



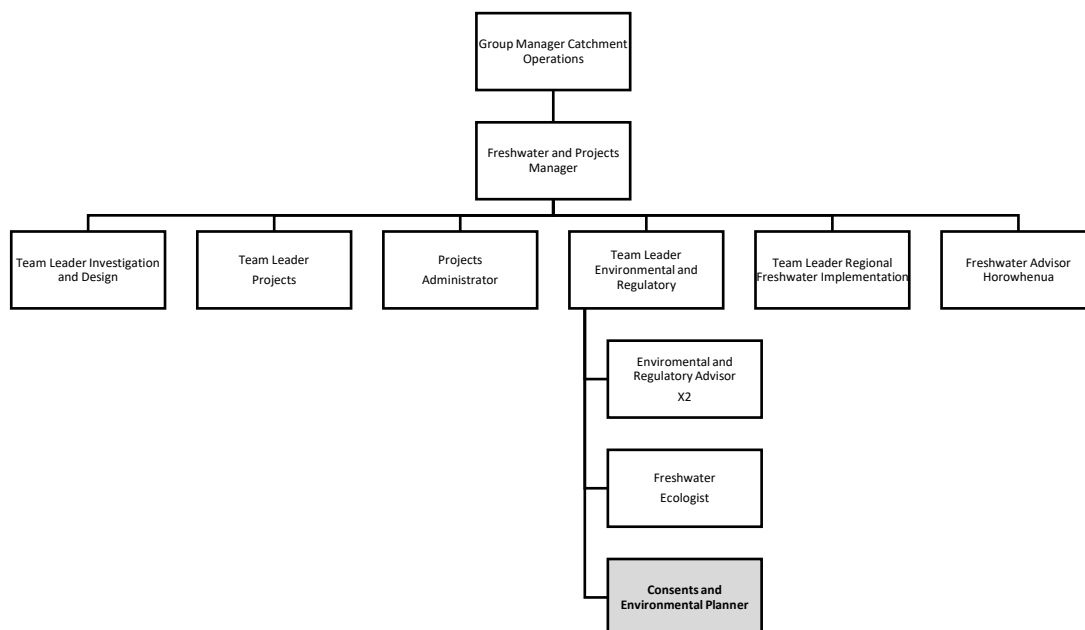
JOB DESCRIPTION

Job Title: Consents and Environmental Planner
Work Unit: Freshwater and Projects, Catchment Operations Group
Responsible to: Team Leader Environmental and Regulatory

Position purpose: To provide specialist environmental planning, consenting, compliance, and project management expertise to support the successful delivery of Catchment Operations programmes and projects. The role is responsible for leading and coordinating resource consent applications, monitoring compliance with regulatory permissions, providing technical and planning advice, and developing effective consenting and monitoring strategies for operational and capital works activities.

Salary: \$89,276 (85%) – \$105,030 (100%) *Indicative pay range*
Date: July 2026

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
- Other Local Authorities and Government Agencies - Iwi/hapū - Scheme Liaison committees - Ratepayers and the general public - DOC, Fish & Game, Ministry of Cities, Environment, Regions and Transport, and other stakeholders - Consultants and contractors - Independent hearing commissioners - Crown Research Institutes and Universities	- Catchment Operations Group - River Management team - Administration staff - Science team - Policy & Strategy team - Consents Planners - Consents Monitoring team - Environmental Data team

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
1. Permission Applications/processing	
- Provide advice to Catchment Operations on the consenting process, alongside options and alternatives for resource consent processes. - Direct and co-ordinate technical assessments to support resource consent applications and other regulatory processes. - Ensure Catchment Operations are aware of relevant parties with whom they should consult throughout the resource consent application processes. - Manage key stakeholder relationships in the context of the required project consents/permissions. - Participate in consent pre-hearing meetings. - Prepare and present evidence at local and Environment Court hearings for Catchment Operations applications and submissions. - Investigate and ensure various permissions and protections are in place through Resource Management Act 1991(RMA) mechanisms (e.g. designation of assets in Plans, bylaws).	- Consent applications are technically complete, contain sound and robust information that processing officers can make decisions on. - Technical expert briefs are well defined and scoped to ensure the technical elements of applications are well covered. - Stakeholder relationships are fostered and enhanced to ensure successful project delivery within requisite permissions, while also achieving key outcomes for Catchment Operations and their stakeholders. - Consent conditions are practical, clear, concise and provide certainty to Catchment Operations as the applicant. - Pre-meetings are attended and timeframes of Councils/Courts complied with. - Evidence is completed to a high standard and within timeframes set by the commissioners and/or Courts. - Requisite permissions and protections are in place for Catchment Operations works and assets.
2. Policy and Best Practice Development	
- Manage the development and updating of various best practice documentation (e.g. Codes of Practice, guidelines, SOPs). - Co-ordinate and provide input into national and regional policy and legislative development on behalf of Catchment Operations.	- Best practice documentation is developed and updated as necessary, ensuring Catchment Operations has practical yet up-to-date guidance documents in place. - Advocacy for Catchment Operations occurs in relevant policy and legislation development, particularly in the Natural Hazard and Flood Protection functions.

3. RMA and Regulatory Permissions Monitoring	
▪ Undertake monitoring of resource consents, associated conditions, and other regulatory permissions that Catchment Operations are operating under. ▪ Recording the results of inspections and / or project assessments as appropriate in Council database or records. ▪ Follow up on matters related to compliance within specified timeframes. ▪ Provide sound legal and technical advice to Catchment Operations concerning policy, rules and legislation.	▪ Activities are undertaken as per the regulatory permissions in which we operate. ▪ Data is captured and stored in an appropriate and timely manner. ▪ A proactive approach to compliance management is implemented and emerging compliance matters are responded to with priority. ▪ Regular compliance monitoring is undertaken using a risk-based approach to activities selected for monitoring. ▪ Any compliance incidents are responded to in a timely manner with concise and accurate records of the incident and associated responses.
4. Technical Operations	
▪ Undertake data management, analysis and reporting tasks to support the Catchment Operations Group. ▪ Provide technical support and technical solutions for projects. ▪ Assessing the technical/regulatory requirements (inputs) of a project 'in the field' to ensure all aspects of the project are addressed and the desired outputs and outcomes are achieved. ▪ Develop project plans or briefs as necessary. ▪ Coordinate with teams on the ground, stakeholders, iwi and the community around regulatory requirements and other permissions.	▪ Technical support and solutions are based on sound technical knowledge and relevant legislation. ▪ Field work and field inspections are carried out, recorded, are accurate and up-to-date. ▪ Project plans or briefs deliver outputs on time, in full, to desired standard. ▪ Strategy and/or Operational Plan responsibilities are completed, meeting standards and timeframes. ▪ Robust and trusting relationships with iwi/hapū and key stakeholders are developed and maintained.
5. Project Management	
▪ Establish technical working groups for large capital projects. ▪ Develop and propose recommendations for consenting strategies for large capital projects based on project risk profiles. ▪ Develop consent conditions for projects. ▪ Develop and undertake a consent monitoring programme for high-risk consents held and projects undertaken by the Catchment Operations group. ▪ Ensure information and files are appropriately organised and managed, in accordance with Catchment Operations expectations.	▪ Technical working groups have the full range of experts required for the project being undertaken. ▪ Consenting strategies are developed considering all risks providing recommendations through to management. ▪ Consents are granted with effects-based conditions, which are clear, concise and time bound. ▪ Compliance monitoring of high-risk activities is undertaken. ▪ Files and information are managed and organised to a high standard and in the appropriate locations.
6. Public Liaison	
▪ Facilitate, prepare and promote HRC, Catchment Operations and individual projects to the public, interest groups and project partners.	▪ Community involvement is achieved by facilitating diverse groups, identifying and clarifying unresolved issues, recommending action and modifying behaviour.

▪ Present information to the public on Catchment Operations regulatory compliance in a user-friendly manner. ▪ Support all HRC strategies and plans with an emphasis on Catchment Operations operational plans and individual project targets. ▪ Respond to complaints, general inquiries and requests for action. ▪ Organise and attend field days (e.g. formal or informal public events or focus groups). ▪ Provide presentations to the public.	▪ Up-to-date information is captured in an appropriate manner and stored within the systems available. ▪ Customers receive up-to-date and relevant information. ▪ Requests for information are responded to promptly. ▪ All customer contacts and queries are recorded in an appropriate database on a timely basis. ▪ Complaints are dealt with in an appropriate manner and escalated as appropriate. ▪ Presentations are informative and engage members of the public.
7. Corporate Contribution	
▪ Maintain own professional development. ▪ Undertake Performance Development tasks/responsibilities. ▪ Undertake Health and Safety tasks/responsibilities. ▪ Participate in emergency management training and activities as required. ▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed. ▪ Maintain Council plant and equipment. ▪ Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting).	▪ Appropriate training and development undertaken as agreed. ▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. ▪ Contribution to projects and corporate initiatives is effective and valued. ▪ Administration requirements are completed timely and accurately.

PERSON SPECIFICATION

Knowledge/Experience

Essential:

- Bachelor's degree in planning, environmental management or other relevant field.
- Minimum of 3 years proven experience in resources/environmental management.
- Experience in resource consenting processes and/or consents monitoring.
- Knowledge of the Resource Management Act 1991, consenting processes and requirements that are derived from the Act.
- Current full New Zealand Class 1 driver licence.
- Understanding of the Te Tiriti O Waitangi (Treaty of Waitangi) and the implications of the Treaty on today's society and the work that we undertake.
- Understanding and willingness to uphold tikanga and kawa.
- Quality Management System / Auditing experience.

Highly desirable:

- Experience in Environment Court hearings, pre-hearings and mediations.
- At least two years regional government experience or equivalent.
- Good working knowledge in a wide range of natural resource management areas.
- Involvement with large infrastructure projects from concept through to construction.

KEY JOB COMPETENCIES

Expert Knowledge

- Relevant planning and related legislation.
- Resource Management legislation including relevant National Policy Statements and National Environmental Standards.
- Project/time management skills.
- Problem solving/solution focus.
- Managing expectations.

Advanced Knowledge

- Communication skills.
- Natural resource management.
- Presentation skills.
- ESRI GIS and data management.
- Coaching/mentoring staff.
- Safe work practices.

Working Knowledge

- Database management.

Awareness

- Sensitivity to differing cultural perspectives.
- Community awareness.
- Political awareness.

COMPETENCIES FOR PERFORMANCE DEVELOPMENT

Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

Communication

- Use written and verbal language and style appropriate to the audience and context.

Teamwork

- Work constructively with people as a team member to achieve a common goal.

Dependability and Commitment

- Reliable and dedicated to achieving results.

Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

PERSONAL ATTRIBUTES

- Be comfortable engaging and working in partnership with iwi, hapū, whānau and tangata whenua corporations.
- Able to work effectively and positively with the general public, landowners, agencies and Governance and manage customer's expectations.
- Ability to manage multiple projects, conflicting priorities, differing personalities and deliver projects on time and on budget.
- An adaptable, open-minded demeanour.
- Excellent communication skills (verbal, written and presentations).
- Cheerful, approachable disposition with honesty and integrity a priority.
- Have a positive approach to change by responding to changes in job demands and adapting new strategies.
- Be willing to work as a part of team to drive continuous improvement.
- Be self-motivated and display a responsible, committed attitude to work and to the organisation.
- A commitment to the principles of Quality Assurance.
- An acceptance and ability to deliver the principles of good customer service.
- Agile and forward thinking, with the ability to think strategically and identify innovative solutions
- Good organisation skills, being able to self-initiate work, set own priorities and schedules and work to strict deadlines.
- A natural leader.

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

NGĀ UARA O NGĀ PAE | HORIZONS VALUES



Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

Approved: _____ (Manager) Date: ____/____/____

Read and Understood: _____ (Incumbent) Date: ____/____/____