

# Position Description:

## Senior Consents Planner / Pūkenga Whakawhanake Whenua

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At Rotorua Lakes Council, we are driven by the **purpose** for our existence, - by our 'why'. Our 'why' is our customers. We come to work each day to deliver services for our customers, and we keep them at the centre of our organisation's culture. We are committed to building a high performing culture based on our **purpose**.

'How' we work together is defined by our organisational culture and values. What each person does differs from role to role and will change based on the work programme approved by our Elected Council. The tasks that we do in each role are not a purpose in themselves, their purpose is to serve our customers.

To be successful in the role, and to enjoy your employment at RLC by achieving significant results for the community, you will need to take to heart and live the sentiment "The organisation's success is my success – my job is only done when everyone's job is done".

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 78,000 residents, and visitors numbering in the millions. We are determined to be among the best councils in New Zealand and are committed to continually improve the service provided to our customers, both external and internal.

Rotorua is in the heart of the Te Arawa region. 40% of the population are Māori. Being a bicultural city provides a foundation for us to recognise and celebrate our increasing diversity which enriches us as individuals and as a multi-cultural community. Employment at RLC is a unique opportunity to develop your understanding and appreciation of Te Ao Maori, in order to better serve our whole community. As a senior leader in the organisation, you have a key responsibility to lead our people in adhering to our legislative responsibilities to mana whenua.

A top priority is to ensure the health and safety of our people at work. We want you to go home healthy and safe each day. Safety is everyone's job – all of our staff have a shared responsibility to manage our work environments to prevent harm, and to actively engage with health and safety initiatives and procedures. Managers are responsible for the health and safety of the areas and people under their leadership.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM) within the district. This responsibility extends to all staff, who may be called upon to undertake CDEM roles in addition to their position specific responsibilities.

We are one team. To be successful, it is important that all staff are aligned to and actively support the organisation's direction, working collaboratively, and actively participating in activities and initiatives to advance the organisation.

The position description below describes the specific requirements of this position. The description within this position description is not an exhaustive list of responsibilities or tasks and staff are expected to contribute to the organisation through other tasks and activities assigned by their

manager. In addition, you are also expected to be proactive in knowing and following Council policies and procedures.

<b>TE ĀHUA O TE MAHI - JOB SPECIFICATION</b>	
<b>MAHI - POSITION:</b>	Pūkenga Whakawhanake Whenua - Senior Consents Planner
<b>RANGATIRA - REPORTS TO:</b>	Manager – Consenting Services
<b>KĀHUI - GROUP:</b>	Destination Development
<b>TAUNGA MAHI - LOCATION:</b>	Civic Centre
<b>PŪTAKE - POSITION PURPOSE:</b>	To provide an intergrated customer responsive approach to the full range of planning and resource management consenting functions at a senior level, delegation to make decisions on behalf of Council and provide technical leadership support.
<b>NGĀ WHAKARITENGA - DELEGATIONS</b>	<ul style="list-style-type: none"> <li>• No direct reports</li> <li>• No budget responsibility</li> <li>• Decision making delegation in accordance with the Delegations Manual</li> </ul>
<b>NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:</b>	<ul style="list-style-type: none"> <li>• Provide leadership / mentoring support to the planning consents team.</li> <li>• Positively supports the Team Lead Planning Consents to implement change and initiatives and meet the team’s goals and objectives.</li> <li>• Provide support at a senior level for relevant RMA related statutory processes including Statutory hearings, Environment court, Notices of Requirement (NoR) and plan change processes.</li> <li>• Delivery of solutions-focussed, customer responsive technical planning and resource management advice of a high quality and in a timely manner.</li> <li>• Contribute towards integrated planning and development solutions customer-focussed service improvement projects.</li> <li>• Use the highest level of technical judgement and manage risk exposure arising from planning consent and strategic activities and legislative requirements.</li> <li>• Active engagement with the Planning Policy team to ensure integrated consenting and policy planning.</li> <li>• Support Planning and Development, Compliance and Customer Solutions teams to meet overall integrated consenting objectives.</li> <li>• Service quality, technical advice, performance improvement and resolution management for Resource Management Act (RMA), related legislation and other regulatory consent processing matters.</li> <li>• Contribute to internal and external stakeholder engagement.</li> <li>• Significant contributions to continuous improvements within the planning consent solutions and policy solutions teams.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provision of an integrated consenting customer focussed ‘pre-consent lodgement’ service process.</li> <li>• Proactive performance improvement and resolution management and advice for RMA consenting functions.</li> <li>• Internal and where appropriate external stakeholder engagement including strong functional relationships with Policy Solutions, Customer and Compliance Solutions teams</li> </ul> <p><i>NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional responsibilities in the course of your employment that are consistent with the purpose of your employment.</i></p>
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## TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

<p><b>NGĀ TOHU - FORMAL QUALIFICATIONS:</b> <b>(Ngā matau ā-wheako rānei - Or experience recognised as equivalent)</b></p>	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• A relevant tertiary qualification in Resource Planning or a similar field</li> <li>• Minimum 1-2 years’ experience working at a senior level, or capability to transition to a senior level in the area of resource management, in an operational council or private sector environment, in the areas of both land use and subdivision consenting.</li> <li>• Experience in the conduct of statutory hearings</li> <li>• NZPI membership (or eligibility for membership)</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Making Good Decisions Certification</li> </ul>
<p><b>NGĀ PŪKENGĀ - JOB SPECIFIC COMPETENCIES AND ATTRIBUTES</b></p>	<ul style="list-style-type: none"> <li>• Able to demonstrate a senior level of understanding and working knowledge of the relevant legislation and the Local Government regulatory framework.(Resource Management Act, Local Government Act)</li> <li>• Understanding of the conduct of statutory processes.</li> <li>• Understanding the need to balance customer satisfaction and sustainable economic development objectives with public expectations, environmental considerations, legislation, and the ability to effectively communicate this to customers.</li> <li>• Highly developed interpersonal communication skills with the ability to communicate effectively.</li> <li>• Commitment to a culture of a cross organisational collective accountability approach to integrated consenting outcomes.</li> <li>• Well-developed knowledge and appreciation of Tikanga Maori.</li> <li>• Proactive engagement and acceptance of accountability and problem solving</li> <li>• Well-developed interpersonal and relationship engagement and management skills</li> </ul>

	<ul style="list-style-type: none"><li>• Ability to work independently on own, as well as work collaboratively as part of an inspirational team</li><li>• The ability to work unsupervised, and to be self-motivated</li><li>• Ability to develop and sustain effective relationships with core In-House employees and Consultancy Partner/s as appropriate Strong demonstration of a customer, key account and solutions focus</li></ul>
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