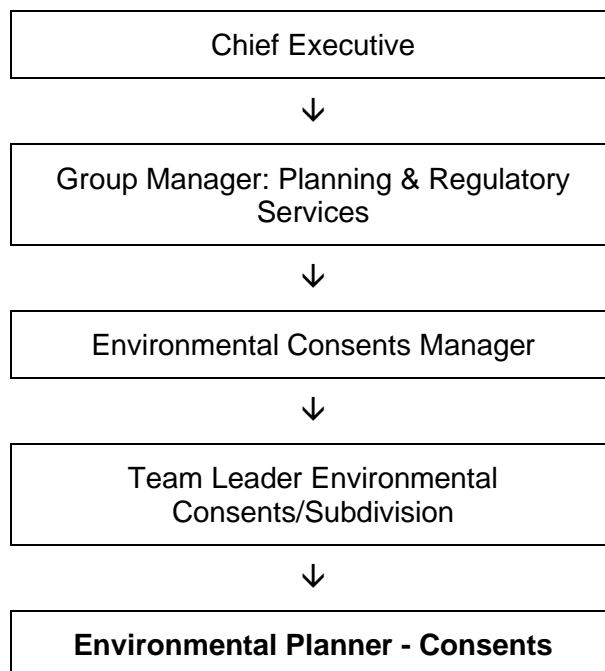


POSITION DESCRIPTION

Position:	Environmental Planner – Consents
Team:	Environmental Consents
Group:	Planning & Regulatory Services
Responsible To:	Team Leader Environmental Consents/Subdivision
Responsible For:	Nil
Organisational Context:	



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora
Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki
Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Purpose of Position

This role is part of the Planning and Regulatory Services Group. This group includes Environmental Consents, Building Consents, Parking, Animal Control, Environmental Health & Liquor licensing, Compliance, and Environmental Policy.

The purpose of this position is to assist the Team Leader in the preparation, application and monitoring of the legal provisions relevant to the resource management activities and responsibilities of the Council. This includes processing landuse and subdivision consent applications, providing advice to customers; and promoting and encouraging sustainable development in the District.

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
 - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
 - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Key work areas for which this position will have a responsibility are:

Resource Consents

- Processing landuse and subdivision consent applications in accordance with Council's legislative timeframes.
- Liaising with internal and external agencies.
- Attending hearings and reporting to Council's Hearings Committee on Issues pertaining to the application.
- Participating in Council initiated projects under the Local Government Act 2002 and development policy related projects.
- Street naming.

Provide Backup for Building Consent Planning Checks

- Checking compliance with District Plan rules and other provisions.
- Providing planning information for inclusion in PIMS.

Subdivision Processing

- Processing Section 223 and 224 Certifications and other associated legal documents.

General Liaison and Enforcement

- Receiving and responding to general planning enquiries.
- Meeting with developers and their advisors to discuss District Plan requirements and statutory obligations in relation to development related projects
- Referring cases, where continued non-compliance exists, to the Monitoring and Compliance Team.
- Liaising with other Council staff on District Plan issues
- Recording information on relevant electronic property files.

Liquor Licences

- Checking Liquor Licence applications for compliance with the District Plan or Resource Consents.

Important Functional Relationships

External

Architects / Designers
Consulting Engineers
Council's Solicitors
Government Departments and Agencies
Developers/Property
Consultants
General Public
Other Councils (HBRC, NCC)
Planning Consultants
Surveyors
Tangata Whenua Groups
Trades People

Internal

Environmental Consents
Manager and Team
Leaders
Environmental Planners
(Consents and Policy)
Committee Secretaries
Community Facilities
Staff
Asset Management Staff
(Engineers)
P&C Staff
IT Staff
Strategy and
Development Staff
Legal Officer
Planning and Regulatory
Staff

Committees/Groups

Council
Hearings Committee
District Planning and Bylaws
Committee
Heretaunga Takoto Noa Maori
Standing Committee
Hawke's Bay Planning
Group
Local Interest Groups

Person Specification

Qualifications

- Candidates should have a tertiary qualification in Planning, Resource Management or related fields. Membership or eligibility for membership of the New Zealand Planning Institute or similar professional institute.

Knowledge/Experience

- Two years experience in a resource management related discipline.
- A sound understanding and working knowledge of the Resource Management Act 1991, and have experience in processing applications under that Act.
- A current driver's license
- Computer literate and have keyboard skills including the ability to use word processing (MS Word) and spreadsheets (Excel).

Key Personal Competencies

- A well-organised approach to tasks with an ability to consistently achieve deadlines.
- Excellent written and oral communication skills.
- Be able to work cooperatively with a busy team
- An ability to be innovative, adaptable, and practical
- Good sense of humour and a positive approach are a must,
- Ability to cope with pressure and deadlines

Personal Attributes

- Be able to relate with, and contribute positively to, the Consents Team.
- Good interpersonal skills with a confident, open and friendly manner that engenders good rapport with other staff and members of the public, while maintaining a professional approach and personal integrity.
- An ability to be innovative, adaptable and practical.
- Good sense of humour and a positive approach are a must.
- An ability to cope with pressure and deadlines
- Be able to work with minimal supervision and display sound judgement and tact in decision making and problem solving