

Your Position

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| Your job | Principal Planner - Resource Consents |
| Your group | Resource Consents & Monitoring |
| Your team | Resource Consents |
| Your manager | Manager Resource Consents, Derek Vos |
| 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 Principal Planner – Resource Consents role is to:

- Lead and participate in advanced, highly complex consents and planning activities both within the team and projects that span across council, including regional-wide resource management issues and various planning related strategic projects.
- The role advises, at a very experienced level, the Resource Consents team to meet its functions set out under the RMA and in accordance with Councils strategic directions as they relate to resource consent processing, customer service, 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

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| 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 and regional 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 |
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| Leadership or team | <ul style="list-style-type: none"> • Coach, and mentor less experienced staff • To deputise for the Manager Resource Consents when required • Identify improvements and efficiencies in the delivery of services within the team • Contribute towards raising the overall quality of the consenting service • Lead the preparation and presentation of evidence in hearings and to the Environment Court • Manage allocated budgets • Peer review consents and oversee the quality and consistency across the team. |
| Strategic & Operational Planning | <ul style="list-style-type: none"> • Advise the Manager Resource Consents on complex planning related matters • Ensure consents are clear, direct, understandable and outcome focused and delivered to a high standard • Develop strategic land use planning outcomes for Resource Management issues in Porirua City • Advise on strategic approaches and directions for Council on contentious consents • Lead the review and preparation of reports and submissions on relevant new and proposed national strategies, regional plans and policy documents with the policy team. • Provide information and advice on complex resource management matters • Monitor the impact of consent decisions on the city • Consult and collaborate with wider council staff and the community • Provide input into Annual and Long-term Planning |
| Operational Delivery | <ul style="list-style-type: none"> • Provide subject matter expertise on complex resource consents that have a large scope across Council. • Integrate consent outcomes with wider Council strategic priorities and strategies that are also consistent with the RMA. • Provide advice in response to resource management issues and community perspectives with agility and flexibility. • Advise elected representatives, committees, the Executive Leadership Team and the Manager Resource Consents in planning-related issues and appropriate actions for Council to ensure it is consistent with the RMA and follows due process. • Trouble-shoot and guide best practice process and outcomes to all planners in the team • Process and coordinate inputs into assigned consents 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 at the complex scale. • Contribute to the development of technical expertise of the Resource Consents planners to achieve high quality results • Provide a customer focused service when providing resource consent advice and processing inputs |

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| | <ul style="list-style-type: none"> • Maintain familiarity with legislative changes and case law relating to the position • Provide advice and information to the Manager Resource Consents when requested or required, including reporting against deliverables • Manage workflow and work assignment and resourcing to provide high quality and customer focused service within statutory timeframes. • Follow the RMA processes and ensure various steps are on time and delivered to a high standard standard |
| 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. • Be responsive and take a problem-solving approach with stakeholders • Have strong political acumen and interpersonal savvy • Is able to manage conflict and reach resolutions constructively |
| 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

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| It's essential that you have: | <ul style="list-style-type: none"> • Resilient and able to operate successfully and professionally in a high-pressure environment. • A proven high level of technical experience with over 10 years application working with the RMA • 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 accurately 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 consent planners and exercising decision-making delegations under the Resource Management Act and related statutes • 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 |
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| | <ul style="list-style-type: none">• Excellent project and case management navigating internal advisors, applicants, and other stakeholders through the regulatory process• Have a problem solving attitude• 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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Last updated March 2021