

Your Position

Your job	Senior Resource Consents Planner Kaihanga Mahere Matua Whakaaetanga Rawa
Your group	Policy, Planning & Regulatory Services
Your team	Resource Consents
Your manager	Manager Resource Consents
Your base	Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Invest in 3 waters infrastructure and catchment restoration
- Proactively respond to the climate crisis
- Advocate for and provide a safe, healthy and thriving community; and
- Put our children and young people at the heart of the city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy and skills to get things done

Your team's purpose

Policy, Planning & Regulatory Service's purpose is to:

- Develop, prepare and oversee policy, plans and strategies relating to social, economic, environmental, infrastructure and regulatory services issues (including resource management policy and District Plan procedures);
- Lead the preparation of the Long-term Plan and Annual Plan, and contribute to the preparation of the Annual Report;
- Deliver the regulatory functions and monitoring / enforcement services in relation to District Plan development control, building control, environmental control and animal control.

Your purpose

The Senior Resource Consents Planner's role is to:

Assist at an experienced level, the Resource Consents Centre in meeting its functions set out in the Business Plan. These relate to resource consent processing, customer services, reporting on and representing Council's interests and other matters associated with the District Plan and the Resource Management Act. This involves other legislation as well, such as The Local Government Act, from time to time.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none"> • None
Your indirect reports	<ul style="list-style-type: none"> • Resource Consent Planner(s)
External people and groups	<ul style="list-style-type: none"> • Members of the public • Other local authorities • Contractors, consultants and developers • Applicants for resource consents
Internal people and groups	<ul style="list-style-type: none"> • Executive Leadership Team, managers and staff at all levels of the organisation • Mayor, Councillors, Council and Council committees

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none"> • Implementation of Council's Objectives and Policies as defined in the District Plan and other decisions and policies of Council • Process land use, subdivision, designation and other related applications (across the spectrum of complexity), including participation in hearings and appeals • Manage workflow and work assignment and resourcing to provide high quality and customer focused service within statutory timeframes • Maintain familiarity with legislative changes and case law relating to the position • Provide a high level of customer service in all respects • Work positively and constructively within a team environment • Proactively guide and mentor more junior resource consent

	<p>planners with the processing of applications</p> <ul style="list-style-type: none"> • Arrange, coordinate or participate in special projects, working groups or committees, as required. • Take a proactive approach to project management of applications to ensure the efficient and effective delivery of the process. • Maintain accurate records relating to all work that is carried out • Undertake other functions as required for the purpose of meeting the requirements of any Act, contractual obligations and the Business Plan. • Ensure effective and efficient operational management and cost recovery
Leadership	<ul style="list-style-type: none"> • Develop and lead Resource Consents staff to achieve results and provide a customer focused service by providing coaching, guidance and development, monitoring individual and team performance, and providing constructive feedback/support when required • Identify improvements and efficiencies in the delivery of services • Actively participate as a member of the Resource Consents leadership team • Provide advice and information to the Manager Resource Consents when requested or required, including reporting against deliverables • To deputise for the Manager Resource Consents in their absence and carry out administrative tasks as required
Relationship Management	<ul style="list-style-type: none"> • Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive • Represent Council and the Policy, Planning & Regulatory Services Group at appropriate conferences, seminars and other events.
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> • Proven leadership experience, including mentoring other staff • A strong customer service orientation • Experience in managing and processing complex land use, subdivision, designation and other related applications, including participation in hearings and appeals • An ability to assess relevant environment effects and a demonstrated knowledge of the Resource Management Act and relevant statutes and by-laws • Experience in allocating and reviewing the work of other resource consents planners and exercising decision making delegations under the Resource Management Act and related statutes
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	<ul style="list-style-type: none">• Positive “can-do” attitude with a proven ability to multi-task high volumes of work on a frequent basis and prioritise accordingly• Strong verbal and written communication skills, with an ability to present work in a written and verbal form that is clear to customers• Excellent interpersonal and communication skills and the ability to establish and build upon working relationships effectively• Excellent team player with a proven ability to work constructively with a range of staff and stakeholders• Well-disciplined at recording time for the purpose of contributing to the Resource Consent team’s cost recoverable funding model• Excellent project and case management navigating internal advisors, applicants, and other stakeholders through the regulatory process• Tertiary Qualification(s) in Environmental Planning or related field• A current unrestricted New Zealand driver’s licence• Understanding and commitment to health and safety in the workplace• Understanding and commitment to diverse workplaces• Understanding and commitment to the Treaty of Waitangi and bicultural issues
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