

# Job Description



## My Position

<b>Position:</b>	<b>Consent Planner – Natural Resources</b>
<b>Section:</b>	Resource Consents
<b>Department:</b>	Environment & Planning
<b>Responsible to:</b>	Team Leader – Natural Resource Consents
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>• To provide competent, timely and professional advice and technical services to meet the Council's statutory resource management and consent processing objectives</li><li>• To primarily process applications for regional and land disturbance consents.</li><li>• To provide the above services in an excellent customer service and cost efficient manner.</li></ul>

## Our Council

<b>Our Vision:</b>	Thriving communities enjoying the Tasman lifestyle <i>Hapori pakari e manaiwa ana te noho ora pai ki Tahimana</i>
<b>Our Purpose:</b>	Making Tasman Great
<b>Our Story:</b>	We're recognised leaders in our roles, who provide good value and have a reputation for being among the best at what we do
<b>Our Place, Our Future:</b>	Our vision for the Tasman District is to be a thriving, vibrant, interactive community where people enjoy a wonderful lifestyle and the natural environment is well cared for, where we all live and work sustainably, with employment opportunities for everyone and where residents and visitors can enjoy the stunning natural beauty of our District.

## Our Values

We support our Vision and Purpose through living our values.

<b>Giving Service</b>	The people and places of the District are at the heart of everything we do. Our services touch the lives of everyone and enable communities to reach their potential.
<b>Communicating Effectively</b>	Open and effective communication is critical to our work. It engages and connects us and shares understanding and knowledge from which everyone benefits.
<b>Working Together</b>	We are all one team, achieving more by working together as a team with our partners. Sharing our problems and solutions leads to better decision making and outcomes.
<b>Showing Leadership</b>	There is a leader in every one of us. Leadership is a shared value that we show. This means demonstrating leadership in our own work and when leading our people and communities.
<b>Working the Tasman Way</b>	We value Tasman's unique and diverse people and places. We are resourceful, innovative and committed to meeting our communities' needs and aspirations.

## My Department

### Role of the Environment & Planning Department

The Environment and Planning Department has broad ranging environmental, planning, and development control responsibilities which, within a unitary authority like Tasman, cover resource management, building control, environmental health, liquor licensing, biosecurity, animal control, parking control and maritime safety functions.

## My Key Result Areas

### My Priorities

What am I supposed to do?	How well am I supposed to do it?
<b>Resource Consent Processing</b> <ul style="list-style-type: none"> <li>Process consent applications in your field of expertise, presenting reports to Council hearings, and presenting evidence to the Environment Court or other such forums, in an efficient and concise professional manner.</li> <li>Ensure that all processing timeframes are met.</li> <li>Act as lead overseer for bundled consent applications when required.</li> <li>Assist with processing of LIMs and PIMs, ensuring compliance with plan rules.</li> <li>Assist in the development of procedures, templates and guidelines for processing resource consent applications, ensure compliance with agreed procedures, and be actively involved in seeking continuous improvements.</li> <li>Assist with the development and maintenance of the "Conditions Library" with legally robust and enforceable conditions with input from compliance and other relevant Council staff.</li> </ul>	<b>Resource Consent Processing</b> <ul style="list-style-type: none"> <li>Ensures that all consents, LIMs and PIMs are processed accurately, are legally robust, consistent, defensible and that fair and best practice is applied including relevant current case law and legally defensible advice</li> <li>Ensures that applications are processed within statutory timeframes.</li> <li>All resource consent decisions issued under delegated authority are prepared using approved templates to ensure consistency in decision layout and contents.</li> <li>Proactively manages bundled application processes when required.</li> <li>Pro-actively contributes to the development and maintenance of any procedures, templates and guidelines and promotes, ensuring continuous improvements are implemented at all times.</li> <li>Provides considered and constructive input to development of the "Conditions Library".</li> </ul>
<b>Resource Consents Advice</b> <ul style="list-style-type: none"> <li>Work to a duty planner roster for the Richmond Office as required.</li> <li>Provide a courteous and timely response to public enquiries on consent issues.</li> <li>Contribute to the on-going training of the Customer Service Officers in relation to the provision of agreed levels of resource management advice.</li> <li>Help prepare concise and helpful explanatory material on Council's consent processes to assist and inform applicants and affected parties.</li> </ul>	<b>Resource Consents Advice</b> <ul style="list-style-type: none"> <li>Ensures a courteous and timely response to public enquiries on consent issues.</li> <li>Position holder contributes to staff training and preparation of explanatory material within their field of expertise.</li> </ul>
<b>Recording and Reporting Systems</b> <ul style="list-style-type: none"> <li>Ensure that the status of applications is kept up to date in Council's records, or provide accurate and timely advice of status changes to the Administration Officers on a regular basis.</li> <li>Maintain accurate time recording.</li> <li>Ensure that job files are properly maintained, and that completed files are passed to the Administration Officers in a timely manner for invoicing and closure.</li> </ul>	<b>Recording and Reporting Systems</b> <ul style="list-style-type: none"> <li>Application status and job files are accurate, maintained and kept up to date.</li> <li>Accurately record on a daily basis all time utilised on tasks subject to cost recovery on the electronic job costing system, including use of the correct stage code and notes. All other time is accurately recorded.</li> <li>Administration requirements are completed in a timely and accurate manner including file &amp; monitoring notes.</li> </ul>

<b>Liaison</b> <ul style="list-style-type: none"> <li>• Ensure that all consents requiring monitoring are provided to Compliance Monitoring Officers.</li> <li>• Ensure that all matters relating to Plan provisions that require clarification or modification are referred to the Policy Section.</li> <li>• Ensure that all matters requiring consideration are provided to Environmental Information, Building Control, Engineering or Community Services staff in a timely manner.</li> <li>• Report any matter regarding non-compliance with Council's statutory functions to the relevant Council staff person.</li> </ul>	<b>Liaison</b> <ul style="list-style-type: none"> <li>• Advice is given in a timely and professional manner and where necessary documented and filed on the relevant file and no justifiable complaints are received.</li> <li>• Consents requiring monitoring are made available to relevant staff in a timely manner.</li> <li>• Any matters requiring discussion, clarification or modification are referred promptly to the relevant Section or Department.</li> <li>• Initiative is demonstrated by identifying and mitigating any potential issues that may arise.</li> </ul>
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## My Contribution

- I actively contribute to the achievement of community outcomes and Council's strategic goals and objectives.
- I role model behaviours and attitudes that support Council's Vision, Purpose, Values and foster positive relationships that are built on trust and respect.
- I put our customers first, treat them with respect, have a 'can do' attitude, and provide them with a quality customer service experience.
- I contribute to the promotion of the principles of Te Tiriti o Waitangi and work in partnership with iwi.
- I take personal responsibility for the on-time delivery of my role responsibilities, and owning my performance and professional development.
- I provide solid professional advice (internally and externally) and this contributes to maintaining and enhancing the Council's image.
- I am responsible for managing and maintaining the storage and integrity of information, data and records that I create and have a responsibility for.
- I take ownership for my health and safety (H&S) responsibilities and participate and support health, safety and wellbeing initiatives and training opportunities.
- I actively seek out and promote business process improvement ideas/solutions that reduce our paper based systems and enhance our service delivery.
- I am a willing contributor and participant in organisational improvement, professional development opportunities and continuous improvement initiatives.
- I provide assistance and support during Civil Defence activities as required.
- I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.

## My Delegations

I have no staff or financial responsibilities. However, the Council may from time to time delegate to me specified powers and duties which I must exercise with due care and diligence.

This role has delegations under the Resource Management Act 1991.

## My Competencies

### My Qualifications and Experience:

- A degree in either resource management, engineering, chemistry, biology, earth science or a related field is required.
- At least five years' relevant experience is required.
- Good knowledge of Resource Management Act requirements, including consent processing, compliance and plan making.
- A sound understanding of contaminant and discharge related law and practices.

**My Personal  
Attributes:**

- Good written and oral communication skills, in particular an ability to effectively and concisely present information to Council, management or the public.
- Initiative and good analytical and judgement skills and a disposition to solving problems.
- Good organisational skills and an ability to work under tight time constraints
- Good written and oral communication skills, in particular an ability to effectively and concisely present information to Council, management or the public.
- Initiative and good analytical and judgement skills and a disposition to solving problems.
- Good organisational skills and an ability to work under tight time constraints
- Good interpersonal skills and an aptitude to lead and motivate staff.
- An ability to relate to a wide range of people and a proven commitment to quality customer service and teamwork.
- Good knowledge and understanding of Te Tiriti o Waitangi and Tikanga Maori.

**My Agreement**

**My Name:** .....

**My Signature:** .....

**Date:** .....

# HOW DOES MY JOB FIT INTO THE BIG PICTURE?



