

POSITION TITLE:	Consents Planner		
GROUP:	Policy & Regulation	SECTION:	Consents
REPORTS TO:	Team Leader Consents		
RESPONSIBLE FOR:	N/A		
FAMILY:	TS2	GRADE:	14
DATE REVIEWED:	April 2025		

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 primary role of Consents Planner is to process resource consent applications within the framework and provisions of the RMA. The role aims to deliver workable solutions to the challenges that are encountered in the resource consenting process, which 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), national legislation, and Regional Plans and reporting, recommending and determining (within the scope of delegations) whether resource consent applications should be approved or declined.
 - Representing HBRC decisions at any objections or appeals.
- Providing consent input to resource management investigations and policy development as and when required.

JOB SPECIFIC ACCOUNTABILITIES

- Maintain a high level of familiarity with and understanding of RMA, national policy statements, national environmental standards, Hawke’s Bay Regional Plans and other relevant plans and strategies ensuring correct processes are followed.
- Ensure appropriate and accurate advice is provided to both internal and external stakeholders.
- Ensure efficient and timely processing of resource consent applications evidenced by statutory time frames for processing resource consents being consistently met and by costs being reasonable for the applications processed.
- 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 required.
- Ensure allocated work is accurately completed within accepted timelines and meets quality 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 written reports (s.42A etc.) and technical analysis documentation are prepared to a high standard and within timeframes as requested by Manager or the Team Leader.
- Ensure that contracts for external experts assisting the consent process are managed in accordance with HBRC processes.
- Contributes effectively to the team meeting their chargeable time targets.
- Assist the Consent Advisor with consent related administration, database management, and public enquiries.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Elected members
- Policy and Regulation Group
- Team members
- Internal consent holders

External

- Consultants and contractors
- Government agencies and departments
- Local authorities
- Technical and legal professional
- Iwi and other community groups
- 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 promote the concept of continuous improvement actively and enthusiastically 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.

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, environmental science, or related discipline.
- Sound understanding of the Resource Management Act and working knowledge of the consent process.
- A demonstrated ability to prepare clear concise written reports and letters for a range of audiences.
- Demonstrated experience showing excellent verbal and written communication skills, and ability to communicate effectively and confidently to 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, PowerPoint and other database and information management systems.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- 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; and ability to think critically about proposals and how they fit within the planning framework, the ability to assess any issues you are presented with and consider viable solutions.
- 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 the work produced is accurate and of high quality, and that required timeframes and cost specifications are met.
- Ability to clarify objectives, identify key issues, and then undertake a critical evaluation
- Ability to cope with a variety of work and on occasion difficult situations.
- Enjoy working as part of a team, have a high level of courtesy and active listening skills.

Awareness

- Community, cultural and political 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