

<b>POSITION TITLE:</b>	Consents Planner		
<b>GROUP:</b>	Policy & Regulation	<b>SECTION:</b>	Consents
<b>REPORTS TO:</b>	Team Leader Consents		
<b>RESPONSIBLE FOR:</b>	NA		
<b>FAMILY:</b>	TS2	<b>GRADE:</b>	14
<b>DATE REVIEWED:</b>	January 2022		

#### HBRC STRATEGY

##### Our Vision:

We want a healthy environment and a resilient and prosperous community.

##### Our Purpose:

We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

##### Our Values:

- **Partnership and Collaboration:** We work with our community in everything we do
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

##### Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

#### POSITION SUMMARY

The role of Consents Planner will take responsibility for the processing of resource consent applications within the framework and provisions of relevant legislation and Council protocols. The role aims to deliver workable solutions to the challenges that are encountered in the resource consenting process and support sustainable environmental management within the Hawke's Bay Region.

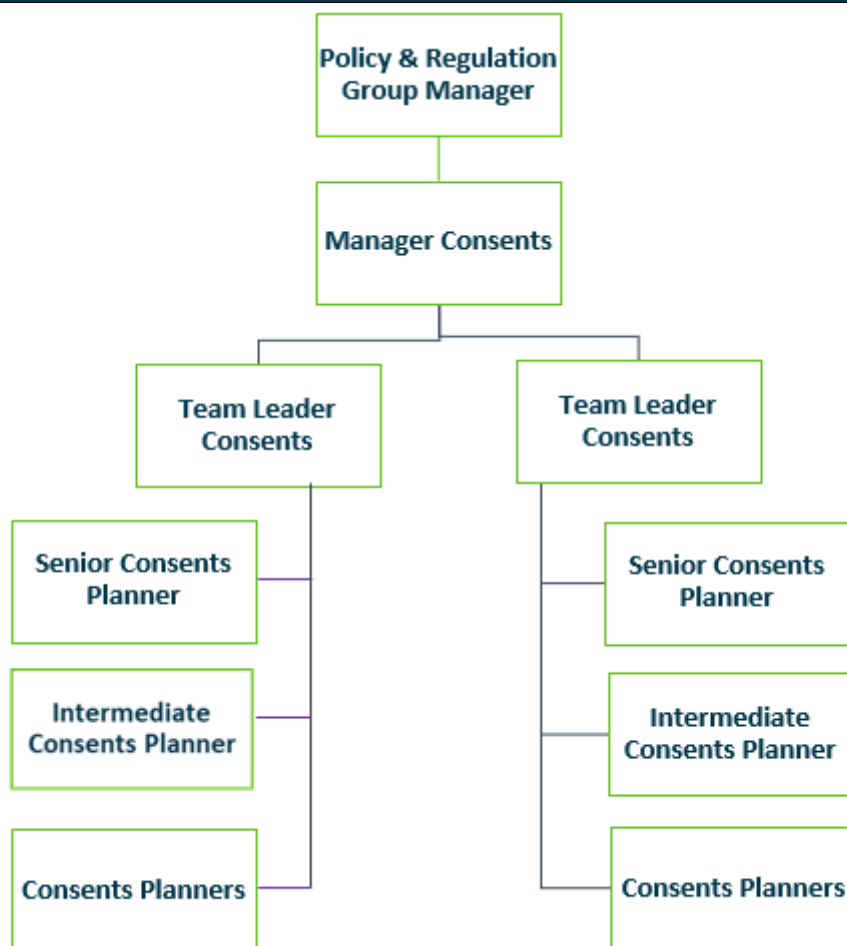
#### GROUP AND TEAM GOALS:

The Consents team provides resource consent services of the Hawke's Bay Regional Council (HBRC) through:

- Providing guidance and advice on resource consenting matters to stakeholders including the community, tangata whenua, resource consent applicants, resource consent holders, interested or affected parties and to HBRC and HBRC staff.
- Establishing and applying procedures for receiving, processing and managing resource consents.

- Assessing resource consent applications in terms of the Resource Management Act (RMA) and relevant Regional Plans and policies and reporting, recommending and determining (within the scope of delegations) whether resource consent applications should be approved, approved with conditions or declined.
- Representing HBRC decisions at any objections or appeals.
- Providing consent input to resource management investigations and policy development as and when required.

## ORGANISATIONAL CONTEXT



## JOB SPECIFIC ACCOUNTABILITES

- Maintain a high level of familiarity with and understanding of resource management legislation, national policy statements, national environmental standards, Hawke's Bay Regional Plans and other relevant plans and strategies, including Iwi and hapu management plans and Treaty Settlement Agreements.
- Ensure correct processes and procedures are adhered to.
- Ensure appropriate and accurate advice is provided at all levels of consenting, to both internal and external stakeholders.
- Ensure efficient and timely processing of resource consent applications, evidenced by statutory time frames for processing resource consents, are being consistently met.
- Actively contribute to establishing, maintaining and following internal procedures for managing resource consents.
- Effectively participate in project teams across the resource management group, the wider organisation or external as and when required.
- Ensure that all allocated work is accurately completed within accepted timelines and meets expectations.
- Actively participate in all Consents section activities.

- Demonstrate an understanding and ability to apply Quality Management practices.
- Contribute to the Quality Management System as part of everyday business practice, including developing, reviewing and improving business processes.
- Maintain a strong customer focus and a commitment to the continuous improvement program.
- Ensure that reports (s.42A etc.) and technical analysis documentation are prepared to a high standard and within timeframes as requested by Manager or Team Leaders.
- Ensure that contracts for external experts assisting the consent process are managed in accordance with HBRC processes.

## FUNCTIONAL RELATIONSHIPS

### Internal

- Group Managers
- Team members
- Integrated Catchment Management Staff
- Asset Management Staff
- Maori Partnerships
- Policy and Regulation Staff

### External

- Consultants and contractors
- Government agencies and departments
- Local authorities
- Technical and legal professionals
- Iwi and other community groups
- Resource consent holders and applicants
- Members of our community

## COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved
- Customers are satisfied with responses to written or verbal requests for information.

## CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your Manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your Manager.
- Showing a strong team commitment, as indicated by peer feedback and your Manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.

- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

## HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.
- Comply with the COVID-19 Public Health Response (Vaccinations) Order 2021.

## EMERGENCY MANAGEMENT

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

## PERSON SPECIFICATION

### Minimum Qualifications and Experience required

- A tertiary qualification in Resource Management or related discipline.
- Sound understanding of the Resource Management legislation
- Working knowledge of the consenting process.
- Demonstrated ability to prepare clear concise reports and letters for a range of audiences.
- Valid driver's licence required.

### Knowledge

The following indicates what would typically be expected for this role at a competent level:

- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems Analytical skills.
- Ability to communicate effectively to convey and interpret data/information.
- Demonstrate collaborative work practices that build strong working relationships.
- Problem solving working knowledge
- A high level of verbal and written communication.
- An ability to relate to and develop a rapport with a diverse population.
- Ability to work under pressure and to tight deadlines.
- Strong cultural awareness and intelligence.

**Personal Attributes**

- Sound judgement and initiative
- Ability to remain flexible and be innovative.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.
- Ability to cope with a variety of work and on occasion difficult situations.
- A high level of courtesy and listening skills.

**Awareness**

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

**CHANGES 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.

**ACKNOWLEDGEMENT**

*I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name