

Senior Resource Management Officer



**MARLBOROUGH
DISTRICT COUNCIL**



Only Marlborough

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.

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 are able to work within a team environment or individually.• That you are comfortable dealing with the public.• That you have a commitment to high performance and quality outcomes.• That you have an understanding of continuous improvement and comfort with change.

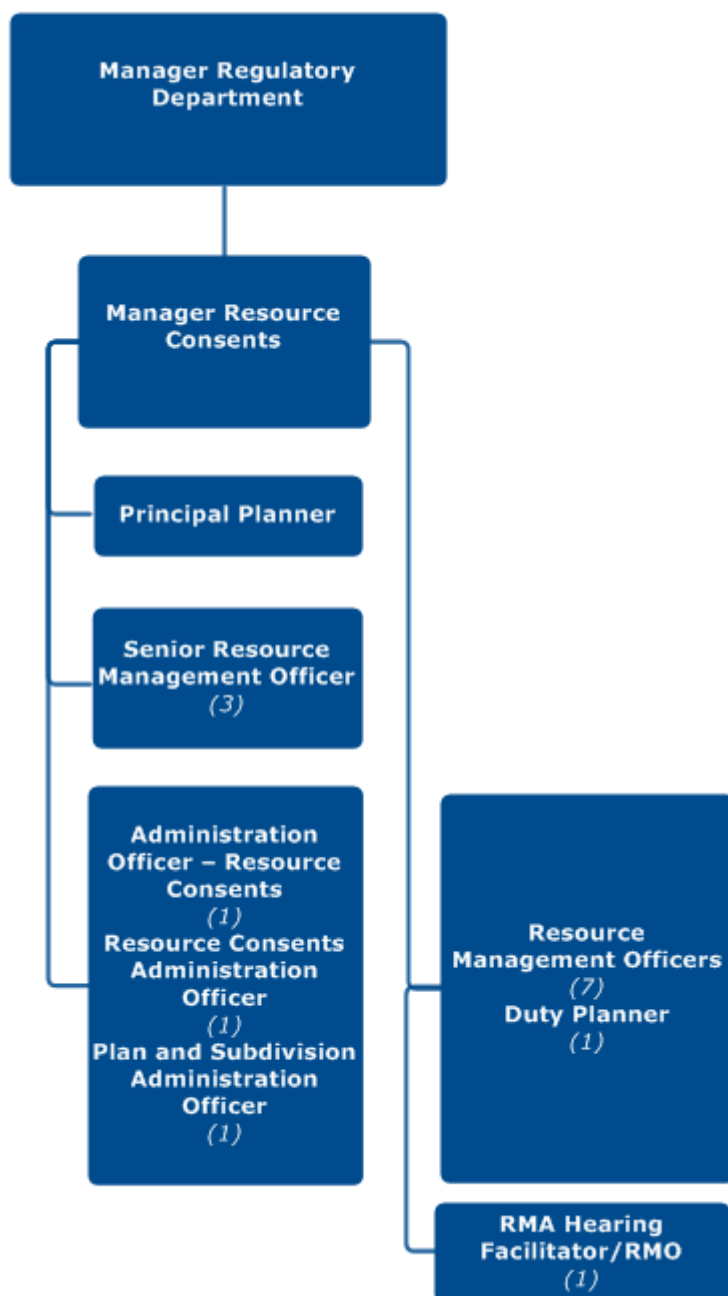
Competencies	Ability to demonstrate
Technical Skills.	<ul style="list-style-type: none"> • That you have a relevant resource management degree or tertiary qualifications related to environmental management. • That you have a minimum of 10 years' experience in either a territorial authority or planning consultancy dealing with regional and district planning issues associated with the RMA 1991. • That you are a member of a relevant professional body. • That you are experienced in Windows 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 RMA 1991. • That you have a sound knowledge of an appreciation of the natural and physical resources within the Marlborough district. • That you have a sound knowledge of Council's operative, proposed and/or transitional resource management plans. <p>NOTE: The key emphasis is on analysis and recommendation.</p> <ul style="list-style-type: none"> • That you have the ability to identify environmental issues and relate to statutory controls then to formulate and articulate recommendations for applications for resource consents so that sustainable management of resources within the district are promoted. • That you have an above average reading speed and sound comprehension. • That you have high numeracy and literacy levels. • That you have advanced oral and written communications skills. • That you have good interpersonal skills and sound judgement. • That you have an understanding of the importance of the "Plan Do Monitor Review" loop in the context of continuous improvement in policy making. • That you can work within a team environment or individually and are comfortable 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
<p>Assessing and processing resource consent applications.</p> <p>Making decisions under delegated authority (Sections 88, 92, 95, 104 and 106 RMA 1991).</p>	<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>Ensure processing is carried out in a timely and cost effective manner.</p>	<p>A minimum delay until the application is accepted and statutory processing timeframes are met.</p> <p>Applications are processed within statutory timeframes and costs of processing are recovered.</p> <p>Successfully completed tasks.</p> <p>Satisfied Resource Consents Manager.</p>
Attend hearings as required by the Decision Maker.	Ensure you are available to support, report and provide professional planning advice to the hearing panel.	<p>Professional advice is given to the hearing panel which, if necessary, can be defended before the Environment Court.</p> <p>Successfully completed tasks.</p>
Attendance at Court.	Be Council's expert witness and defend its position.	<p>Clear and succinct expression of Council's policy.</p> <p>Successfully completed tasks.</p> <p>Satisfied Resource Consents Manager.</p>
Training and mentoring new and existing staff within the Resource Consents Team.	<p>Stay abreast of developments and trends in the resource consent field.</p> <p>Be sensitive to skills gaps and training needs in the team.</p> <p>Impart knowledge and skills in a targeted and effective manner which may include face to face mentoring or presenting group training sessions.</p>	<p>An aware, educated and supported Resource Consents Team.</p> <p>Satisfied Resource Consent Manager and staff.</p>
Ensure quality outputs.	Undertake quality checks to ensure that reports and decisions are of a competent, professional and consistent standard.	Satisfied Resource Consents Manager.
Servicing customer enquiries.	Ensure there is face to face, telephonic and written advice to customers within agreed timeframes in a courteous manner.	Satisfied Resource Consents Manager and customers.
Liaison with other departments.	Ensure the provision of information to other departmental officers resulting in Council's functions is being carried out to comply with appropriate statutory requirements.	<p>Active participation with others and shared responsibility.</p> <p>Successfully completed tasks.</p>

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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. Successfully completed tasks.
Team building.	Initiate and effectively participate in professional or social occasions that engender cohesion and morale within the Resource Consents Team.	A happy and efficient resource consents team. Active participation with others and shared responsibility.
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 carried out.
Resource Consent databases.	Take accountability for the data entry into Resource Consent data bases. Ensure quality, consistent and accurate data entry standards and practices are followed.	Satisfied Resource Consents Manager.
ISO 9002 standards.	Ensure all processes have been complied with and followed as detailed in the Policy and Operations Manual.	Relevant staff audits and Management reviews show compliance in accordance with procedures (internal and external audits).
Continually review processes for improvement and efficiency.	Ensure the continuous improvement process observed.	Relevant staff audits and Management reviews show compliance in accordance with procedures (internal and external audits).

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.

Key Responsibilities	To achieve this you will need to	As a result we will see
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 goals.	Take responsibility for your own and others safety and wellbeing. This includes following all safety and wellbeing procedures and instructions, including reporting hazards, incidents, accidents and near misses and participating in safety and wellbeing initiatives and programmes as required.	Regular reviews with your manager to identify any health and safety risks, 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.

Record No. 1162219 v4