

JOB DESCRIPTION

POSITION	:	Planner - Consents
COUNCIL DEPARTMENT	:	Environmental Services
REPORTS TO	:	Team Leader Planning and Policy followed by Manager Environment and Community
LOCATION	:	Westport
REMUNERATION	:	A market related package will be negotiated with the successful applicant

Primary Objective

To assist the Team Leader Planning and Policy in administering Council's responsibilities under the Resource Management Act 1991, including monitoring and processing resource consents within statutory timeframes.

It is envisioned that someone in this role would have some experience in planning. A person filling this role would be monitoring and processing intermediate and small scale consents including but not limited to encroachment in sensitive areas, commercial activities, above ground electricity and telecommunication application and subdivision consents. This role will also include assisting the Team Leader Planning and Policy in training other team members involved in consent processing.

Specific Functions

The Planner - Consents will be required to carry out the following specific functions:

Processing of notified and non-notified resource consents:

- Responsible for processing of consent applications through all stages
- Responsible for Assistant Planner's input into consent processing
- Site visits
- Prepare Section 92 further information requests
- Prepare Section 94/95 recommendations
- Prepare staff planning reports
- Prepare for and facilitate pre-hearing meetings
- Attend and co-ordinate hearings
- Liaison with clients and maintaining sound relationships with applicants

Monitoring and Enforcement:

- Responsible for compliance monitoring
- Oversee monitoring site visits by Works Officer
- Prepare and issue abatement notices
- Implementation of the Monitoring Strategy

Plan/policy development and implementation:

- Reply to written and verbal enquires and complaints on the District Plan within specified timeframes
- Provide feedback to Policy Planners regarding the District Plan and its effects on the consenting process

Other tasks:

- Lodge resource consent applications, check Section 223 and 224(c) sealing for subdivision consents, and any other administrative tasks to relieve Planning Assistant
- Provide information on and respond to planning enquires
- Assist with training as and when directed by the Team Leader Planning and Policy
- Assist with Community Services projects as required
- Participate in civil defence training and activities as required
- Such other duties as may be delegated by the Team Leader Planning and Policy or Manager Environment and Community

Skills, Qualifications and Experience Level

- Excellent organisational skills - able to prioritise tasks and meet internal, external and statutory timeframes
- Excellent oral and written communication skills - able to provide easily understood written and verbal advice on planning matters to the public; able to write sound well reasoned planning reports on consent applications and able to facilitate consent hearing and pre-hearing meetings
- Research and analytical skills
- Relevant tertiary qualification in planning, environmental law, or a related field and relevant experience
- Sound word processing and general computer skills
- Good GIS skills and aptitude for mapwork

Personal Attributes

The position requires a well organised and self-motivated person who enjoys dealing with members of the public.

The Planner - Consents must have:

- The ability to be able to deal with conflict in a calm and professional manner.
- The ability to develop and maintain productive working relationships with Council officers and Councillors, to obtain advice and keep others informed on relevant planning matters.

- The ability to liaise with internal and external clients and maintain productive working relationships. This includes liaison with a wide range of individuals and groups, e.g. developers, companies, government agencies, community groups, iwi.
- The ability to develop a high level of understanding of the District Plan and the Resource Management Act, and be able to practically apply these in daily tasks.
- The ability to soundly research and analyse information, to assist with finding best solutions to planning issues.
- The ability to work co-operatively as part of a small team, and be flexible enough to do a variety of tasks as situations arise.