

HAWKE'S BAY REGIONAL COUNCIL

JOB DESCRIPTION – SENIOR CONSENTS OFFICER

POSITION TITLE:

SENIOR CONSENTS OFFICER

RESPONSIBLE TO:

MANAGER CONSENTS

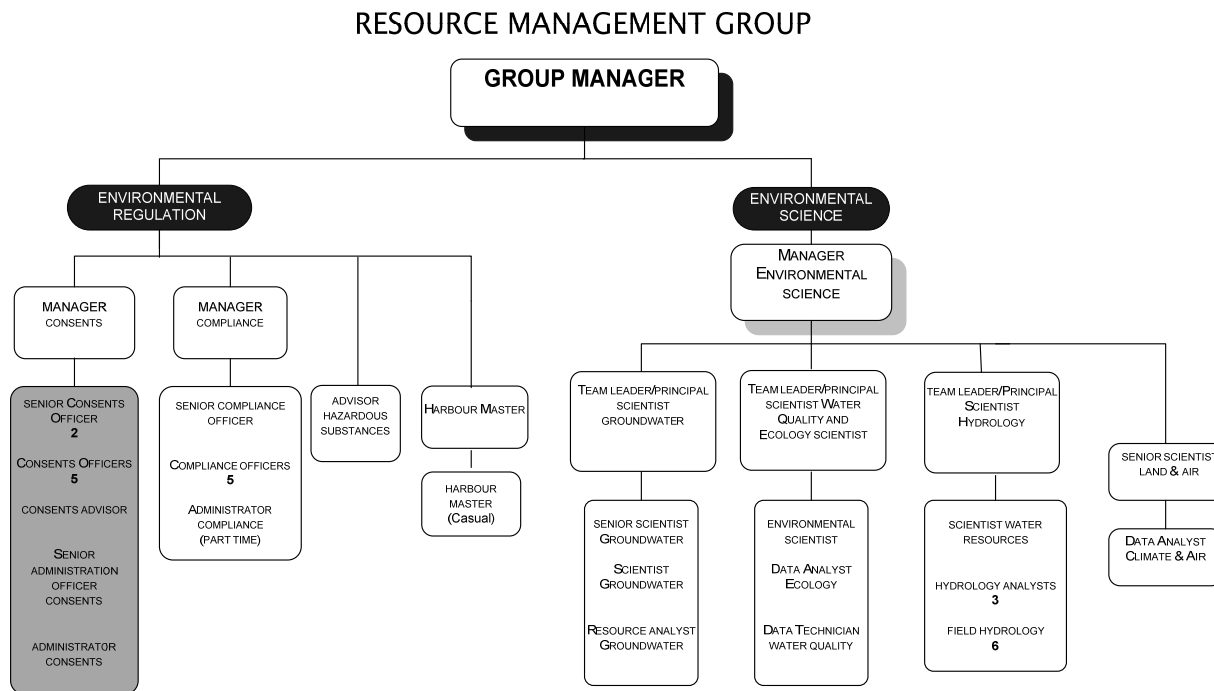
RESPONSIBLE FOR:

VARIOUS CONSENTS STAFF AS MAY BE REQUIRED IN A MENTORING/COACHING ROLE

SALARY RANGE:

SENIOR CONSENTS OFFICER: \$57,272 (80% LEVEL) - \$71,590 (100% LEVEL) - \$82,329 (115% LEVEL). ADVANCEMENT ABOVE 100% LEVEL IS THROUGH SUSTAINED OFFICER PERFORMANCE ABOVE EXPECTATIONS
CONSENTS OFFICER: \$46,678 (80% LEVEL) - \$58,348 (100% LEVEL) - \$67,100 (115% LEVEL). ADVANCEMENT ABOVE 100% LEVEL IS THROUGH SUSTAINED OFFICER PERFORMANCE ABOVE EXPECTATIONS

JOB CONTEXT:



JOB SUMMARY:

- To assess and make recommendations on applications for resource consents made to Council, in line with the requirements of the Resource Management Act 1991.
- To make decisions on resource consent procedures and applications as provided for in RMA delegations.
- To provide guidance to Consents Officers (Assessment and Administration) with respect to assessing and making recommendations on applications for resource consents, and giving advice to the public.
- To assist the Team Leader Consents with managing objections under s357 of the RMA and Environment Court appeals.
- To assist the Team Leader Consents as may be required to ensure effective and efficient consent processes.

POSITION: SENIOR CONSENTS OFFICER

KEY RESPONSIBILITIES:	KEY INDICATORS:
<p>1. To assess the information needed to deal with a resource consent application, including: determination of the information necessary to support an application, how it should be provided and the auditing of the information necessary by the Council.</p>	<ul style="list-style-type: none"> • Information requested is consistent with regional plans, RMA (s88(4), 4th Schedule) and the effects of the application. • Applicants are advised of information requirements before the application is lodged (if there is the opportunity) or within 5 days of the application being lodged. • Applicant advised of appropriate parties to consult with, as determined by feedback from affected parties. • Level of auditing by Council is appropriate.
<p>2. To ensure administrative procedures associated with the processing of the resource consents are carried out in accordance with the requirements of the RMA.</p>	<ul style="list-style-type: none"> • Public notices are prepared and applications notified in accordance with the RMA (s93). • Persons to be served during public notification are correctly identified and notified. • Assessments of minor effect and affected persons made in accordance with s94 (non-notification) of the RMA are accurate • Internal work requests ask the right questions and are specific and concise with realistic times estimates and deadlines • Miscellaneous notices (eg, notice of decisions, hearing dates) are served correctly • The consents database is accurate throughout the application process.
<p>3. To assess resource consent applications in terms of the RMA and relevant Regional Plans and policies and to report and make recommendations to the Manager Regulation or Hearings Committee as appropriate.</p>	<ul style="list-style-type: none"> • Applications are processed within statutory timeframes. • Reports on resource consent applications are easy to read, concise, well structured and demonstrate knowledge of the RMA and case law. • Reports on resource consent applications accurately assess all relevant aspects of the RMA and make the appropriate recommendations. • Verbal presentations (eg, at hearings, meetings, Environment Court) demonstrate confidence, professionalism and knowledge of RMA issues. • Conditions recommended for resource consents are reasonable, clear in their intent and provide certainty to the consent holder. <p>A project team established comprising staff from relevant sections of Council to assess effects of proposed activity, consider appropriate conditions and monitoring programme.</p>

KEY RESPONSIBILITIES:	KEY INDICATORS:
4. To ensure a monitoring programme is prepared and included in the report and recommendation to the Manager Regulation or Hearing Committee as appropriate.	<ul style="list-style-type: none"> • Monitoring programme prepared and agreed to with assigned Compliance Officer and other relevant staff (eg, Water Quality Scientist), in negotiation with the applicant. • Applicant is aware of possible costs of proposed monitoring programme. • In liaison with assigned Compliance Officer, review of consent conditions undertaken in accordance with review dates on resource consents, where appropriate.
5. To liaise with applicants for resource consents and those who have made submissions on applications with a view to reaching agreement on consent conditions. This includes organising and attending pre-hearing meetings.	<ul style="list-style-type: none"> • A rapport is developed with applicants and submitters. • Pre-hearing meetings are conducted in a manner that is conducive to resolving disputed applications without a hearing.
6. To make decisions on resource consent applications and procedures in accordance with delegations.	<ul style="list-style-type: none"> • Decisions are consistent with Council's Policy Statement and plans and the provisions of the RMA, and the Council's Consent Manual.
7. To liaise with other sections within the Council in an effective and timely manner. 8. To input into the Policy development process as required.	<ul style="list-style-type: none"> • Other sections aware of consent processing activities that may affect their functional areas. • Constructive feedback given to any policies and procedures reviewed.
9. To formally mentor/coach other Consent Officers as may be directed by the Team Leader Consents or Manager Regulation.	<ul style="list-style-type: none"> • Senior Consent Officer readily available to answer queries. • Overviews consent processes in a timely manner so as to avoid unnecessary work or delays.
10. To undertake other projects as may be directed by the Team Leader Consents. Such projects may relate to the development of procedures or strategies for managing certain types of consents or resource including the preparation of policy, managing s357 objections or Environment Court appeals.	<ul style="list-style-type: none"> • Projects are completed on time and to a high quality. • Professionalism and knowledge of RMA issues is displayed.
11. To actively and enthusiastically promote the concept of continuous improvement in your work for the Council.	<ul style="list-style-type: none"> • Maintain a positive overall attitude in the workplace as assessed by your peers and the Team Leader Consents. • Take part in training opportunities provided by Council with an open mind, as assessed by pre and post training meetings with the Team Leader Consents Practice the skills provided in training offered by the Council, as assessed by regular feedback meetings with the Team Leader Consents. • Show a strong team commitment, as indicated by peer feedback and the Team Leader Consent's assessment. • Practice the concept of continuous improvement by showing initiative with new ideas and positively acknowledging others ideas.

KEY RESPONSIBILITIES:	KEY INDICATORS:
	<ul style="list-style-type: none"> • Give honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with the Team Leader Consents. • Active involvement in decision making processes when the opportunity is made available. • Where appropriate, new staff are inducted into the continuous improvement process.
<p>12. To follow established health and safety procedures while working for the Council, and in accordance with policies to be developed by the Council</p>	<ul style="list-style-type: none"> • Compliance with and adherence to the Council's accepted standards and procedures. • Where appropriate workplace hazards are identified and communicated to management. • Regular reviews of workplace hazards are undertaken. • Where appropriate, advise reporting staff of OSH standards and procedures. • When, and if, necessary, investigation of accidents/incidents are carried out according to Council procedures. • Appropriate and effective staff training is undertaken as and when necessary. • Promote a healthy and safe workplace. • Maintain a clean and tidy workspace.
<p>13. To undertake such Emergency Management functions as are determined appropriate to meet the Council's role and function in this area.</p>	<ul style="list-style-type: none"> • Undertake such a role as is allocated for emergency management requirements. • Participate in such exercises as are required to maintain a state of preparedness in the Council. • Respond to such requests to assume an emergency management role as are required by events.

POSITION: SENIOR CONSENTS OFFICER

ACADEMIC QUALIFICATIONS

- A degree, preferably to Masters level, in resource management or related disciplines.

KEY SKILLS

- A comprehensive knowledge of the Resource Management Act and case law relating to the processing and assessment of resource consent applications.
- A comprehensive knowledge of Regional Plans, Council policies and regional rules, particularly as they relate to the processing and assessment of resource consent applications.
- At least five years experience working with the Resource Management Act, including experience at publicly notified hearings. Experience at Environment Court Hearings is desirable.
- An ability to think clearly and analytically, able to identify the key issues in complex applications.
- Very good problem solving, decision making skills and sound judgment.
- Able to work with minimal supervision.
- A high level of verbal communication skills.
- Excellent report writing ability.
- Ability to work under pressure and to tight deadlines.
- Excellent project management skills.
- Ability to relate to, and to develop a rapport with, a wide range of people and organisations, and have good facilitation skills.
- A clear understanding of bi-cultural issues in resource management.
- An ability to work in a team, and excellent interpersonal skills.
- A good knowledge and ability to use computers in the workplace.

COUNCIL'S VISION AND VALUES:

Vision:

- A region with a vibrant community, a prosperous economy, a clean and healthy environment, now and for future generations.

Values:

- Excellence: We aim high and take pride in providing exceptional service.
- Forward Thinking: We anticipate and prepare for the future.
- Innovation: We are open to change and seek new ways of doing things.
- Integrity: We demonstrate openness, honesty and respect in our relationships.
- Partnerships: We build strong partnerships to achieve common goals.