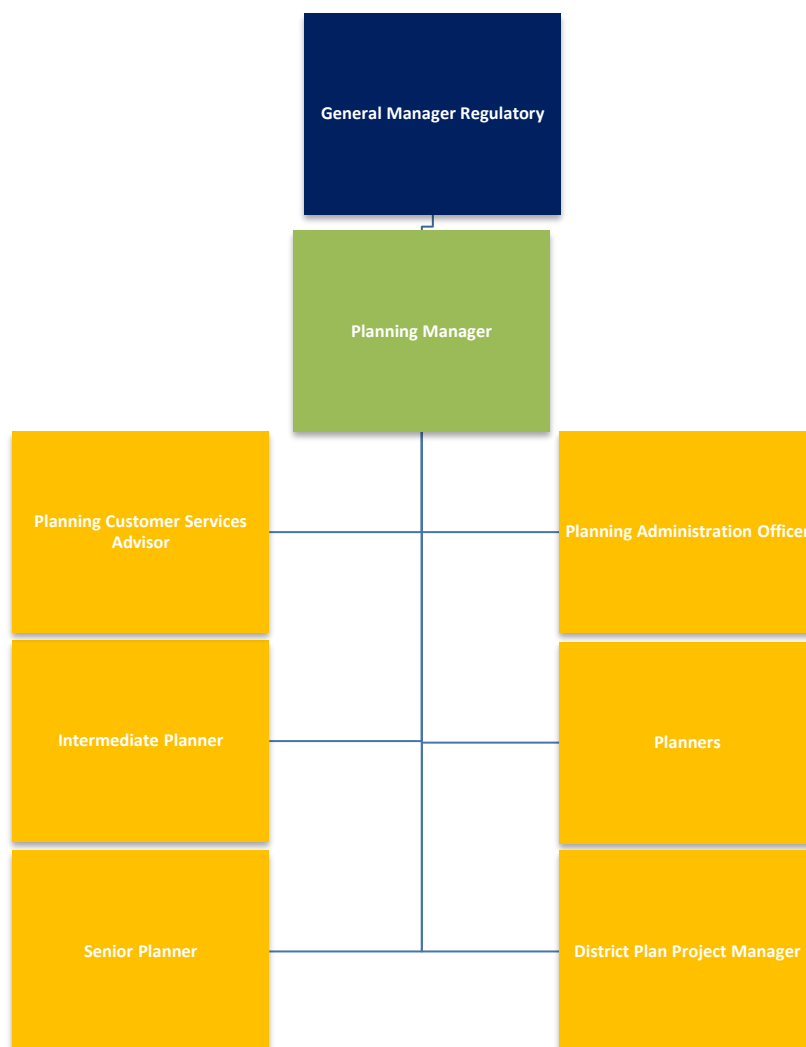


Position Description: Senior Planner and Biodiversity Advisor

Business Group	Regulatory
Reports To	Planning Manager
Direct Reports	Nil
Date	September 2025

Business Group Structure



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.

Senior Planner Responsibilities:

1. Lead the effective and efficient processing of resource consent applications, including complex resource consent applications and those with a strong biodiversity focus, including technical reporting on the application that meets legislative requirements and internal standards, including the preparation of all reporting associated with notified consent applications and the attendance at hearings as a reporting officer.
2. Undertake all matters associated with the preparation, review, implementation and monitoring of the District Plan, including the preparation of supporting documents and reports, providing technical input and as required conducting planning research and other projects.
3. Lead the preparation of plan changes, including the development of supporting documents and associated engagement with communities.
4. Author and be the reporting officer within plan change, heritage order and notice of requirement processes; including Council initiated processes and responding to public requests.
5. Prepare submissions on regional and national resource management policy and legislation, that align with organisational feedback and direction.
6. Support compliance, monitoring and enforcement activities.
7. Present planning and consent information to customers and stakeholder groups when required.

Biodiversity Responsibilities:

8. Monitor the condition of existing Significant Natural Area's (SNA) and identify and evaluate new SNA's within the Timaru District.
9. Administer and manage Council's SNA fund, including reporting on contestable applications and manage and monitor contractors implementing the works aspect of the fund. Prepare applications for external funding and manage expenditure as required.
10. Educate and support landowners, colleagues, consent holders, general public and other stakeholders on biodiversity matters.

11. Proactively collaborate with relevant statutory agencies and stakeholders to facilitate a coordinated approach to indigenous biodiversity management in the Timaru District.
12. Provide ecological advice and support for resource consents documents and other Council projects to ensure the protection, enhancement and promotion of indigenous biodiversity in Council's environmental assets.
13. Monitor, evaluate, and report on biodiversity conservation and management activities and biodiversity compliance to ensure the Council meets legislative responsibilities, obligations and statutory requirements in relation to natural resource management.
14. Initiate and/or support appropriate enforcement action in respect of any illegal or unauthorised development that may impact upon biodiversity and identified nature conservation interests.
15. Prepare written evidence and represent the Council as expert witness in District Plan, planning and enforcement appeals, and criminal prosecutions involving biodiversity matters as required.
16. Represent the Council on Biodiversity Steering group committees, including advising on the formulation of Biodiversity Strategies.
17. Co-ordinate and provide representation in work programmes associated with biosecurity.

General Responsibilities:

18. Mentor team members, through providing technical leadership and reviews of other team member's work.
19. Ensure all tasks completed in accordance with statutory requirements and best practice.
20. Develop and maintain effective relationships within the organisation and with the public consistent with the Timaru District Council values.
21. Monitor trends, legislation, and techniques around New Zealand for potential improvement to work processes.
22. Actively engage in setting own goals and objectives.
23. Assist with other duties as reasonably required by the Planning Manager.
24. 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.

25. Actively contribute to health, safety and well-being 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.
26. Be actively involved in Civil Defence Emergency Management when required.
27. 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.
28. Develop and maintain strong working relationships with manawhenua regarding indigenous biodiversity management, as per Councils commitment to Te Tiriti o Waitangi principles.

Formal Qualifications / Training / Experience

Minimum Qualification	Degree in Natural Resources Management, Urban Planning, or closely related field
Desired Qualification	Post graduate qualification in Natural Resources Management, Urban Planning, Ecology, or closely related field
Minimum Experience	5 years relevant experience in a similar role.
Desired Experience	5+ years relevant experience in a similar role, working within a Local Authority environment.

Key Competencies / Skills / Knowledge

- Strong experience of working in the field of ecology and knowledge of indigenous biodiversity
- Have up to date knowledge of New Zealand wildlife legislation
- Comprehensive working knowledge and application of the Resource Management Act 1991, subdivisions and land use consent application processes, including knowledge of district planning, other relevant legislation and its application.
- Demonstrable recent experience in the processing of resource consents, including previous experience as a reporting officer to hearings on notified consents.

- Demonstrable recent experience as a s42A reporting officer in hearings related to the review of a District Plan.
- Demonstrable recent experience in the development of resource management plans, including community engagement, scoping of work programs, commissioning of technical reports and the development of plan provisions and supporting s32 reports.
- Proven ability to clearly articulate and understand the implications of recommendations being made as part of reporting to senior staff, elected officials and hearings commissioners.
- Proven ability to present complex topics and concepts to a variety of stakeholders including senior staff, elected officials and the wider public in a manner that clearly articulates the key changes and rationale for those changes.
- The ability to understand resource consent plans and documentation including strong strategic thinking and critical analysis skills, able to demonstrate the ability to make good decisions.
- Well-developed project management skills.
- Ability to build and maintain effective working relationships across multiple teams and stakeholder groups.
- Able to handle conflict situations in a professional manner and negotiate and resolve contentious issues with satisfactory outcomes.
- Ability to work well as part of a team, yet also conscientiously work unsupervised and independently.
- Sound data collection and recording skills together with the ability to meet statutory timeframes.
- Ability to work under pressure and to tight time constraints.
- Well-developed computer skills, including Microsoft Office suite of products.
- Demonstrate a commitment to ongoing learning and development, to improve the way in which Council delivers its services.
- Ability to maintain confidentiality and neutrality.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

- Must be in possession of a full driver's license.

Planning Manager

Date

Senior Planner & Biodiversity Advisor

Date