedied or mitigated and to carry out monitoring of resource consents to ensure development occurs in accordance with the conditions of resource consent.

Who you report to

Resource Consents Manager.

Hours of business

Council's hours of business are 8.00 am to 5.00 pm Monday to Friday. Your hours of work are as per your employment agreement or variation as recorded on your personnel file.

Location

Marlborough District Council, Seymour Street, Blenheim.

Person specification

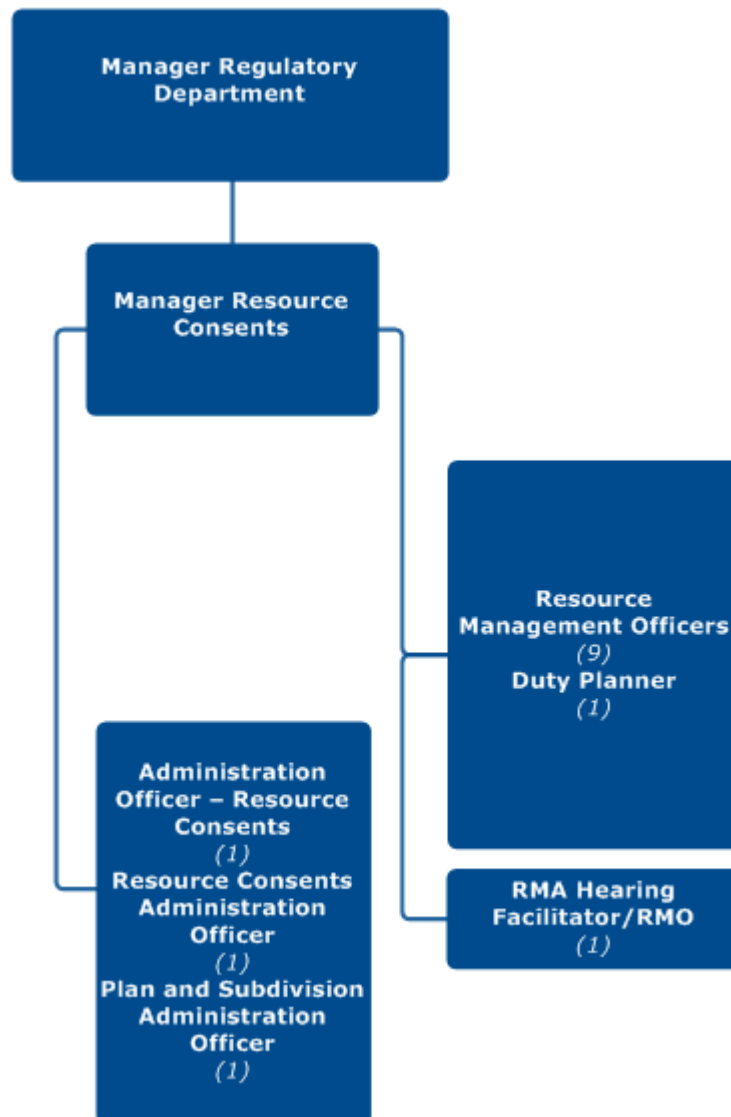
Competencies	Ability to demonstrate
Personal Qualities.	<ul style="list-style-type: none"> • That you have above average reading speed and sound comprehension. High numeracy and literacy levels are expected. Advanced oral and written communication skills are paramount. • That you have good interpersonal skills and sound judgement is a prerequisite.
Technical Skills.	<ul style="list-style-type: none"> • That you have a relevant resource management degree or tertiary qualifications related to environmental management. • That you have had experience in either a territorial authority or planning consultancy in the area of land use consents and subdivision and/or coastal, water or discharge permits under the Resource Management Act. • That you are a willing computer user. That you are experienced in a Windows XP operating environment and familiar and conversant with Microsoft Office Professional in a networked (multi-user) environment.
Qualifications and Work Experience Required.	<ul style="list-style-type: none"> • That you have a sound understanding of the principles and purpose of the Resource Management Act. • That you have sound knowledge of and appreciation of the natural and physical resources within the Marlborough District. • That you have an appreciation of and familiarity with Council's operative, proposed and/or transitional policy with regard to Council's resource management functions. • That you have an emphasis on analysis and recommendations. • That you are able to identify environmental issues and relate to statutory controls; then to formulate; then articulate recommendations for applications for resource consent so that sustainable management of resources within the district are promoted. • That you have an understanding of the importance of the "Plan Do Monitor Review" loop in the context of continuous improvement in policy making is required. • That you can work within a team environment or individually and are comfortable in dealing with the public. • That you have a commitment to high performance and quality outcomes and an understanding of continuous improvement and are comfortable with change.

Position description

Key responsibilities	To achieve this you will need to	As a result we will see
Assessing and processing resource consent applications.	<p>Ensure applications contain sufficient information necessary to comply with the requirements of the Act.</p> <p>Ensure applications are properly assessed within the framework of the Resource Management Act.</p> <p>Processing carried out in a timely and cost effective manner.</p>	<p>Applications processed within statutory timeframes and costs of processing recovered.</p> <p>Successfully completed tasks.</p> <p>Satisfied Resource Consent Manager.</p>
Attend hearings.	That you are available to support, report and provide professional planning advice to the hearing panel.	Professional advice given to hearing panel which, if necessary, can be defended before the Environment Court.
Attendance at Court.	Ensure that Council has an expert witness to defend its position.	<p>Clear and succinct expression of Council's policy.</p> <p>Successfully completed tasks.</p>
Servicing customer enquiries.	Ensure that you are courteous in face to face, telephonic and written advice to customers within agreed timeframes.	Satisfied Resource Consent Manager and customers.
Monitoring compliance with resource consent conditions.	Ensure site visits are undertaken to confirm the consent holder is complying with conditions imposed on the resource consent.	Conditions complied with or compliance actions reviewed and/or initiated.
Complaint investigation and enforcement proceedings.	Investigate complaints received from the Customer Service Centre and the complaint is either resolved or legal action initiated, which may require attendance at Court.	<p>Complaint resolved without recourse to legal action or legal action initiated.</p> <p>Successfully completed tasks.</p>
Liaison with other departments.	Ensure the provision of information to other departmental officers results in Council's functions being carried out to comply with appropriate statutory requirements.	Active participation with others and shared responsibility.
Liaison with RMR Policy and Information Unit.	Ensure information is passed on so that Council fulfils Section 35 duties to monitor effectiveness of plans and resource consents issued.	Effective monitoring of State of the Environment for Marlborough district and effectiveness of Council's planning documents.
Team building.	Initiate or effectively participate in professional or social occasions that engenders cohesion and morale within the resource consents team.	A happy and efficient resource consents team.

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Advocacy/education.	Ensure the public and relevant interest groups have been provided ongoing education in topical environmental issues and legislation.	Successfully completed tasks.
Treaty of Waitangi.	Ensure effective iwi consultation is carried out when necessary on resource consent applications.	Statutory requirement is complied with.
Input to databases.	Council standards and practices to be followed.	Satisfied Regulatory Department Manager or Resource Consents Manager.

Organisation chart



Marlborough District Council

Strategic Framework

Over the next decade, Marlborough will become a globally connected district of progressive, high-value enterprises, known for its economic efficiency, quality lifestyle, desirable location and natural environment. Marlborough will be “Smart and Connected”.

The role of a local authority is defined in the Local Government Act 2002

Marlborough District Council (MDC) is a Unitary Authority required to carry out the functions of both a territorial authority and a regional council. Therefore Council has a wide range of activities that it undertakes – many of which it must carry out by law, including:

- Key infrastructure: roads, footpaths, water, sewerage, rivers and drainage, waste.
- Regulatory responsibilities: Resource management act policies, monitoring and consents, building consents, maritime navigation and safety, biosecurity, food and liquor.
- Community facilities and support: parks and reserves, libraries, community grants, emergency management, community housing.
- Regional Development: economic development, tourism and events, irrigation, car parking.

Organisational values

Staff Enjoy Working for MDC

MDC's values and behaviours are based on Respect, Professionalism and Integrity. MDC is committed to an environment that supports professional development, an equal opportunities workplace and a positive culture.

Supporting Organisational Values

All staff are expected to endorse and support the Council's Strategy, Goal and Values and actively work to achieve them, behaving with the highest level of professionalism and integrity and exhibiting courtesy and impartiality towards colleagues and the community.

Organisational responsibilities

Key Responsibilities	To achieve this you will need to	As a result we will see
Continuous Improvement.	Staff are required to continually seek opportunities to improve services for their customers.	Improvements suggested. Procedures and processes are re-designed and developed.
Be aware of and comply with risk policy and giving advice.	Everyone has a responsibility to understand, report and manage operational and compliance risk. All staff must familiarise themselves and comply with Council risk management policies and procedures.	No infractions.
Corporate Contribution.	Show support for organisation development initiatives, eg; systems thinking, culture reinforcement, and organisational values.	Active participation and contribution to continuous improvement.
	Be a team player adhering to, and compliance with Council's governance and corporate plans, policies and strategies, management plans, policy and procedure manuals, strategic and business plans.	Satisfactory audit results.
	Proactively participate in Performance Management process.	Active participation in agreed procedures.
	Participate and contribute to corporate projects and inter-departmental initiatives as agreed.	Active participation in initiatives. Follow all established procedures and use correct forms.
	Attend team meetings.	No meetings missed except for good reason.
Deal with the general public in a courteous and positive manner.	All enquiries are processed quickly and accurately in an appropriate manner.	Public and client satisfaction.
Records.	Council records are created and maintained in corporate information systems, meeting specified information management standards.	No infractions.
Availability.	Take responsibility for your availability by ensuring periods of unavailability such as meetings, holidays etc. are clearly marked in Outlook using your calendar and out of office message facility.	No infractions.
Contribute to achievement of MDC Health and Safety	Take responsibility for your own and others safety and wellbeing. This includes following all safety and	Regular reviews with your manager to identify any health and safety risks,

Key Responsibilities	To achieve this you will need to	As a result we will see
goals.	wellbeing procedures and instructions, including reporting hazards, incidents, accidents and near misses and participating in safety and wellbeing initiatives and programmes as required.	hazards, accidents and incidents.
Response in Emergencies.	Willingness to be available to assist during emergencies as and when they occur. Staff work within their levels of competence and training.	Be available when called upon to assist as far as practicable.
Other Duties.	That any additional duties or special projects that may be assigned from time to time are effectively and efficiently performed.	Results specific to the duties.

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