

Graduate Environmental Planner - Consents

Purpose | Te arotahi mātua

The Graduate Environmental Planner (Consents) is responsible for working collaboratively and cohesively within the Resource Consents team for triaging and responding to planning applications and enquiries, assisting customers with their online applications and for processing small scale resource consent applications and undertaking s88 checks across all activities of the Resource Management Act 1991. The role is also responsible for assisting with the preparation for hearings and supporting the process.

The role encompasses engagement with applicants, iwi/hapū, the science community, and a range of internal and external stakeholders to successfully process consent applications. Effective communication to a range of audiences is a key aspect of this role.

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.

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| Advice and enquiries | <ul style="list-style-type: none">• Deliver customer and administration services to applicants and interested parties ensuring they have necessary information, support, and assistance.• Act as a primary point of contact for external customers providing professional, timely, and accurate information and/or referral assistance for enquiries and consent assistance.• Provide information to science and compliance departments on consent matters. |
| Processing consents and supporting the Resource Consent process | <ul style="list-style-type: none">• Process small scale consent applications in accordance with statutory requirements including RMA timelines.• Ensure resource consent applications are processed efficiently using robust assessments and decisions which meet legislative requirements.• Support the day to day processing of resource consent applications processed by the Environmental Planners including; preparing section 88 letters, further information requests, minutes for pre-application meetings and organising pre-hearing meetings. This may also include research associated with project groups. |
| Other support | <ul style="list-style-type: none">• Contribute to project groups and provide consent specific feedback in relation to the RMA process.• Work with the Business Support Team to implement improved customer service. |

Building relationships

- Contribute toward our valued relationship with Ngā Iwi o Taranaki. To demonstrate our 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.
- Build effective working relations through professional input, engagement, and partnering to manage stakeholder expectations through a collaborative and holistic approach that supports sustainable management in the Taranaki region.
- Be able to manage and maintain relationships across stakeholders with potentially conflicting views.





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 policies 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

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| Qualifications | <ul style="list-style-type: none">• Preferably a tertiary qualification in Environmental Sciences, Planning, Resource Management or a field that is relevant to the specialisation of this role is required. |
| Experience | <ul style="list-style-type: none">• Have technical and practical proficiency and competency relevant to this role's specialisation.• Experience with building and maintaining effective relationships and gaining the cooperation of a wide range of internal and external stakeholders.• Any previous experience in resource management or working for local government would be an advantage. |
| Skills | <ul style="list-style-type: none">• 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 He Pukenga Ara Skills Pathway, and a summary table is included in Appendix 1.• Good understanding of statutory processes and their importance.• Use time management and problem solving skills to manage multiple complex projects, while maintaining the ability to meet deadlines.• Be able to provide a good level of customer service.• Ability to make judgements based on a range of, often conflicting, factors.• Ability to maintain relationships with external and internal stakeholders.• Ensure transparency, fairness, and consistency in work.• Understanding of negotiation and conflict resolution.• Accurate word processing skills and ability to write reports. |
| Knowledge | <ul style="list-style-type: none">• Knowledge 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.• Be aware 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.• Be aware of all relevant statutes and regulations pertaining to the resource management functions of a regional council.• Have a working knowledge of the common software applications.• An understanding of common discharges to the environment, forestry, agriculture, surface and/or groundwater resources would be an advantage.• An awareness of environmental issues and their potential impact on development proposals. |

Personal
attributes

- **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.
- **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.



Functional relationships | Te whanaungatanga mahi

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

Internal

- Resource Consent team members
- All Taranaki Regional Council staff

External

- Consent Applicants, Submitters, Consent holders
- 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

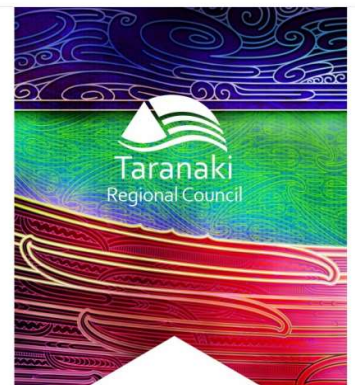
To work for a thriving and prosperous Taranaki by:

- 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

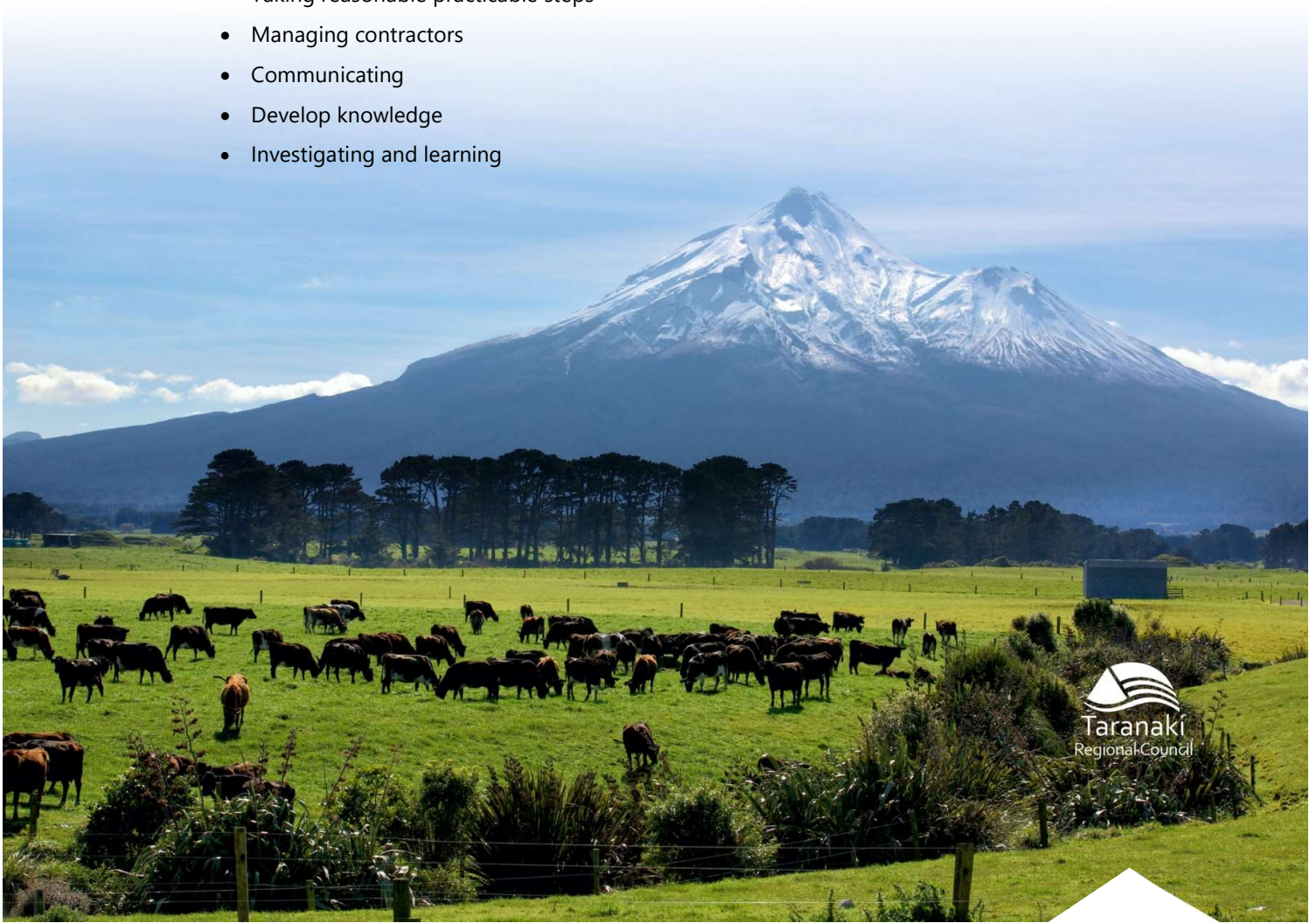
The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our 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"> • Service Standards • Customer Service • Judgement and Decisions
Organisational Impact	<ul style="list-style-type: none"> • Aligns Work • Collaborates • Assesses Impact and Value • Promotes Change
Self-Awareness	<ul style="list-style-type: none"> • Knows Self • Develops Self and Others • Builds Trust
Communicates Effectively	<ul style="list-style-type: none"> • Clear Messages • Adapts Style • Tact and Diplomacy
Digital Technology	<ul style="list-style-type: none"> • Systems Knowledge • Works Efficiently • Data Management
Wellness and Risk	<ul style="list-style-type: none"> • Policies and Procedures • Manages Risks • Proactive Wellbeing • Site Safety
Cultural Awareness	<ul style="list-style-type: none"> • Reo • Tikanga • Whakawhanaungatanga • Local context • Mātauranga Māori • Regulatory Environment