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| ***POSITION DESCRIPTION*** | |
| **POSITION TITLE** | Senior Consents Officer |
| **DEPARTMENT** | Regulatory & Policy |
| **REPORTS TO:** | Manager – Consents |
| **DIRECT REPORTS** | Nil |
| **POSITION PURPOSE**  As a Senior Consents Officer, you will play a key leadership role in ensuring the effective, efficient, and customer-focused delivery of resource consent services across the West Coast region. You will provide expert advice, mentor team members, and contribute to positive environmental outcomes by guiding complex applications through the consenting process under the Resource Management Act 1991 and other legislation.  This role combines technical expertise with people leadership, helping us continuously improve how we serve our communities, support sustainable resource use, and respond to the unique needs of the West Coast.  The Regulatory and Policy Group is committed to recognising Council’s Mana Whakahono ā Rohe arrangement in day-to-day RMA processes. | |
| **DATE OF REVIEW** | July 2025 |
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| **ORGANISATIONAL CONTEXT** | |

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| ***KEY RELATIONSHIPS*** | | | |
| **EXTERNAL** | | **INTERNAL** | **COMMITTEE/GROUPS** |
| * Public * Consultants * Industry Peers * Other service providers | | * All staff | * Standing Committees of Council * Iwi |
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| ***FINANCIAL RESPONSIBILITIES*** | | | |
| As per the Financial Delegations Register   * Jobholder can spend unbudgeted capital **N.** * Jobholder is responsible for committing the organisation to long term contracts **N** | | | |
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| ***KEY ACCOUNTABILITIES*** | | | |
| KEY RESULT AREAS | EXPECTED OUTCOMES/PERFORMANCE INDICATORS | | |
| **Values** | The best interest of the organisation are represented at all times ensuring Council values are reflected in behaviours and professional delivery of role. | | |
| **Technical Leadership on Resource Management Matters** | Lead the assessment and reporting on complex and contentious consent applications to ensure quality, accuracy, and legal robustness. Present evidence and professional opinions at consent hearings and in Environment Court proceedings. Act as a subject matter expert on resource management legislation and Council planning documents. Prepare technical memos and provide high-quality advice internally and externally on consenting matters. Represent the Consents team in planning projects and interdepartmental initiatives. | | |
| **Consent Processing and Decision Making** | Manage a diverse range of applications from pre-application advice through to final decision-making, ensuring compliance with statutory timeframes and best practice. Provide timely and accurate advice to applicants, affected parties, and internal stakeholders on RMA requirements and regional plan provisions. Maintain up-to-date records in Council systems, including processing times, consultant engagement, and chargeable time allocations. Make sound, legally defensible decisions in line with Council’s delegations and statutory obligations. | | |
| **Team Mentorship and Support** | Mentor and support Consents Officers, sharing knowledge and building team capability through coaching and training opportunities. Lead by example to foster a high-performing, collaborative, and customer-focused team environment. Support the Consents Manager in work programme planning, budget monitoring, and performance reporting. Contribute to a culture of continuous improvement, helping the team respond positively to changing demands and expectations. | | |
| **Stakeholder and Customer Engagement** | Build and maintain strong working relationships with applicants, consultants, iwi, and community stakeholders. Work with colleagues across the organisation to ensure a joined-up approach to resource management. Resolve challenging customer issues diplomatically, supporting fair and balanced outcomes. Actively promote the work of the Consents team and the Council, helping to grow understanding and trust in our processes. | | |
| **Health, Safety and Wellbeing** | Demonstrates a strong understanding of the Health and Safety at Work Act and adheres to Council's health, safety, and wellbeing policies and procedures. This includes:   * Promoting and maintaining safe work practices within the team, consistently leading by example. * Ensuring compliance with all reasonable health and safety policies and procedures issued by Council. * Taking reasonable care for your own health and safety and that of others, avoiding actions or omissions that could cause harm. * Following Council procedures, including proper use of personal protective equipment (PPE) and safety gear. * Promptly reporting all hazards, incidents, injuries, work-related illnesses, and near misses to support effective risk management. * Ensuring timely and accurate documentation of all health and safety events and taking appropriate corrective action. * Supporting internal audits, assessments, and incident investigations as required by the Health, Safety and Wellbeing team. * Attending mandatory health and safety training and maintaining current certifications. * Actively engaging in Council-wide health, safety, and wellbeing initiatives and continuous improvement efforts. | | |
| **Organisational Contribution and Engagement** | **Collaboration and Culture Engagement**  Foster a respectful, inclusive, and culturally aware work environment. Support diversity and inclusion initiatives and uphold the Council’s obligations under the Treaty of Waitangi and the Treaty Settlement Act, including observing cultural protocols when engaging with iwi and other stakeholders.  **Emergency Management Participation** Participate in civil defence and emergency management activities as required, contributing to the Council’s statutory emergency preparedness and response obligations.  **Additional Responsibilities** Undertake additional duties as reasonably required. Embrace change through continuous learning, setting personal development goals with your people leader, and staying open to feedback and innovation. Actively share knowledge, mentor colleagues, and contribute to cross-team collaboration to support organisational goals and enhance overall performance. | | |

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| ***PERSON SPECIFICATION*** | | |
| **QUALIFICATIONS**  *(or equivalent level of learning)* | **Essential** | **Desirable** (for recruitment purposes only) |
| A tertiary qualification in Environmental Science, Planning, Resource Management, or a related field. |  |
| **EXPERIENCE**  *(Indicate years of experience required as appropriate)* | Minimum of 5 years’ experience in resource management or consent processing. |  |
| **SKILLS/ATTRIBUTES/JOB SPECIFIC COMPETENCIES**  *(Typically, be expected for 100% fully effective in role)* | A full, clean New Zealand driver’s licence. Advanced understanding of the Resource Management Act 1991 and associated national direction and case law. Skilled in interpreting and applying regional plans and rules to real-world scenarios. Strong analytical and problem-solving ability, with attention to detail. Confident communicator, able to engage effectively with a wide range of people. Empathetic and respectful in all interactions, with a genuine desire to support sustainable outcomes for the West Coast. Able to manage competing priorities and maintain composure under pressure. Commitment to continuous learning and sharing knowledge with others. Appreciation of Te Tiriti o Waitangi and how it informs environmental decision-making. | |

*To adapt to the evolving nature of our work environment, including technological advancements and statutory changes, it may be necessary to periodically review and update this job description. These updates can occur as part of the annual performance cycle's preparation or as needed. The manager of this position, in consultation with the position holder, may initiate these updates. This job description should be reviewed during the preparation phase of performance planning.*

Employee Name Date  
Employee Job Title

Approved: Manager Name Date  
Manager Job Title

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