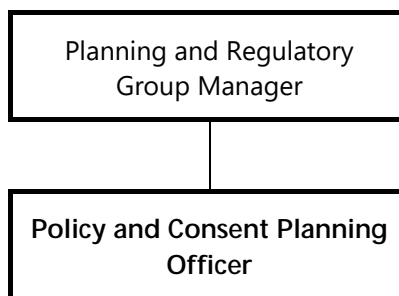


# POSITION DESCRIPTION



<b>Job Title:</b>	Policy and Consent Planning Officer
<b>Responsible To:</b>	Planning and Regulatory Group Manager
<b>Directly Responsible For:</b>	No other staff
<b>Position Purpose:</b>	<p>This job exists to:</p> <ul style="list-style-type: none"><li>• Work alongside the Policy Planner by Investigating and contributing to policy development</li><li>• Process Resource Consents in accordance with Council Plans and the Resource Management Act</li><li>• Monitor for Compliance with Resource Consent conditions</li><li>• Respond to planning, resource management and by-law enquiries, including natural hazards</li><li>• Co-ordinate project work such as earthquake prone buildings</li></ul>
<b>Date:</b>	July 2021

## ORGANISATION CONTEXT



## IMPORTANT FUNCTIONAL RELATIONSHIPS

### External

Contractors  
Ratepayers  
Other Local Authorities  
General Public  
Local Iwi and Hapu  
BOPRC

### Internal

Chief Executive, Management and Staff  
Elected members and Council committees

## KEY RESULT AREAS

The position of **Policy and Consent Planning Officer** encompasses the following functions or Key Result Areas:

Jobholder is accountable for	Jobholder is successful when
<p><b>Resource Consent Applications</b></p> <ul style="list-style-type: none"> <li>• Undertaking all aspects of resource consent processing. This includes, analysing and evaluating applications, assessing compliance with legislation and the District Plan</li> <li>• Consultation with relevant Council staff on resource consent matters and the formulation of conditions to address effects as appropriate. Conditions are clear and able to be effectively monitored.</li> <li>• Staff reports to include clear and concise recommendations.</li> <li>• Providing Planning input into Land Information Memorandum (LIM's) and Property Information Memorandum (PIM's).</li> </ul>	<ul style="list-style-type: none"> <li>• Reports are accurate, clear and show that the assessment, analysis and evaluation undertaken have considered all of the relevant matters under the Resource Management Act and the Ōpōtiki District Plan</li> <li>• Timeframes for processing of resource consents comply with the Resource Management Act 1991</li> <li>• Accurate information is provided for inclusion in all LIM's and information provided to Building team on PIM applications.</li> </ul>
<p><b>Monitoring and Enforcement of Consent Conditions</b></p> <ul style="list-style-type: none"> <li>• Developing a regime to ensure that Land Use conditions are monitored as appropriate</li> <li>• Conditions of subdivision are met and signed off by appropriate officers</li> <li>• Undertaking TA e-certification processes and e-dealing searches.</li> </ul>	<ul style="list-style-type: none"> <li>• Conditions of land use consent are monitored as required.</li> <li>• All conditions of sub division have been signed off by appropriate staff member prior to lodging with Land-on-line.</li> <li>• Enforcement action is taken in accordance with the Resource Management Act 1991 for any condition not met.</li> </ul>
<p><b>Enforcement of Non Complying Activities</b></p> <ul style="list-style-type: none"> <li>• Checking Building Consent Applications against the requirements of the Ōpōtiki District Plan</li> <li>• Complaints regarding activities being undertaken without appropriate consents are investigated and report findings are provided to the Planning and Regulatory Group Manager</li> <li>• Proactively following up on non-complying activities</li> <li>• Enforcement action is taken after discussion with Planning and Regulatory Group Manager.</li> </ul>	<ul style="list-style-type: none"> <li>• All relevant Building Consent applications are assessed for compliance and appropriate action taken prior to building consent approval</li> <li>• All instances of potential and actual non-compliance with the Ōpōtiki District Plan are followed up, and the activity ceases, or enforcement action is taken, or consent approval is sought and given</li> <li>• All formal enforcement action is undertaken in accordance with the Resource Management Act 1991.</li> </ul>

<p><b>Policy Development Support</b></p> <ul style="list-style-type: none"> <li>• The development or review of policies include the following activities: <ul style="list-style-type: none"> <li>• Regulatory Policy</li> <li>• Non-financial Long Term Plan Policies</li> <li>• Engineering Policies</li> </ul> </li> <li>• Policies are consistent with the appropriate legislation, are clear and concise and developed in a timely manner</li> <li>• Draft Policies, when of a technical nature (Engineering) will have input from the appropriate engineer.</li> </ul>	<ul style="list-style-type: none"> <li>• Policy is developed in accordance with legislation and appropriate for the needs of the Ōpōtiki District</li> <li>• Working relationships between the regulatory Group and other groups of Council are respectful and productive</li> <li>• The Policy Planner is well-informed and supported to make sound policy decisions.</li> </ul>
<p><b>Provide Advice</b></p> <ul style="list-style-type: none"> <li>• Providing internal and external customers with timely, accurate and consistent advice on matters relating to the Resource Management Act 1991, the Ōpōtiki District Plan, Council Policies and by-laws</li> <li>• Assisting external customers with navigating the legislation and plans</li> <li>• Providing information on planning and policy matters to the Policy Planner</li> <li>• Project work meets brief provided by Planning and Regulatory Group Manager, or Policy Planner.</li> </ul>	<ul style="list-style-type: none"> <li>• Advice is accurate, concise and timely. No justified complaints are received regarding the quality of the information and advice given</li> <li>• Customers and applicants are given assistance to understand what is needed and how to achieve their goal, rather than preparing the application on their behalf</li> <li>• The communication and language is relevant to the receiver.</li> <li>• Project work meets required outcomes, is well documented and professional.</li> </ul>
<p><b>Personal Development</b></p> <ul style="list-style-type: none"> <li>• Developing and maintaining professional knowledge and contacts.</li> </ul>	<ul style="list-style-type: none"> <li>• Training is undertaken to maintain skills and qualifications relevant to the job.</li> </ul>
<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Taking reasonable care to ensure the health and safety of yourself and others</li> <li>• Complying with Councils policy, work practices and instructions and contributing to a safe and healthy work culture.</li> </ul>	<ul style="list-style-type: none"> <li>• Near misses, injuries and illness are reported in accordance with Council's requirements</li> <li>• There are examples of engagement and promotion of health, safety and well-being in your work area.</li> </ul>
<p><b>Civil Defence</b></p> <ul style="list-style-type: none"> <li>• Undertake any necessary training to ensure preparedness for Emergency Management.</li> </ul>	<ul style="list-style-type: none"> <li>• Support is provided during an emergency.</li> </ul>

**Other duties expected of position holder:**

Undertake any other duties and functions as may be requested of you by your Manager.

**Note:**

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

**PERSON SPECIFICATION**

- Relevant planning qualification, or
- Significant equivalent expertise and experience
- A current driver’s license

**Key Job Competencies**

- Can accurately interpret, understand and apply relevant legislation and bylaws
- Able to give advice in a business-like, respectful and non-emotional way
- Excellent oral and written communication skills
- Can interact with a diverse range of people and customers
- Excellent interpersonal communication and customer relations skills
- Sound administrative, computer, data input and word processing skills
- Able to learn new program software
- Team player and able to work with minimum supervision
- Excellent time management and organisational skills
- Able to complete a variety of work

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position Holder

\_\_\_\_\_  
Date