

# SENIOR CONSENTS PLANNER

## JOB DESCRIPTION

HAWKE'S BAY REGIONAL COUNCIL



<b>POSITION TITLE:</b>	Senior Consents Planner		
<b>GROUP:</b>	Regulation	<b>SECTION:</b>	Consents
<b>REPORTS TO:</b>	Team Leader Consents		
<b>RESPONSIBLE FOR:</b>	N/A		
<b>FAMILY:</b>	TS4	<b>GRADE:</b>	16
<b>DATE REVIEWED:</b>	July 2021		

### HBRC STRATEGY

#### Our Vision:

We want 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

#### Our Focus:

- **Water quality, safety and certainty** ~ *Kia kounga, kia haumaru, kia pumau te pai o te wai*
- **Smart. Sustainable land use** ~ *kia koi, kia ukauka te whakamahinga o te whenua*
- **Healthy and functioning biodiversity** ~ *kio ora, kia mahi tika te kanorau koiora*
- **Sustainable services and infrastructure** ~ *kia ukauka nga ratonga me nga hanganga -rohe*

### POSITION SUMMARY

The role of Senior Consents Planner is to provide relevant, professional input into the Consents Team roles and functions in order to ensure the Consents team achieves its objectives. The Senior Consents Planner will coordinate and actively manage complex resource management issues and consent processes. This will involve the co-ordination of work outputs required from a range of HBRC staff and external experts as well as ensuring that those outputs are fit for purpose for the consent process. The role will also involve engagement and managing

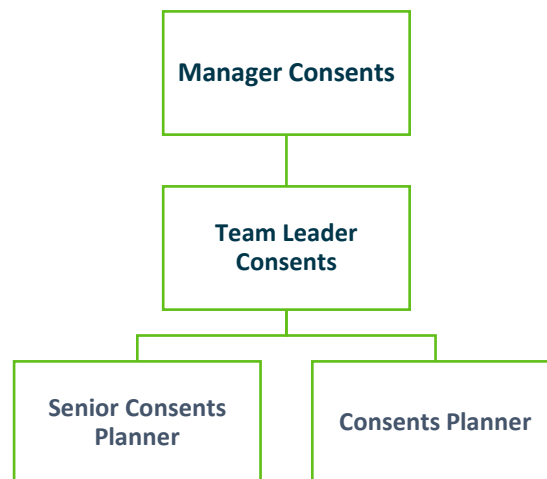
relationships with stakeholders in the consent process. Your specific role of Senior Consents Planner will require input which will relate to your relevant skills, the needs of the role and your experience but will also include activities that extend and provide for individual professional development. Your role will include individual processing of consents, leading a team to process consents as groups and group consent replacements. It will also involve overseeing other Consents Planners work as well as the mentoring of other staff.

## 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 notified, approved, approved with conditions or declined.
- Preparing and presenting evidence at hearings.
- 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 ACCOUNTABILITIES

- Maintain a high level of familiarity and in-depth understanding of the Resource Management Act, National Policy Statements, National Environmental Standards, Hawke's Bay Regional Plans and other relevant plans or strategies ensuring correct processes are followed.
- Ensure appropriate and accurate advice is provided at all levels of consenting, to both internal and external stakeholders.
- Provide efficient and timely processing of resource consent applications evidenced by statutory time frames for processing resource consents being consistently met.
- Demonstrate an ability to take the lead or provide significant input into complex consent applications ensuring effective outcomes.
- Actively contribute to establishing, maintaining and following internal procedures for managing resource consents (including Consents manual, delegations manual and other HBRC policies).
- Actively participate in project teams within and outside the Consents section (across the regulation group, the wider organisation or external as required).
- Ensure that all allocated work is accurately completed within accepted timelines and meets expectations.
- Positively participate in and assist in consents section activities.

- Assist Consents Team Leaders with mentoring and coaching of consent planners as required.
- Attend and present at public/community and Council meetings as required in support of consent related processes or projects.
- 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.
- Ensure that all reports (s.42A etc.) and technical analysis documentation are prepared to a high standard and within timeframes as requested by Manager or Principal Consents Planner.
- Ensure that contracts for external experts assisting the consent process are managed in accordance with HBRC processes.

## FUNCTIONAL RELATIONSHIPS

### Internal

- Group Managers
- Executive Team
- Elected members
- Team members

### 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 Tangata 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.

## 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**

### **Qualifications and Experience required**

- A Tertiary Qualification in Resource Management or related discipline.
- 5 + years experience in resource management consents processing or related fields.
- In-depth knowledge of the Resource Management Act.
- Excellent understanding of the consents process.
- A clear understanding of cultural issues in resource management.
- Proven experience in consent processing and managing complex resource management issues and processes.
- Proven facilitation experience
- Valid driver's licence required.

### **Knowledge**

- A high level of verbal communication skills.
- A demonstrated ability to prepare clear concise reports and letters for a range of audiences.
- Ability to work under pressure and to manage priorities to ensure that deadlines are met, allowing sufficient and reasonable time for internal review processes and that any significant issues are identified as early as possible in the consent process.
- An ability to engage and manage suitable technical experts, as necessary to assist with assessing consent applications, and to ensure that deliverables are provided within established timeframes and cost expectations.
- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems Analytical skills.
- An ability to use modern technology in the workplace and an awareness of emerging trends.
- An ability to work under pressure, deal with ambiguity and work in a political environment.
- Excellent stakeholder relationship management, facilitation and networking skills.
- Enthusiasm and innovation, with the ability to handle change.

**Personal Attributes**

- Ability to work in a team.
- Ability to work independently and exercise initiative to complete tasks.
- Sound judgement and initiative
- An ability to relate to and develop a rapport with a diverse population.
- 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**

- Community, cultural and political awareness.

**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.

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Employee Signature

\_\_\_\_\_  
Date

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