

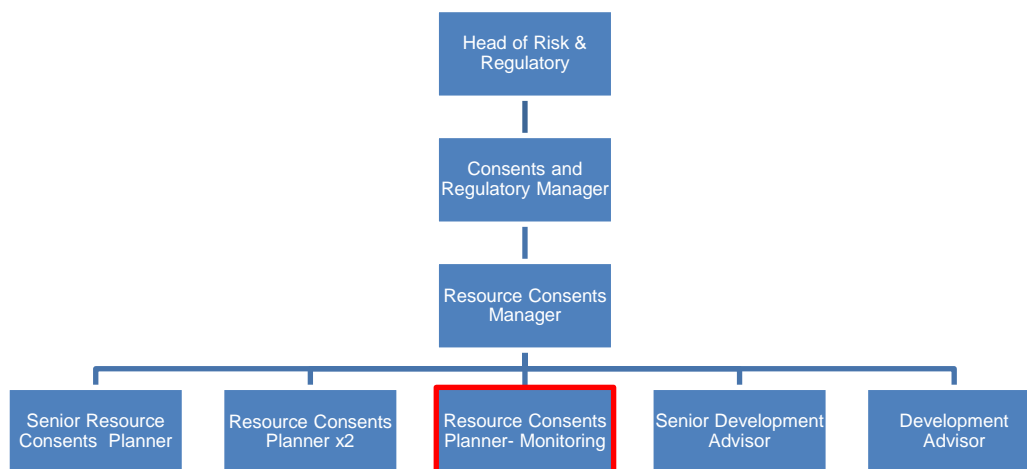
RESOURCE CONSENTS PLANNER-MONITORING

POSITION INFORMATION

Group	Risk and Regulatory
Team	Resource Consents
Reports to	Resource Consent Planner- Monitoring
Direct Reports	Nil
Primary Location	111 Heuheu Street, Taupo and mobile between various Council Offices and around the District to fulfil key tasks
Financial Authority	\$Nil

TEAM STRUCTURE

Organisation structure of the position in relation to direct team



POSITION PURPOSE

- Undertake the monitoring and auditing of resource consent applications;
- Incident response and complaints investigation, enforcement;
- Provision of advice and information to stakeholders;
- Processing of land use consents.

KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Resource Consent Monitoring and Enforcement	<ul style="list-style-type: none"> • Monitoring and auditing of resource consent compliance • Evaluating monitoring data and determining compliance against resource consent conditions • Investigation of public complaints related to District Plan compliance • Resolve non compliances through the use of appropriate enforcement tools
Application Processing	<ul style="list-style-type: none"> • Reviewing Resource Consent Applications • Making decisions as to what the effects of a proposal might be and who might be adversely affected • Undertaking site visits • Preparing reports • Providing various forms of oral and written communications
Customer Relationships and Advice	<ul style="list-style-type: none"> • Liaising with those set out in external functional relationships list (i.e. property developers) in regard to consent processing and general resource management issues, including any other relevant legislation • Liaising with those set out in internal functional relationship list (i.e. Councillors/Mayor) in regard to consent processing and other planning issues • Mediating and facilitating between conflicting parties • Mentoring of other staff members and consultants • Attending Division and Planning team meetings
Systems and Team Development	<ul style="list-style-type: none"> • Training on new legislation • Reading required materials • Identifying development trends within the District • Upgrading of report templates • Identify best practice improvements and systems for Consent Monitoring and Enforcement practices
Digital Solutions	<ul style="list-style-type: none"> • Open to new ideas, new ways of doing things through digital solutions. • Participates in and supports new digital solutions. • Handles situations and problems with innovation and creativity
Records and Reporting	<ul style="list-style-type: none"> • Ensure accuracy of information/records in systems adopted by the department/organisation. • Produce accurate reports as required for managers and/or SLG
Health & Safety and Wellbeing	<ul style="list-style-type: none"> • Model a culture of safety and wellbeing for your staff (if in a Supervisor/Manager position) • Take responsibility for your own health and safety • Ensure your own actions keep self and others safe • Identify, report and assist to eliminate hazards/risks in work place • Participate in local work place safety management practices

Responsibility	Key Functions/outcome
	<ul style="list-style-type: none"> Participate in workplace wellbeing initiatives Ensure compliance under Health and Safety at Work Act 2015
Project Management	<ul style="list-style-type: none"> Undertakes projects and/or other initiatives that may be assigned by the manager or SLG
Emergency Management	<ul style="list-style-type: none"> Participates in civil defence emergency management (CDEM) events and training if required

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> Asset Managers, Development Engineer Resource Planning Officer Building Officers, Policy Planning Team, Regulatory Team, Planning Support Staff Elected Members (Councillors/Mayor) Chief Executive Officer Group Managers 	<ul style="list-style-type: none"> Ratepayers General Public Property Developers Contractors Consultants and other Professional Advisors Other Local and Regional Authorities Government Departments

VISION

“Making a better life for you and your families. We’re in this together – let’s make it work!”

VALUES

Kia kōtāhi mai – We’re in this together

Unite | Connect | Deliver

Kōtahitanga

Six key behaviours summarises how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

PERSON SPECIFICATION

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> Relevant experience in compliance monitoring. 	<ul style="list-style-type: none"> Membership of the NZ Planning Institute or similar professional body A Masters Degree within the Resource Management field

Personal Attributes

Essential	Desirable
	<ul style="list-style-type: none"> Knowledge of the Local Government Act 2002, RMA and other local government legislation

Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> Must be technically competent, articulate, energetic and have demonstrated excellent writing and communication skills on resource management matters when dealing with Council and other customers 	<ul style="list-style-type: none"> Experience within local government Experience in developing policy and strategic planning documents Leadership experience or responsibility in managing staff Experience in presenting evidence in front of Committee's and the Environment Court 1-2 years experience in Resource Consent processing Understanding of compliance functions and processes

JOB DESCRIPTION SIGN-OFF

Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.

	Manager	Employee
Name		
Signature		
Date		