



**Tauranga** City

## Job description

<b>Title</b>	Senior Environmental Planner
<b>Number</b>	100881
<b>Group</b>	Regulatory and Compliance
<b>Division</b>	Environmental Planning
<b>Reports to</b>	Team Leader: Environmental Planning
<b>Direct reports</b>	N/A
<b>Date</b>	30/03/2022

### Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

### Job purpose

The purpose of this role is to facilitate development in a way that makes Tauranga better for everyone by ensuring that resource use is rigorously assessed and appropriately allocated in accordance with agreed community outcomes. This is achieved by providing senior expertise and technical knowledge to deliver the Resource Management Implementation Functions within the Tauranga City Council by making decisions under delegation, processing complex Resource Management Act applications, providing expert advice to internal and external stakeholders, leading and resolving conflicts, mentoring within the team and contributing to continuous improvement.

### Key outcomes

<b>Professional relationships are developed, maintained and leveraged to achieve business goals.</b>	<ul style="list-style-type: none"><li>• The Senior Environmental Planner cultivates relationships that are trusted, sustainable and effective.</li><li>• Ensure effective communication to customers is delivered in accordance with corporate response standards.</li></ul>
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	<ul style="list-style-type: none"> <li>• Maintain a strong relationship and liaison with the development community (including internal TCC projects), iwi and hapu, stakeholders and other agencies.</li> <li>• Professional relationships are leveraged to benefit the achievement of team goals.</li> <li>• Environmental Planning is represented and gets benefits from involvement in cross council forums and programs so that we can be leaders and the benchmark in the sector.</li> <li>• Consultative process with interest groups maintained.</li> </ul>
<b>The Environmental Planning Team are regarded as experts in their field, ensuring advice is best practice while meeting legislative requirements.</b>	<ul style="list-style-type: none"> <li>• Expert evidence is provided to Council, Environment Court, High Court and other authorities.</li> <li>• Provide Peer Review feedback and mentoring to ensure robust and timely decision making.</li> <li>• Provide senior expertise and technical direction on RMA and other relevant legislation.</li> <li>• Provide qualified advice and guidance to all customers on environmental planning issues and RMA implementation.</li> <li>• Provide dedicated senior support to junior Planners on complex applications and lead resolution of issues where necessary.</li> <li>• Ensure early identification and effective communication to stakeholders of issues and risks associated with the resource consent process.</li> <li>• Contribute to the development of Council's policies and strategic direction. Identify Council liability and manage risk in association with decision making.</li> </ul>
<b>The Environmental Planning Team produce quality decisions that facilitate positive outcomes whilst avoiding inappropriate land use and development.</b>	<ul style="list-style-type: none"> <li>• Make decisions on resource consent applications that are robust and legally defensible.</li> <li>• Process significant resource consent applications where there are complex or original planning concepts with little or no precedent.</li> <li>• Review notified and non-notified reports so as to provide consistency and accuracy in decision making for internal and external reports.</li> <li>• Manage special projects as directed by the Manager: Environmental Planning.</li> <li>• Coordinate the provision of specialist input and legal services.</li> </ul>
<b>The continuous improvement of the</b>	<ul style="list-style-type: none"> <li>• Leading and/or contributing to review of business processes and tools, such as templates and pre-</li> </ul>

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<b>Resource Consent process.</b>	<p>application processes, and implement changes which improved the delivery of business.</p> <ul style="list-style-type: none"> <li>• Leading and/or contributing to the development of Planners and successful implementation of business through targeted learning and development sessions.</li> <li>• Meet regularly to identify, discuss and resolve implementation issues which arise in day-to-day business such as interpretation determinations. Provide regular feedback to the wider Team on issues and their resolution.</li> <li>• Engage experts where necessary such as Solicitors and external Planning resources to assist interpretation determinations and development.</li> </ul>
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The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

## Person specifications

Essential
<ul style="list-style-type: none"> <li>• Tertiary qualification in Environmental Planning, and preferably a relevant post-graduate qualification.</li> <li>• 5 plus years of post-graduate experience in implementation of the RMA.</li> </ul>

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## Our values

### **Pono / Integrity**

We do what we say we will do

### **Manaakitanga / Respect**

We listen to all views and show we care

### **Whāia te tika / Service**

We do the right thing for our community  
and each other

### **Whanaungatanga / Collaboration**

We work together and create connections