

Position Description:

Pūkenga Whakawhanake Whenua / Consents Planner

Nāu te rourou, nāku te rourou ka ora ai te iwi

With your basket of knowledge, and my basket of knowledge, all will be well

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 70,000 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.

Our people are central to achieving our Council Priorities and providing high quality community services that offer best value for money. And we are committed to building a high performing culture based on our **core values** of being *innovative, helpful, respectful, engaging and inspiring*. In addition to our values, there are **core competencies** required of all Council staff, being:

- *Performance Orientation*: A high performer consistently delivering performance outcomes
- *Solutions Focused*: Committed to customer-centred continuous improvement
- *Teamwork*: Contributes effectively within a team providing leadership where appropriate
- *Relationships*: Well-developed interpersonal, and relationship engagement and management skills
- *Collaboration*: Works collaboratively across teams and functions within a matrix organisation
- *Accountability*: Willingly takes accountability and engage in problem solving
- *Te Ao Maori*: Proficiency in te reo Māori me ōna tikanga appropriate to their role¹.

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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.

Our top priority is to ensure the health, safety and wellbeing 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, safety and wellbeing 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 e.g. activities to build bicultural capability, improve health and safety, or promote diversity.

¹ This is informed by our Bicultural Competency Framework, and staff are actively supported in gaining competency through our Te Haerenga programme.

The following pages provide the requirements of your specific position. In addition to these, you are also expected to be proactive in knowing and following Council policies and procedures.

TE ĀHUA O TE MAHI - JOB SPECIFICATION	
MAHI - POSITION:	Pūkenga Whakawhanake Whenua - Consents Planner
RANGATIRA - REPORTS TO:	Team Lead Planning Consents
KĀHUI - GROUP:	Planning & Development Solutions, Operations Group
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	To provide an integrated customer responsive approach to the full range of planning and resource management consenting functions.
NGĀ WHAKARITENGA - DELEGATIONS	<ul style="list-style-type: none"> • No direct reports • No budget responsibility
NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:	<ul style="list-style-type: none"> • Delivery of solutions-focussed, customer responsive technical planning and resource management advice of a high quality and in a timely manner. • Provide support for relevant RMA related statutory processes including Stat hearings, Environment court, Notices of Requirement (NoR) and plan change processes. • Contribute towards integrated planning and development solutions customer-focussed service improvement projects. • Use technical judgement and manage risk exposure arising from planning consent and strategic activities and legislative requirements. • Support Planning and Development, Compliance and Customer Solutions teams to meet overall integrated consenting objectives. • Service quality, technical advice, performance improvement and resolution management for Resource Management Act (RMA), related legislation and other regulatory consent processing matters. • Contribute to internal and external stakeholder engagement. • Contribution to continuous improvements within the planning consent solutions and policy solutions teams. • Provision of an integrated consenting customer focussed 'pre-consent lodgement' service process. • Proactive performance improvement and resolution management and advice for RMA consenting functions. • Internal and where appropriate external stakeholder engagement including a strong functional relationships with Policy, Customer and Compliance teams <p><i>NB: the key accountabilities listed above are not an exhaustive list. You</i></p>

	<i>may be expected to undertake additional responsibilities in the course of your employment that are consistent with the purpose of your employment.</i>
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TE ĀHUA O TE TANGATA - PERSON SPECIFICATION	
NGA TOHU - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)	Required: <ul style="list-style-type: none"> Relevant tertiary qualification (Planning degree) Desirable: <ul style="list-style-type: none"> Experience in the area of resource management in an operational council or private sector environment in the areas of both land use and subdivision consenting. Experience in the conduct of statutory hearings. NZPI membership (or eligibility for membership)
NGĀ PŪKENGĀ - JOB SPECIFIC COMPETENCIES AND ATTRIBUTES	<ul style="list-style-type: none"> Able to demonstrate an understanding and working knowledge of the relevant legislation and the Local Government regulatory framework.(Resource Management Act, Local Government Act) Understanding of the conduct of statutory processes. 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. Highly developed interpersonal communication skills with the ability to communicate effectively. Commitment to a culture of a cross organisational collective accountability approach to integrated compliance and monitoring outcomes. Well-developed knowledge and appreciation of Tikanga Maori. Proactive engagement and acceptance of accountability and problem solving Well-developed interpersonal and relationship engagement and management skills Ability to work independently on own, as well as work collaboratively as part of an inspirational team The ability to work unsupervised, and to be self-motivated 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

<p>NGĀ UARATANGA - VALUES:</p>	<p style="text-align: center;">Tatou Tatou – We Together Kotahi Tatou – One Community – One Team</p> <p>WHY WE DO IT..... We believe in empowering our people and providing them with the tools to create value and make a positive difference in their lives and the lives of others</p> <p>HOW WE DO IT..... We do this by working in partnership, making it simple and solutions focused</p> <p>WHAT WE DO..... We provide quality services for our community and people to prosper</p> <p><i>OUR CORE VALUES – PEOPLE FIRST</i></p> <p>RESPECTFUL: Integrity, Listening, Pride, Honesty, Empathy, Understanding, Considerate</p> <p>HELPFUL: Approachable, Supportive, Collaborate, Go the extra mile, Proactive, Friendly, Caring, Guiding</p> <p>ENGAGING: Communication, Connectivity, Partnership, Working Together, Inclusive, Supportive, Responsive</p> <p>INSPIRING: Make a difference, Motivated, Take people with you, Encourage, Have pride in your work, Be proactive, Energised</p> <p>INNOVATIVE: Find solutions, Progressive, Continuous improvement, Empowered</p> <p>BICULTURAL: Willingness to learn and understand the Māori worldview, consideration, leading by example, sharing experiences</p>
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