

HAWKE'S BAY REGIONAL COUNCIL

Job Description

Position Title:	Consents Planner		
Group/Section Details:	Group: Regulation	Section: Consents	
Responsible to:	Principal Consents Planner		
Responsible for:	N/A		
Salary Range:*	\$61,370 (85%)	\$72,200 Mid-Point	\$83,030 (115%)
<i>* Note: Progress above the Mid-Point is based on sustained individual performance.</i>			

Section Aims

The Consents section has the following role and functions as part of the Regulation Group - the provision of the 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.

Role of Consents Planner

The role of Consents Planner is to provide relevant, professional advice, services and support in order to ensure the Consents team achieves its aims objectives. Your specific role of Consents Planner will require input which will relate to your relevant skills, the needs of the specific role and your experience but will also include activities that extend and provide for individual professional development. Expectations will be regularly discussed with you and expectations will be fair and reasonable and within the broad aims outlined above.

Role Expectations

- 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.
- Appropriate and accurate advice is provided at all levels of consenting, to both internal and external stakeholders.
- Efficient and timely processing of resource consent applications evidenced by statutory time frames for processing resource consents being consistently met.
- Actively contributing to establishing, maintaining and following internal procedures for managing resource consents.
- Effective participation in project teams (across the resource management group, the wider organisation or external as required).
- Allocated work is accurately completed within accepted timelines and meets expectations.
- Positively participating in and assisting in all Consents section activities.
- Demonstrate understanding and application of RMG Quality Management practices.
- Contribute to the Quality Management System as part of everyday business practice, including developing, reviewing and improving business processes, maintaining a strong customer focus and a commitment to the continuous improvement program.

Commitment and Expectations

Hawke's Bay Regional Council (HBRC) staff are expected to display Councils vision, purpose and values in their work and maintain a high level of professionalism and integrity. This means:

- Agree clear expectations of performance requirements.
- Take responsibility for your performance and accountability for your work.
- Show honesty, fairness, respect and consistency in dealings with others.
- Request regular performance conversations and coaching, particularly if not regularly forthcoming.
- Respect professionalism in peers.
- Display consistent behaviour when interacting with peers.
- Display excellent communication skills.
- Be approachable and show a willingness to listen actively.
- Demonstrate personal integrity.
- Admit when wrong or when a mistake is made.
- Adopt a 'no surprises' approach with your manager.

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 others 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.
- Active involvement in decision making processes when the opportunity is made available.
- Working in a collegial manner.
- Ensure you play your respective part in good information flows between different work sections.
- Deliver on project outcomes: on time and on budget.
- Being realistic about estimating resource requirements for projects.
- Displaying sound judgment and making responsible decisions.
- Managing public expectations and being customer focused.
- Maintaining high levels of technical skills relevant for the role.

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.
- Where appropriate, advise other organisations you are working with of the known risks in the work being undertaken.
- 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.

POSITION TITLE: CONSENTS PLANNER

- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Maintaining a clean and tidy workspace.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

Emergency Management

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.

Key Skills

Knowledge

- A Tertiary Qualification in Resource Management or related discipline.
- Sound understanding of the Resource Management Act and working knowledge of the consents process.
- A demonstrated ability to prepare clear concise reports and letters for a range of audiences.

Skills

- 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.
- High level of computer skills including Microsoft Office Suite.

Personal Attributes

- An energetic person with a high degree of self-confidence.
- Current Driver’s license.
- Strong facilitation skills.

HBRC’s Vision, Purpose and Values

Our Vision: A healthy environment, a vibrant community and a prosperous economy.

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