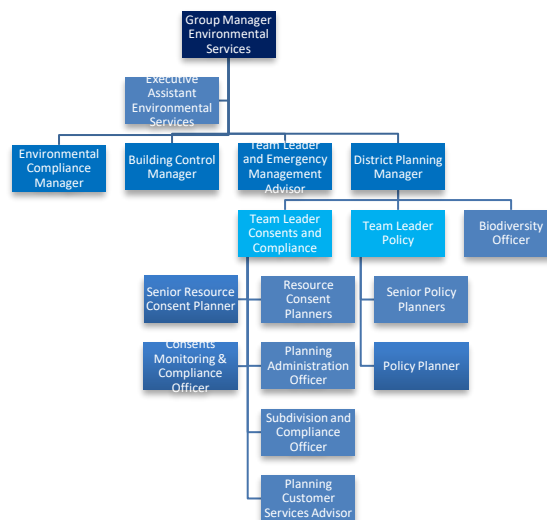


Position Description: Resource Consents Planner

Business Group	Environmental Services
Reports To	Team Leader Consents and Compliance
Direct Reports	Nil
Date	September 2023
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Business Group Purpose

The Timaru District Council Environmental Services Group is responsible for ensuring our district is a healthy and safe place to live. This encompasses the effective management and regulation of the districts Building, Planning, Health, Licensing, Animal Control, Parking and Bylaws functions.

Purpose of the Position

The purpose of the Planner role is to assist with the maintenance and administration of the Timaru District Plan in accordance with the Resources Management Act 1991 and Regulations.

Key Relationships / Customers

External	Internal
Members of the public	District Planning Unit
Consultants	All TDC Staff

Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

1. Process resource consent applications, including reporting on the application to the Team Leader Consents and Compliance, Hearings Panel or Commissioner and, where appropriate, writing up the decisions and preparing legal documents.
2. Conduct planning checks of building consents as required and peer review of planning check of building consents.
3. Carry out compliance, monitoring and enforcement duties associated with the District Plan and Resource Management Act.
4. Answer both written and verbal enquiries from the public and land development consultants, and responding to complaints from the public.
5. Assist with matters relating to the preparation and implementation of the District Plan.
6. Monitor and seek compliance with resource consents as may be appropriate.
7. Process road naming applications including preparing reports and attending committee meetings.
8. Develop and maintain effective relationships within the organisation and with the public.

9. Deliver a customer-focused service (both internally and externally) consistent with the Timaru District Council values.
10. Identify and implement improvements to work processes (business excellence).
11. Actively engage in setting own goals and objectives.
12. Assist with other duties as reasonably required by the Team Leader Consents and Compliance.
13. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
14. To actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.
15. To be actively involved in Civil Defence Emergency Management when required.
16. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
17. Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum Qualification	Relevant tertiary degree qualification.
Desired Qualification	Post graduate qualification in Resource Management Planning.
Minimum Experience	1 year's relevant work experience.
Desired Experience	2 years' relevant work experience in Planning and Resource Management.

Key Competencies / Skills / Knowledge

- Strong knowledge of the Resource Management Act 1991, subdivisions provisions of the Local Government Act and knowledge of other relevant legislation.
- Sound computer skills in the Microsoft Windows environment.
- Sound communication and interpersonal skills, able to communicate clearly, respectfully and deliver verbal and written information in a logical and concise manner.
- Ability to relate to a diverse range of internal and external stakeholders at all levels.
- Able to handle conflict situations in a professional manner and negotiate satisfactory outcomes.
- Excellent time management skills, able to prioritise and have the ability to meet statutory and organisation deadlines.
- Ability to work well as part of a team, yet also conscientiously work unsupervised.
- Requires strategic thinking and critical analysis skills, able to demonstrate the ability to make good decisions.
- Ability to maintain confidentiality and neutrality.
- High level of honesty, integrity and a trustworthy manner.
- Must be in possession of a full driver's license.

Hamish Barrell
District Planning Manager

Resource Consents Planner

Date

Date