

# Environmental Planner - Consents

## Purpose | Te arotahi mātua

The Environmental Planner – Consents role is responsible for working collaboratively and cohesively within the Resource Consents team to assist in the sustainable management of the Taranaki Region through investigating, evaluating and advising upon consent applications to the Council under the Resource Management Act (1991) and National Environmental Standards, including the preparation of reports and associated documentation. The Planner role is responsible for the prioritisation of activities to ensure that resource consents are processed efficiently, within statutory timeframes. The role is also responsible for effectively communicating with resource consent applicants and tangata whenua partners, preparing for and attending hearings and ensuring the Council is correctly advised on all matters that must be considered when making a decision on an application for a resource consent.

## Role dimensions | Te ahu mahi

Responsible to: Team Leader – Resource Consents  
Responsible for: Nil  
Primary location: Stratford  
Job context: Permanent, Full-time

## Organisational context | Te horopaki whakahaere



## Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only. Performance measures for this job will need further discussion between the job holder and People Leader/Manager as part of the performance development process.

### **Processing Resource Consents**

- Assess technical information and make recommendations on resource consent applications assigned by the Team Leader - Resource Consents including: site visits, meetings, information requirements, affected persons and consents conditions.
- Consistently ensure resource consent applications are processed in accordance with Taranaki Regional Council policy and statutory requirements (including timeframes).
- Liaise and provide quality and timely advice to consent applicants, submitters and other parties in the resource consent process on the Resource Management Act, regional plan provisions and resource consent requirements.
- Record consent processing charges against applications.
- Respond to internal and external resource consent enquiries and issues, using empathy, listening skills, diplomacy and tact to gain understanding of issues, provide advice and achieve cooperation with regard to legislative compliance.
- Liaise with the Consents Administrators to ensure that all administrative matters associated with consent applications are dealt with in a professional manner and in accordance with the Taranaki Regional Council's policy and statutory responsibilities.
- Continue to ensure professional knowledge is current and spans across best practice.
- Representing the Taranaki Regional Council at any objections or appeals to consents decisions.
- Provide technical support in areas of expertise (activity champion), including reviewing letters (Section 92) and reports (Section 42a) and continuous improvement of standard consent conditions.

### **Building relationships**

- Contribute toward our valued relationship with Ngā Iwi o Taranaki. To demonstrate our Taranaki Regional Council's commitment to recognise and provide for the kaitiaki responsibility Ngā Iwi o Taranaki has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
- Contribute to multi agency working groups including territorial authorities, iwi liaison and other stakeholders.
- Be able to manage and maintain relationships across stakeholders with potentially conflicting views.

**Advice and support**

- Support and assist the Team Leader - Resource Consents to achieve the objectives of the Consents Team.
- Effectively participate in portfolio groups and planning projects, to provide expert advice, broadening organisational knowledge and champion the implementation of consent planning documents.
- Providing consent input to resources management investigations and policy development as and when required.
- Prepare all advice, decisions and training in a manner suitable for the audience and ensure it is legally and factually correct.
- Represent Taranaki Regional Council and participate in multi-agency working groups.
- Take all opportunity to upskill and provide knowledge to others where appropriate and relevant.
- Actively contribute to establishing, maintaining and following internal procedures for managing resource consents.





## Organisational areas of responsibility | Ngā wāhanga whakahaere

- **Be a team player** – Contribute to the greater team and organisational goals by completing projects and tasks in an efficient and effective manner, including any additional activities as directed by your People Leader.
- **Be flexible and adaptable** – Flexible work arrangements meet the needs of our customers, the Council and the individual and may include the need to work outside normal office hours from time-to-time.
- **Look after yourself and others** – Work within the Council’s health and safety systems, policies and procedures at all times to limit risk and keep yourself and those around you safe.
- **Work with integrity** – Maintain high professional and ethical standards that align with relevant legislation, Council polices and our values.
- **Develop yourself and others** – Proactively seek out opportunities for your own professional development and work alongside others to develop them, including actively taking part in Our TRC.
- **Be culturally aware** – Show appreciation and understanding of Māori culture and values and put these into practice in your work.
- **Be an agent for change** – Always be on the lookout for ways to do things better, faster or smarter and be an active participant in the continuous improvement culture.
- **Be digitally savvy** – Understand and be competent in the use of digital technologies relevant to your role, including processing and storage of Council information in line with relevant policies.
- **Emergency planning and response** – Where required, participate in emergency management training exercises and support Council during an emergency management response, having due regard to the safety of your family.
- **Live our values** - Be aware of and demonstrate our values in ways that support inclusivity in every aspect of our work.

## Delegations of authority | Te tuku mana

Delegations for all roles are set out in the **Taranaki Regional Council Delegations Manual** as appropriate.

## Personal specifications | Ngā whakaritenga whaiaro

- |                       |   |
|-----------------------|---|
| <b>Qualifications</b> | <ul style="list-style-type: none"><li>• A tertiary qualification in Environmental Sciences, Planning, Resource Management or a field that is relevant to the specialisation of this role is required.</li></ul>   |
| <b>Experience</b>     | <ul style="list-style-type: none"><li>• At least two years' experience in resource management preferably in consent processing.</li><li>• Have technical and practical proficiency and competency relevant to this role's specialisation.</li><li>• Experience with building and maintaining effective relationships and gaining the cooperation of a wide range of internal and external stakeholders.</li></ul>   |
| <b>Skills</b>         | <ul style="list-style-type: none"><li>• Taranaki Regional Council has a skills pathway framework enabling people to plan their development and grow their skills. The core skills required for this position are aligned with <b>He Pukenga Ara Skills Pathway</b>, and a summary table is included in Appendix 1.</li><li>• Good understanding of statutory processes and their importance.</li><li>• Use time management and problem solving skills to manage multiple complex projects, while maintaining the ability to meet strict statutory deadlines.</li><li>• Ability to make judgements based on a range of, often conflicting, factors.</li><li>• Ability to interpret legislation and write decision recommendations, factsheets, technical and supporting documents in a clear and concise matter.</li><li>• Ability to develop relationships with external and internal stakeholders.</li><li>• Consent planners must adhere to professional ethics and maintain impartiality and integrity throughout the decision-making process.</li><li>• Planners must ensure transparency, fairness, and consistency in their work.</li><li>• Understanding of negotiation and conflict resolution.</li></ul> |
| <b>Knowledge</b>      | <ul style="list-style-type: none"><li>• Knowledge and understanding of the Resource Management Act 1991 generally, and demonstrated working knowledge of the Resource Management Act relating to the processing and assessment of resource consent applications.</li><li>• Have a working knowledge of the implementation of the National policy instruments, Regional Plans, Councils policies and regional rules, Te Tiriti o Waitangi particularly as they relate to the processing and assessment of resource consent applications.</li><li>• Have a working knowledge of all relevant statutes and regulations pertaining to the resource management functions of a regional council.</li><li>• Have an understanding of environmental issues and their potential impact on development proposals. Consents planners need to consider factors such as ecological values, water quality, landscape, and cultural heritage when assessing applications.</li></ul>  |

**Personal  
attributes**

- Be aware of the Building Act and Building (Dam Safety) Regulations 2022 in relation to classifiable dams.
- Have a working knowledge of the common software applications.
- A knowledge in common discharges to the environment, forestry, agriculture, surface and/or groundwater resources would be an advantage.
- **Collaborative** – can connect with others, listens, reads people and situations, communicates tactfully.
- **Goal orientated** – shows commitment and ambition.
- **Strategic thinker** – ability to think analytically and critically, with the big picture in mind.
- **Integrity** – leads with purpose and inclusiveness.
- **Resilient** – displays resilience, maintains composure and able to work under pressure.
- **Self-aware and agile** – able to receive feedback on own performance, can self-assess, adapts approach, and commit to own growth and development.
- **Passionate** – shows passion for the environment and/or leadership within the resource management space.
- **Initiative** – be able to progress onto a new task without being asked and know when to ask for help.



## Functional relationships | Te whanaungatanga mahi

Build, maintain and role model meaningful effective and sustainable relationships with;

- Internal**
  - All Taranaki Regional Council staff
- External**
  - Consent Applicants, Submitters, Consent holders
  - Consultants for above
  - Iwi authorities, Community, and Special Interest groups

## Changes to job description | Ngā huringa ki ngā whakaahuatanga mahi

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.



## Our key messages | Ko ā mātou kōrero mātua

Taranaki Regional Council works with the Taranaki community:



Improving lifestyles  
Supporting livelihoods  
Taking Taranaki forward

## Our mission | Tō tātou mihana

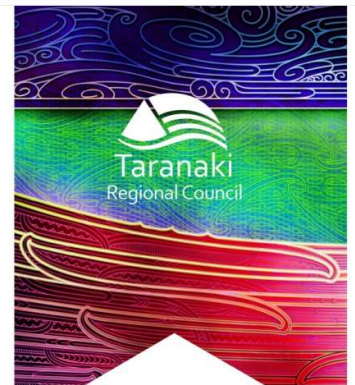
To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources.
- Safeguarding Taranaki's people and resources from natural and other hazards.
- Promoting and providing for significant services, amenities and infrastructure.
- Representing Taranaki's interests and contributions to the regional, national and international community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

## Our values | Tō tātou whanonga pono

- **Integrity** | We do what it is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence, embracing change as an opportunity for innovation.





## Our health and safety | Tō tātou Hauora me te haumaru

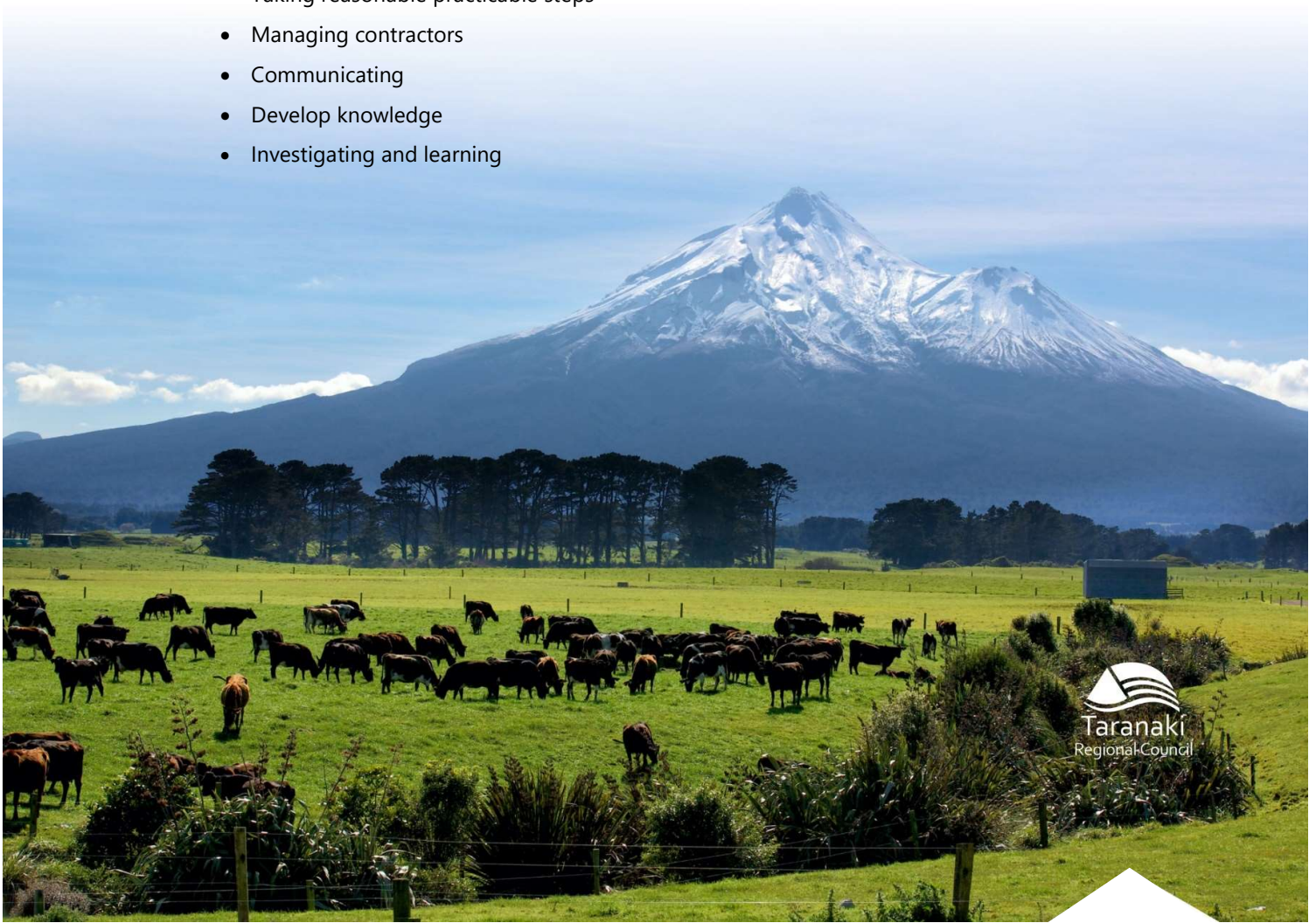
The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

### There are two key points to health and safety:

- 1 The safety of our people and the communities in which we operate always comes first.
- 2 We are all empowered and expected to challenge any unsafe situation at work.

### We will achieve these by:

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning



# He Pūkenga Ara Skills Pathway

Skill Area	Capabilities
Service Delivery	<ul style="list-style-type: none"><li>• Service Standards</li><li>• Customer Service</li><li>• Judgement and Decisions</li></ul>
Organisational Impact	<ul style="list-style-type: none"><li>• Aligns Work</li><li>• Collaborates</li><li>• Assesses Impact and Value</li><li>• Promotes Change</li></ul>
Self-Awareness	<ul style="list-style-type: none"><li>• Knows Self</li><li>• Develops Self and Others</li><li>• Builds Trust</li></ul>
Communicates Effectively	<ul style="list-style-type: none"><li>• Clear Messages</li><li>• Adapts Style</li><li>• Tact and Diplomacy</li></ul>
Digital Technology	<ul style="list-style-type: none"><li>• Systems Knowledge</li><li>• Works Efficiently</li><li>• Data Management</li></ul>
Wellness and Risk	<ul style="list-style-type: none"><li>• Policies and Procedures</li><li>• Manages Risks</li><li>• Proactive Wellbeing</li><li>• Site Safety</li></ul>
Cultural Awareness	<ul style="list-style-type: none"><li>• Reo</li><li>• Tikanga</li><li>• Whakawhanaungatanga</li><li>• Local context</li><li>• Mātauranga Māori</li><li>• Regulatory Environment</li></ul>