



### Mahi Tahī

We are one team, stronger together as we work with and for our community to deliver outcomes that matter.

### #arohatōmahi

We love our work and know that our work matters. That is why we do what we say we will do and apply energy and enthusiasm across our mahi.

### Manaakitanga

We put our people first by showing them that they matter, through a focus on whānau's needs and aspirations.

### Tiakitanga

We proudly and professionally contribute every day to the care of our community and whenua with courage, positivity and mana – leaving a legacy which future generations will embrace.

## Details

JOB TITLE	Resource Consent Planner - Senior
REPORTS TO	Planning Team Lead
GROUP	Housing and Business Development
DIRECT REPORTS	Nil
FINANACIAL DELEGATIONS	Statutory delegation would apply as approved by Council.
	Local Government Act 2002: Sections 171, 172, 173, 174
WARRANTS REQUIRED	Resource Management Act 1991: Sections 38, 332
GRADE	19

*He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hāpori – mai i te pae maunga o Tararua ki te moana*

*With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.*

## Purpose

The purpose of this role is to apply expert planning knowledge to a broad range of resource consent applications, ensuring assessments are thorough, consistent, and aligned with the Resource Management Act, District and Regional Plans, National Policy Statements, and other relevant statutory frameworks. This includes delivering robust, well-balanced decisions that enable sustainable development and contribute to positive outcomes for our community.

As a senior member of the team, you will play a key role in shaping and improving how we deliver consenting services, driving continuous improvement to ensure our processes are timely, transparent, and responsive to customer and community needs. Central to this is upholding our commitment to Te Tiriti o Waitangi and actively strengthening Council's partnerships with iwi, ensuring mana whenua are meaningfully engaged as key contributors in shaping the future of our district.



You will also support the Planning and Development Team Lead in delivering the team's work programme, mentor others to build planning capability, and contribute to the Housing and Business Development Group's wider goal of delivering smarter, more collaborative and streamlined services.

## Skills, Knowledge and Experience

QUALIFICATIONS	A tertiary qualification in resource management planning, public policy or a related field.
EXPERIENCE	As a minimum, 5 years practical planning experience is required. Local government experience is preferred. Consulting experience would be looked upon favourably. Experience processing a range of resource consent and other applications, with the ability to form a complex planning argument. Proven leadership with evidence of operating independently and at a level expected from a Senior practitioner.
KNOWLEDGE	Extensive knowledge and understanding of the Resource Management Act; the ability to navigate Resource Management Act provisions are prerequisite in this role. Demonstrates a sound understanding of Tikanga Māori and Māori values and an appreciation as to how it relates to Council functions and plan and policy development. Has obtained expertise in MS Word, Excel, PowerPoint and other database and information management systems.
SKILLS	Excellent computer skills and proficient in Microsoft office/365, particularly Word and Excel.
ACHIEVEMENT	Writes robust planning assessment reports ranging in complexity. Demonstrates a strong focus on high performance and personal achievement. Brings a solutions focused approach to getting positive outcomes and is willing to go above and beyond to exceed expectations.
RELATIONSHIPS	Ability to build strong working relationships and become a trusted advisor and colleague.
PROBLEM SOLVING	Asks questions and can think logically to enable problems to be clearly understood. Weighs up options and implications, identifies strategies and plans, and is comfortable making recommendations for possible solutions to problems.
COMMUNICATION	Excellent written and oral communication skills. Ability to analyse and communicate complex planning Issues. Communication is clear, confident and effective at engaging with and influencing others. Outstanding interpersonal and relationship skills.
IMPLEMENTATION	Is reliable, detail-focused and professional knowledge is up to date. Matters are resolved at the first point of contact wherever possible. Complaints are handled effectively and efficiently. Excellent time management and project management skills and experience.
STRATEGIC AGILITY	Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies strategies and plans, and is comfortable with managed risks.
SELF-INSIGHT	Is aware of own strengths and weaknesses and actively seeks out opportunities for new learning and growth.
RESILIENCE	Remains calm, composed, and optimistic in stressful or high pressure situations.
TEAMWORK	Collaborates and supports team members to achieve their targets and bring out the best in those involved.
GROWTH MINDSET	Has a desire to learn more and is able to learn new information and skills quickly. Is able to apply learnt information to new problems. Quick to pick up technical concepts and jargon.



## Key Responsibility and Expected Outcomes



### Health, Safety & Wellbeing

Promote a strong health and safety culture by proactively modelling our values and hold self and others to account to Consistently follow all health and safety policies and legislative requirements.

### Leadership and Influence

Live our Values and focus on the Moments that Matter. Supporting your colleagues and empowering and inspiring growth and development across the organisation.

### Change Leadership

Be an advocate for and a driver of change. Be a Future builder, help others across the organisation navigate the future.



### Te Tiriti o Waitangi

Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work ensuring HDC projects are delivered in a culturally sensitive way.

### Community and Customer Focus

Champion community engagement having a strong focus on meeting quality standards for services and evaluation of customer outcomes and satisfaction.

### Relationship Management

Build networks and develop meaningful relationships with stakeholders both internally and outside Council. Internally, with Senior Management and team members from across Council, to ensure project planning is aligned with Council's services and strategic planning, externally with the public, contractors and consultants engaged for in projects and liaise with stakeholders as required on behalf of Council.



### Job Execution

Consistently deliver high-quality work while maintaining a positive and professional attitude. At times the way in which work is undertaken will count just as much as the output.

### Personal Development

Live the values of council and take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future roles.

### Risk Management

Effectively identify and manage risks, take actions to resolve and/or escalate issues to contribute to the maintenance of the risk management framework.

### Continuous Improvement

Identify continuous improvement practices to support the implementation and delivery of council's outcomes.



### Consent Applications

As a Senior Resource Consent Planner, you will take a lead role in processing a broad range of resource consent applications, with particular emphasis on complex or high impact consents, in accordance with all statutory requirements and the Planning Team's work programme. This senior-level position involves critically evaluating applications against the Resource Management Act, the District Plan, and other relevant planning instruments, ensuring that decisions not only meet legislative obligations but also align with the Council's strategic direction.

You will engage directly with applicants, consultants, iwi, and affected parties to clarify application details, identify potential non-compliance, and provide professional advice to facilitate high-quality planning outcomes.

Your responsibilities will include undertaking site visits, evaluating applications within their physical and policy contexts, and preparing thorough reports to support decision-making. You will act as reporting officer in hearings and contribute expert evidence when notified consents are considered.

Additionally, you will be responsible for reviewing building consent applications to ensure alignment with planning provisions, and processing associated approvals such as Outline Plans and Section 223/224 certifications. You may also be required to support the administration of the Development Contributions Policy, including undertaking development contribution assessments and responding to related customer enquiries.

### Planning Support

You will contribute to the ongoing development of internal policies, procedures, and tools that enhance the efficiency and consistency of consent processing and overall customer experience. This includes providing regulatory advice, leading or supporting process improvements, and working collaboratively across departments where planning expertise is required. You will deliver clear, accurate, and timely planning advice to applicants, the public, and internal stakeholders to support understanding of planning processes and statutory obligations. Strong time management and diligent recordkeeping are essential, ensuring statutory timeframes are met and actions are well documented. In all interactions, you will represent the Planning Team with professionalism and uphold Council's values, including a commitment to Te Tiriti o Waitangi and a customer-focused, collaborative approach to service delivery.

### Leadership

In this senior capacity, you will play a key role in mentoring and guiding developing planners, supporting their professional growth and quality of outputs. You will actively contribute to team culture and performance, helping to drive consistency, excellence, and continual improvement in how the Planning Team delivers its services.

### Customer Centric

Maintain a customer centric focus, ensure services are delivered in an effective and customer focussed way, and that effective working relationships are maintained with key stakeholders.

### Council Contribution

Actively and positively participate as a member of the Community Housing and Business Development and perform all reasonable duties as needed.

Be a positive culture contributor. Participate in Emergency Management activities.



## Alignment with our community outcomes



We uphold Te Tiriti o Waitangi and its principles and recognise the role of Mana Whenua as kaitiaki of their rohe. We support them to maintain and enhance tikanga with their ancestral lands and waterways, wāhi tapu and other taonga, and build mutually respectful partnerships with tangata whenua, supporting whanau, marae, hapū and iwi in achieving their aspirations.



We contribute to improving our natural environment for current and future generations to enjoy, and protect the important natural features in our district. We ensure our built environment supports the wellbeing of our people and manage competing pressures on resources sustainably.



We provide efficient, reliable and affordable infrastructure, developing and maintaining facilities and infrastructure to meet the needs of current and future generations. Our community facilities and infrastructure are resilient, helping us to respond to climate change and natural hazards, working with partners to develop infrastructure that enables growth.



We are business friendly, supporting diversity and resilience in our local economy and work with others to make our economy grow. We aspire for economic security for all of our people and seize growth opportunities for our district.



We value the diversity of our people, and how our district's heritage shapes our community's sense of identity and pride. We provide infrastructure, services, facilities and places to build resilient and connected communities where people of all ages and backgrounds feel included and safe. We are building collaborative relationships with service providers to enable all people to live positive and healthy lifestyles, encouraging our people to participate in local decision making.

