

POSITION DESCRIPTION

Position:	Senior Resource Consents Planner
Department:	Resource Consents Planner
Location:	Queenstown
Reports to:	Team Leader – Resource Consents
Date:	June 2023

BACKGROUND

Queenstown Lakes District Council (QLDC) is a territorial authority in Te Waipounamu South Island of Aotearoa New Zealand, with a current resident population of approximately 48,300 which is projected to increase to 61,350 by 2031¹. The Queenstown Lakes District is also a premier tourist destination making a significant contribution to the national economy. In recent years, the district has experienced significant and sustained growth in both resident population, and in international and domestic visitor numbers. Our demand projections forecast this growth to continue². The overall growth pressures the district is experiencing has led to the 2021 -2031 Ten Year Plan setting out an ambitious programme of work, with over \$1.6 billion of capital investment to be made over the decade³.

QLDC has a central role to play in maintaining and enhancing the quality and liveability of the outstanding environment of the district. It also has a central role in development and regulation and provides high quality services and infrastructure to residents and visitors; managing the district's parks, trails, libraries and recreational facilities; enabling sustainable development through consenting services; and regulating local activities. QLDC's role in leading the recovery effort for the district in response to COVID-19, also means that the diversification of the district's economy is an increasingly important priority for our Council.

The community outcomes set out in the 2021 – 2031 Ten Year Plan are directly extracted from [Vision Beyond 2050](#), which is our community vision statement:



¹ [QLDC demand projections, March 2022](#)

² [QLDC demand projections, March 2022](#)

³ [QLDC Ten Year Plan 2021 - 2031](#)

VISION, MISSION AND VALUES

We're proud to be QLDC, and in response to the growth the district has experienced over recent years the QLDC organisation has itself experienced substantial growth. With an employed workforce of approximately 550 in July 2022, and a range of partner organisations delivering services on behalf of Council, QLDC is also a significant employer in the district. The range and types of work carried out at QLDC are extensive, and complex; becoming increasingly so as the district continues to grow.

Our culture is an important part of who we are. The vision, mission and values set out below are the foundation for our organisational culture; how and why we go about things:



PURPOSE

The Senior Planner Resource Consents processes resource consent applications (both land use and subdivision), particularly more complex applications. A key focus is making sound recommendations on decisions in accordance with the requirements of the Resource Management Act and the District Plan. These recommendations on decisions will be delivered to the high quality standards specified and within the timeframes set under the Act.

The Senior Planner Resource Consents is also appointed as the senior to a number of applications, where they providing technical guidance, review the planner's recommendation, and exercises decision making under Council's delegations.

Other duties include:

- Processing new and altered designations and outline plans
- Approvals under the Local Government Act
- Attending pre-application meetings
- Assisting peers with responding to technical complex queries

- Mentoring and coaching more junior members of the team

KEY TASKS

Operational Excellence

- Assist with the administration of the QLDC District Plans (operative and proposed) including the processing of resource consent applications and drafting of recommendations, including subdivisions.
- Delegated decision-making on various applications under the RMA, particularly resource consents.
- Prepare responses and advice on planning issues as directed.
- Prepare and present evidence for Council at hearings, mediation and Environment and other Court hearings (where required).
- Ensure that accurate and up to date records are maintained in relation to responsibilities.
- Ensure a high standard of customer interface.
- Provide mentoring, training, advice and guidance to other planning staff.
- Champion QLDC commitment to excellence, innovation and quality.
- Implement and continually improve service delivery policies, processes and systems in order to provide effective and efficient resource consenting activities.

Relationship Management

- Establish ongoing dialogues with customers and key stakeholders and be proactive in building strategic alliances consistent with QLDC's vision.
- Cultivate a professional and positive image for QLDC with the media and the community.

Corporate Responsibilities

- Build commitment to QLDC's vision, values and services.
- Willingly undertake any duty required within the context of the position.
- Manage own personal health and safety and takes appropriate action to deal with workplace hazards, accidents and incidents.
- Comply with all legislative requirements.
- Adhere to QLDC's Code of Conduct.

KEY RELATIONSHIPS

Internal:

- General Manager, Planning & Development
- Manager and Team Leaders, Resource Consents
- Wider resource consenting team
- Resource Management Development Engineering team
- Policy Planning Team
- Monitoring and Enforcement team
- Legal advisors (in house and external)

External:

- The community
- Applicants and their agents
- Expert Consultants

Contractors and consultants

ACCOUNTABILITIES AND DELEGATIONS

- No financial delegations held.
- Delegated authority to make decisions on non-notified resource consents and other RMA, and LGA provisions.
- No direct reports.

PERSON SPECIFICATION

Education

- Tertiary qualification in planning (e.g., bachelor's in resource management or urban planning). Related discipline may be considered.
- Membership of the New Zealand Planning Institute or equivalent, or eligibility for membership, is desirable.

Experience

- Significant knowledge and practical application (5+ years) of the Resource Management Act 1991 and allied legislation, in particular processing and/or making applications for resource consent (both land use and subdivision) and implementing a District Plan.
- Demonstrated ability to present topics to your peers, the public, professionals, at Council level hearings and meetings. Environment Court work and mediations would be an advantage.
- High level of planning technical capability.
- Be able to lead others and show leadership, both technical and behavioural, across team and wider Council.
- Proven track record of developing and maintaining positive relationships across a broad range of stakeholders.
- Extensive networks in, and credibility with the stakeholder community.

General

- Excellent oral and written communication skills.
- Highly motivated and achievement-oriented professional.
- Can-do and outcome-focussed attitude.
- A problem-solving mind set and ability to think strategically, pragmatically and outside the box.
- Encourage collaboration and work positively in a team environment.

COMPETENCIES

Core competencies for all employees of QLDC:

Integrity	<ul style="list-style-type: none"> ▶ Represents QLDC in an honest, ethical and professional way, supporting a culture of integrity and professionalism ▶ Acts on QLDC’s vision, mission and values even when it is uncomfortable or difficult to do so ▶ Follows through on agreements; can be relied on to complete tasks and meet commitments ▶ Champions safety and wellbeing by role modelling safe and healthy work practices
Delivering Quality Results	<ul style="list-style-type: none"> ▶ Emphasises progress over perfection, taking action and initiative to resolve issues within established process and procedure ▶ Identifies key tasks needed to achieve objectives, establishing timelines and milestones to reach future state ▶ Shows commitment to completing work activities effectively ▶ Has a can do, will do attitude – taking on new challenges, making the most of every opportunity
Adaptability	<ul style="list-style-type: none"> ▶ Adjusts your plan and approach as the situation changes to deliver the best outcome ▶ Adapts pace of work to meet organisational demands ▶ Is open to new ideas and is willing to try new ways of doing things ▶ Aware of your impact on others and adjusts approach accordingly
Customer Focus	<ul style="list-style-type: none"> ▶ Is dedicated to meeting the expectations and requirements of internal and external customers ▶ Ensures actions, processes and decisions deliver sustainable customer satisfaction and support QLDC’s interests ▶ Communicates effectively with customers and stakeholders to identify their needs and requirements ▶ Knows and understands the customer’s position and looks for opportunities to add value and create a great customer experience
Managing Relationships	<ul style="list-style-type: none"> ▶ Establishes and maintains effective relationships with stakeholders and gains their trust and respect ▶ Listens carefully with an open mind and is receptive to others' ideas ▶ Is aware of and responsive to cultural differences when engaging with people and groups ▶ Ensures actions, processes and decisions deliver sustainable relationships and support QLDC’s interests
Valuing Diversity	<ul style="list-style-type: none"> ▶ Displays an open-minded, non-judgmental attitude towards others ▶ Continues to listen and attend to others when they are being unclear or ‘difficult’ ▶ Actively seeks input from others who may have different perspectives and views ▶ Role models respect and sensitivity to diversity and difference to ensure an inclusive team environment
Organisational Awareness	<ul style="list-style-type: none"> ▶ Applies an understanding of QLDC’s culture and values to their activities ▶ Knows how QLDC works – both the formal and informal channels to use ‘to get things done’ ▶ Adapts quickly to change and uncertainty, approaching change positively and as an opportunity for learning and growth

Competencies specific to the role:

Problem Solving	<ul style="list-style-type: none"> ▶ Identifies potential problems, barriers, and risks and takes action to resolve them ▶ Seeks input and the perspectives of others to support efficient and effective problem solving ▶ Exercises judgement and makes good decisions ▶ Tries different approaches to overcome current obstacles and persists with efforts until an effective solution is found
Decision quality	<ul style="list-style-type: none"> ▶ Makes good decisions based upon a mixture of analysis, wisdom, experience and judgement; most solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
Resilience	<ul style="list-style-type: none"> ▶ Demonstrates resilience by remaining composed and persevering through difficult or stressful situations ▶ Role models patience and tolerance when dealing with inconveniences and difficulties ▶ Recovers quickly from setbacks and adverse events ▶ Takes personal responsibility for decisions, actions, and mistakes
Influencing and Negotiating	<ul style="list-style-type: none"> ▶ Considers how you will influence over time and adopts a number of deliberate strategies to influence and communicate with others ▶ Achieves effective solutions and outcomes within challenging relationships, or when dealing with ambiguous and conflicting positions ▶ Picks up on people's social cues and reactions, and adjusts your approach accordingly ▶ Encourages others to talk, share and debate ideas to achieve consensus
Collaborating	<ul style="list-style-type: none"> ▶ Accepts and supports team decisions, is a 'good team player', do your share of the work ▶ Willingly shares information, knowledge and experiences with others ▶ Seeks out and works with others, regardless of team, function, business unit, geography, professional boundaries ▶ Fosters open dialogue and feedback
Inspiring, Direction and Purpose	<ul style="list-style-type: none"> ▶ Champions QLDC's vision and strategy and communicates the way forward generating enthusiasm and commitment to goals ▶ Effective teacher of processes and how to manage planning matters that arise. Models desired behaviours, including professionalism, positive attitude and hard working.
Strategic Agility	<ul style="list-style-type: none"> ▶ Engages in critical questioning, looking for underlying causes and seeks to address those rather than make a "quick fix" ▶ Uses an in-depth understanding of local business and cultural practices to complete negotiations, resolve problems, and / or create business / community opportunities ▶ Uses analytical techniques to identify several solutions and weighs the value of each ▶ Anticipates and assesses the impact of changes to work-plans and initiatives such as changing political / economic conditions and responds appropriately