



TaurangaCity

Job description

Title	Environmental Planner
Number	6EP24A-H
Group	Regulatory and Compliance
Division	Environmental Planning
Reports to	Team Leader: Environmental Planning
Direct reports	N/A
Date	[Date the position description finalised/issued]

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 primary purpose of this role is to provide expertise and technical knowledge to deliver the Resource Management Implementation Functions within the Tauranga City Council by processing a broad range of Resource Management Act applications and Building Consent reviews under the Building Act, providing expert advice to internal and external stakeholders, assisting in conflict resolution, and contributing to continuous improvement.

Key outcomes

Professional relationships are developed, maintained and leveraged to achieve business goals.	<ul style="list-style-type: none">• The Environmental Planner Team maintains and enhances relationships that are trusted, sustainable and effective.• Liaison with relevant specialists and service providers on environmental consent matters including delivery through the Project Information Memoranda (PIM) process under the Building Act 2004.
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<p>The Environmental Planning Team is held accountable for delivering agreed community expectations of the City Plan, and legislative requirements of the RMA.</p>	<ul style="list-style-type: none"> • Provide qualified advice and guidance on environmental planning matters and RMA implementation. • Process resource consent application within timeframes. • Engage and co-ordinate specialist input such as Engineering, Transportation and Urban Design and to inform matters relevant to the City Plan in the processing of resource consents. • Contribute to the development of Council's policies and strategic direction as they relate to environmental planning. • Contribute to the public facing Duty Planner Service, co-ordinating and responding to the broad range of City Plan related enquiries and challenging customers.
<p>The Environmental Planning Team's work plan objectives are achieved.</p>	<ul style="list-style-type: none"> • Project manage, evaluation and processing of land use, subdivision, RMA and associated consents. • Identify Council liability and manage risk when project managing jobs, providing advice and making recommendations. • Effective reporting and presentation of written and verbal material to groups of people including Council committees, the public and the Court, in respect to RMA consents.
<p>The Environmental Planning Team shall contribute to the Continuous Improvement of the delivery of Resource Management Act Implementation.</p>	<ul style="list-style-type: none"> • Contributing to review of business processes and tools, such as Duty Planner and Pre application service and Project Information Memorandums, and assist in implementing changes which improve the delivery of business and cost-effective processing to applicants. • Contributing to the development of Planners and successful implementation of business through support and mentoring of Environmental and Graduate Planners. • 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.

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">University Degree in Resource Management Planning or related subject matter.

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WHANAKE TE TAI

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