



TaurangaCity

Job description

Title	Planning Technician
Number	6EP23A-C/6EP23B; 100191
Group	Regulatory & Community Services
Division	Environmental Planning
Reports to	Team Leader: Environmental Planning Support
Direct reports	N/A
Date	10/08/2026

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 effective technical and administrative support to the Environmental Planning Team to meet Council's obligations of providing resource consenting and associated regulatory and processing functions.

Key outcomes

Ensure financial management and statistical reporting is timely, accurate and efficient.	• Provides information to finance staff to correctly allocate application payments. • Calculate, review, and generate electronic invoices on all fees and charges associated with application processing. • Monitor and audit the recording of timesheets. • Manage the debt recovery process for applications processed by the Environmental Planning Team. • Generate and manage purchase orders and sundry debtors.
---	--

Here to make Tauranga better

WHANAKE TE TAI

	• Generate statistical weekly/monthly reporting for annual plan reporting and modelling of growth by other departments e.g. Growth Funding team/Infrastructure. • Distribute reports to relevant teams and customers (e.g. Iwi, Policy and Rates team). • Co-ordinate and audit data for the MfE NMS yearly reporting requirement.
The Planning Technician is held accountable for delivering high level administration and technical support.	• Receive, quality check, circulate and co-ordinate all documents and correspondence under RMA and associated legislation. • Implementation and updating of systems as it relates to resource management consents and other relevant applications. • Co-ordinate and assist the resource management consents process with referrals, submissions, hearings, decisions and seeking confirmation from LINZ regarding amalgamation conditions. • Support Development Engineering Administration through the RMA 223/224 process including co-ordinating the bond process.
The Planning Technician ensures customers receive accurate information and experience a high level of service.	• Assist with Internal training on application related modules and processes. • Co-ordinate pre- application meetings. • Liaise with external/internal customers to ensure quality information is provided to facilitate timely and efficient processing of all stages of Resource Management Applications. • Foster efficiencies/improvements across resource consent processes to ensure consistency.

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
• At least 5 years in a similar technical role. • Knowledge of the Resource Management Act 1991 • Excellent communication skills both written and orally. • Attention to detail, organizational skills with the ability to manage multiple projects and prioritise tasks and initiatives from conception to conclusion. • Proficient at using Microsoft packages to intermediate level and the ability to apply sound PC skills across other specific application/tools relevant to the role.

Here to make Tauranga better



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