



JOB DESCRIPTION

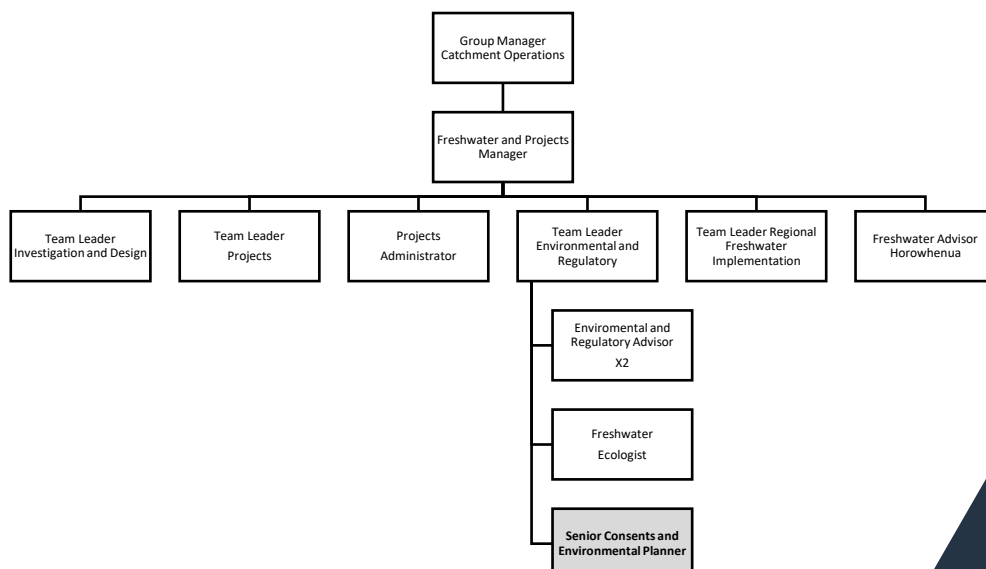
Job Title: Senior Consents and Environmental Planner
Work Unit: Freshwater and Projects, Catchment Operations Group
Responsible to: Team Leader Environmental and Regulatory

Position purpose: To provide strategic leadership and specialist expertise in environmental planning, consenting, compliance, and regulatory management for Catchment Operations programmes, projects, and assets. The role leads the development and implementation of consenting, compliance, and environmental management strategies, ensuring operational and capital works activities are delivered in accordance with legislative requirements, resource consent obligations, and Council objectives.

The position provides expert advice on complex regulatory matters, manages high-risk consenting and compliance issues, influences policy and operational outcomes, and drives best-practice environmental management. The role also provides mentoring, coaching, and technical guidance to staff, supporting capability development and fostering a culture of continuous improvement. Working collaboratively with internal teams, iwi and hapū, regulatory authorities, stakeholders, contractors, and the community, the role builds strong partnerships, manages environmental risk, and supports the sustainable management of natural resources through practical, solutions-focused leadership.

Salary: \$106,171 (85%) – \$124,907 (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	
- Lead advice on resource consenting requirements, options, and regulatory pathways for Catchment Operations. - Lead multidisciplinary technical assessments for resource consent applications and other statutory 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. - Lead the preparation and presentation of expert evidence at local authority and Environment Court hearings for Catchment Operations. - Investigate and ensure various permissions and protections are in place through 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	
- Lead the development, review, and implementation of best practice frameworks, including Codes of Practice, guidelines, and standard operating procedures, ensuring alignment with organisational objectives and operational requirements. - Provide strategic input and represent Catchment Operations in national and regional policy, regulatory, and legislative development processes, influencing outcomes that support operational delivery and organisational priorities.	- Best practice documentation is consistently maintained, fit-for-purpose, accessible, and actively supports consistent decision-making and operational delivery across Catchment Operations. - Catchment Operations priorities and operational insights are effectively represented in policy and legislative development, influencing outcomes that strengthen Natural Hazard and Flood Protection capability.

3. RMA and Regulatory Permissions Monitoring	
- Lead the monitoring and assurance of compliance with resource consents, associated conditions, and other regulatory approvals. - 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. - Lead the provision of expert legal and technical advice on policy, legislation, and regulatory requirements.	- Activities are undertaken as per the regulatory permissions in which we operate. - Data is captured and stored in an appropriate 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. - Decision-makers receive timely, authoritative advice that effectively manages legislative and regulatory risk.
4. Technical Operations	
- Undertake data management, analysis and reporting tasks to support the Catchment Operations team. - 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. - Lead collaboration with operational teams, stakeholders, iwi, and communities to navigate regulatory requirements and statutory approvals.	- 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.
5. Project Management	
- Lead and provide strategic direction to multidisciplinary technical working groups to support the successful delivery of large-scale capital projects. - Lead the development of strategic consenting approaches for major capital projects, aligning regulatory requirements with project risk profiles, delivery objectives, and organisational priorities. - Provide strategic oversight of consent condition development. - Develop consent implementation and monitoring strategies for high-risk capital projects. - Lead the development of consent compliance and monitoring programmes for high-risk consents, ensuring effective risk management, regulatory compliance, and successful operational outcomes. - Champion best-practice information management, ensuring project records are accurate, accessible, and aligned with	- Technical working groups are effectively led and appropriately resourced, enabling timely, informed decision-making and successful delivery of complex capital projects. - Consenting strategies are risk-based, aligned with project objectives, and endorsed by management, minimising regulatory risk and supporting programme delivery. - Consents are obtained with clear, practical, and enforceable conditions that effectively manage environmental effects while enabling efficient project implementation. - High-risk consent compliance is proactively monitored, with regulatory obligations consistently met and compliance risks effectively identified and managed. - Project information and records are governed to organisational standards, ensuring documentation is accurate, accessible, audit-ready, and supports effective project governance and decision-making.

organisational governance and operational requirements.	
6. Public Liaison	
- Facilitate, prepare and promote HRC, Catchment Operations and individual projects to the public, interest groups and project partners. - Lead the communication of regulatory compliance information to stakeholders and the public, ensuring clarity, transparency, and accessibility. - Support all HRC strategies and plans with an emphasis on Catchment Operations operational plans and individual project targets. - Lead the management of complex enquiries, complaints, and requests for action, ensuring timely and effective resolution. - Organise and attend field days (e.g. formal or informal public events or focus groups). - Provide presentations to the public.	- Community involvement is achieved by facilitating diverse groups, identifying and clarifying unresolved issues, recommending action and modifying behaviour. - 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. Team Development	
- Provide mentoring to staff within the Environmental and Regulatory Team, and wider Freshwater and Projects Team. - Assist other staff in achieving their own professional development goals. - Provide support and assistance to team members' welfare. - Provide leadership for the team. - Provide liaison, support and feedback to the Team, the Team Leader and the Freshwater and Projects Manager. - Review work prepared by other team members, as directed by the Team Leader. - Act on behalf of the team leader as required, ensuring continuity of operations.	- Team members are supported when dealing with problems that occur both internally and externally to the organisation through the provision of technical guidance and knowledge sharing. Team members gain new skills and build confidence and capability to solve problems independently. - Knowledge and expertise is shared and constructive feedback supports continuous learning. A positive, inclusive and respectful team culture is promoted where people feel valued and supported. - Team members are given guidance, direction and support in their working environment. - Provides effective communication between the Team and Team Leader raising any issues and concerns with the Team Leader in a timely manner. - Team outputs and customer service levels are maintained during Team Leaders absence and tasks are carried out efficiently and effectively.
8. 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 5 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.
- Be comfortable engaging and working in partnership with iwi, hapū, whānau and tangata whenua corporations.
- Able to work effectively with the general public, landowners and agencies and manage customer's expectations.
- Ability to manage multiple projects, conflicting priorities, differing personalities and deliver projects on time and on budget.
- 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

- Excellent communication skills (verbal, written and presentations).
- Cheerful, approachable disposition with honesty and integrity a priority.
- An adaptable, open-minded demeanour.
- Able to relate to and engage positively with a wide range of people, including Governance.
- Have a positive approach to change by responding to changes in job demands and adapt new strategies.
- Able to manage work demands and conflicting priorities with ease.
- A natural leader, willing to influence a team to strive for 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.

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: ____/____/____