

Resource Management Planner

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| UNIT/TEAM | Customer & Strategy Group |
| REPORTS TO | Planning Team Leader |
| ROLE PURPOSE | As a member of the Consents team this role is responsible and accountable for the delivery of job specific responsibilities in line with their Business Units program of work. This includes processing resource consents and other planning applications within the framework and provisions of the Resource Management Act in order to deliver workable solutions to challenges encountered in the resource consent process, which support environmental sustainable management within the Horowhenua District. |

HOROWHENUA 2040 VISION

Growing neighbourhoods and building stronger communities together.

He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hapori – mai i te pae maunga o Tararua ki te moana - With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.

COUNCIL'S VISION

Working together to take Horowhenua from good to great.

COUNCIL'S MISSION

In achieving our vision we will ensure that we are working towards:

- Customer Excellence
- Operations Excellence
- Product Excellence
- People Excellence

OUR VALUES

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| Greatness | We never settle until our good is better and our better is great! |
| Real unity | We make it happen, together! |
| Energy | We use our energy to perform and succeed! |
| Achievement | We deliver exceptional results! |
| Trust | We create trust by living with integrity! |

KEY DELIVERABLES

To offer professional and technical advice to Council, the Senior Management Team and the Community in regards to resource management matters.

KEY RESULT AREAS

| KEY RESPONSIBILITIES | SUMMARY OF OUTCOMES |
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| Process resource consent and other planning related applications | <ul style="list-style-type: none"> • Assess applications for completeness and accuracy and ensure there is sufficient information for the application to be processed. • Engage with applicants, submitters and stakeholders to ensure a good understanding of the process and outcomes. • Prepare non- notified and notified planning reports with recommendations as appropriate on resource consent applications ranging in complexity • Comply with statutory and internal requirements. |
| Build effective working relationships through professional input, engagement and partnering | <ul style="list-style-type: none"> • Provide up to date and accurate planning advice to internal and external customers on the resource consent process, the District Plan and the Resource Management Act 1991. • Respond to all relevant information requests and planning enquiries in a timely and effective manner. • Facilitate appropriate working relationships with local Iwi to support appropriate consultation. • Represent Council at a variety of forums including public meetings, hearings, and the Environment Court. |
| Support the implementation of the District Plan | <ul style="list-style-type: none"> • Provide expert planning advice support Building Consent, PIM and LIM applications, which feeds into the overall District Plan as appropriate. • Submit regular reports and feedback to Management as directed by the Consents Manager. |
| Coordinate pre-hearing meetings and present professional and creditable advice to the Hearings Committee and the Environment Court | <ul style="list-style-type: none"> • Co-ordinate and facilitate pre-hearing meetings, as appropriate. |

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| | <ul style="list-style-type: none"> • Co-ordinate hearings for resource consent and other planning related applications as required. • Prepare and present planning reports to the Hearings Committee and/or Independent Commissioners. • Coordinate Council's response to any appeals made to the Environment Court and represent Council at Environment Court mediation. |
| <p>Deliver on overall Council contribution if and when required to ensure Council's overall business goals are achieved as well as developing own professional abilities on a continuous basis.</p> | <ul style="list-style-type: none"> • Additional tasks, duties or responsibilities as directed by the manager. • Assist any other department of Council when required and as agreed. • Participate and contribute to management support initiatives. • Process all Council information as per approved electronic records management system and procedures. |
| <p>Customer Focus</p> | <ul style="list-style-type: none"> • Ensure services are delivered in an effective and customer focussed way, and that effective working relationships are maintained with key stakeholders |
| <p>Organisational Support</p> | <ul style="list-style-type: none"> • Participates in Emergency Management activities. • Approved procedures, information systems and policies are documented and complied with. • Develop and maintain professional knowledge and contacts. • Participates in Council's performance management programme. |
| <p>Occupational Health and Safety</p> <p>Take all reasonable practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction.</p> <p>Demonstrate a personal commitment to Health and Safety in accordance with HDC's Health and Safety Policy</p> | <ul style="list-style-type: none"> • Hazards are identified and control measures followed. • Work-related accidents, incidents and illnesses are reported. • Emergency procedures are followed. • Actively participates in improvements to, and ongoing management of health and safety in the workplace. • Personal protective equipment is worn/used correctly, including as required to comply with requirements of contractor controlled worksites. • Safe work practices are demonstrated. |

DELEGATIONS

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| Direct Reports | No | |
| Financial | Annual Operating budgets would apply as approved by the Chief Executive Officer. Will exercise formal delegations in relation to operational, staffing and budget as assigned by the Chief Executive Officer. Statutory delegation would apply as approved from Council from time to time | |
| Warrants Required: | TBC | |
| Legislative Function: | Legislation and/or Bylaw | Section and/or Bylaw |
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COMPETENCIES

A successful Resource Management Planner at HDC will demonstrate the following competencies:

- **Achievement** - Demonstrates a strong focus on high performance standards and personal achievement. Goes above and beyond to exceed expectations.
- **Communication** - Communicate in a clear, confident and articulate manner. Is effective at influencing others.
- **Implementation** - Is reliable, detail-focused and meticulous. Follows through on plans to ensure they are carried out accordingly.
- **Resilience** - Remains calm, composed, and optimistic in stressful or high pressure situations.
- **Problem Solving** – The ability to describe a problem effectively, gather and analyse information and creation options in order to generate a workable solution.
- **Strategic Agility** - Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies strategies and plans, and is comfortable with managed risks.
- **Self-Insight** - Is aware of own strengths and weaknesses and actively seeks out opportunities for new learning and growth.
- **Teamwork** - Supports and collaborates with team members to achieve targets.
- **Drive** – Makes a strong and positive impression, is a self-starter and originator, maintains high levels of activity and produces high quality outputs.
- **Mental Power** – Has a desire to learn more and is able to learn new information and skills quickly. Is able to apply learnt information to new problems. Quick to pick up technical concepts.

EXPERIENCE/QUALIFICATIONS

Essential:

- Tertiary qualification in Resource Management Planning or a related discipline.
- A good understanding of the Resource Management Act 1991 and other relevant legislation.
- Sound working knowledge related to the interpretation of District Plans and consents processing in a Local Authority
- Competent in Microsoft office packages.
- Excellent written, verbal and information technology skills.
- Willingness to undergo Council pre-employment assessments, such as drug and alcohol testing, psychometric assessments, Ministry of Justice checks etc.
- New Zealand Planning Institute membership (Full Membership desirable)

- Willingness to undergo pre-employment checks and screenings such as psychometric assessments, drug- and alcohol testing, etc.
- A current and valid NZ driver's license

Job Specific Knowledge and Skills:

- Sound working knowledge of the Resource Management Act 1991 and related legislation
- Understanding of the Treaty of Waitangi
- Excellent mediation, negotiation and conflict resolution skills
- Refined consultation and engagement skills
- Excellent written and oral communications
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.
- Experience as reporting planner for Notified Resource Consent Applications (desirable at Senior Level)
- Experience in Environment Court proceedings including mediation (desirable at Senior Level)

KEY RELATIONSHIPS

Internal:

- Consent Planning Team Leader
- Consents Manager
- Group Manager Customer & Strategy
- Consents Team
- Strategic Planning Team
- Infrastructure Services Team
- Customer Experience Staff
- Senior Management Team
- Mayor and Councillors (including Hearings Committee)

External:

- Consent applicants
- Affected stakeholders
- Iwi
- Surveyors/developers
- Consultants
- Lawyers
- Other Territorial Authority Officers
- Regional Council Officers
- General Public
- Interest Groups
- Independent Hearing Commissioners

CIVIL DEFENCE DUTIES

All staff of Horowhenua District Council may be required to undertake Civil Defence duties in the event of an emergency, training will be given as appropriate.

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.