

POSITION DESCRIPTION

TITLE: Environmental and Resource Planner	VACANCY NO: 24145
UNIT: Technical Services & Design (TSD)	GROUP: Infrastructure, Planning and Regulatory Services
REPORTS TO: Team Leader TSD Parks & Landscapes	DIRECT REPORTS: Nil
LOCATION: Any Christchurch City Council Location	DATE: September 2021

Purpose of the position:

- The Technical Services & Design (TSD) teams provide an in-house consultancy service for design and other related technical services. This role is to provide the following:
 - To provide planning services to assist the delivery of Council's capital programme.
 - Providing assessments and reporting on planning issues, aimed at promoting anticipated or improved environmental outcomes in line with the organisational objectives, as required.
 - Provide advice and information to support Council's compliance with the requirement of the Resource Management Act and to limit Council vulnerability to enforcement action.
 - Support to the Technical Services and Design teams in meeting its environmental and statutory requirements as it relates to resource management and environmental planning.

General:

As an employee of the Council you are required to:

- Respond to the changing needs of the Council, performing other tasks as reasonably required.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policy.
- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Christchurch City Council policies and processes.
- Be associated, as required, with **CIVIL DEFENCE** or any exercise that might be organised in relation to this council function.
- Assist, support and respond to, as reasonably required, any event where the Business Continuity Plan is activated.

Key Areas Of Accountability

Environmental and Resource Planning

- Undertake tasks that support the provision of professional assistance on aspects of Environmental and Resource planning.
- Provide technical advice to other Council Units including input into planning requirements and resource consenting.
- Support in the preparation of Resource Consents and Environmental Management Plans (EMPs).
- Assess the planning and environmental risks associated with smaller Council projects, and their implications in terms of the Resource Management Act, District and Regional Planning processes.

Key Areas Of Accountability	
	<ul style="list-style-type: none"> Communicate findings in a clear and understandable manner, in writing and verbally, to the Team Leader, Senior Environmental Planner, or other TSD staff and clients.
Expert Advice	<ul style="list-style-type: none"> Provide information to support accurate, timely and consistent Environmental and Resource planning advice on all aspects of planning activities that have the potential to impact on the natural and cultural environment. In particular key environmental risks: <ul style="list-style-type: none"> Application of Global Consents; Discharges of contaminants (chemicals, hydrocarbons, sewage, stormwater); Contaminated land management (HAIL sites); Sensitive vegetation (protected trees and vegetation); Ecological sites (freshwater, waterways, wetlands/coastal environments); Archaeological, heritage and cultural areas; Provide information to support advice and guidance to ensure Council is as far as practicable working within the legal and planning framework and acting responsibly to avoid enforcement action from regulatory bodies.
Professional Management	<ul style="list-style-type: none"> Undertake continuing professional development to extend professional Environmental and Resource Planning knowledge and skills.
Relationship Management	<ul style="list-style-type: none"> Contribute to a team environment that encourages participation, initiative, innovation, flexibility, trust, responsibility, and accountability which is consistent with the Council's values. Provide information to support the fostering of strong partnerships with Tangata Whenua in relation to the cultural and natural environment.
Reporting	<ul style="list-style-type: none"> Assist with project and programme monitoring and reporting, and report against plans to measure performance against agreed objectives.
Compliance	<ul style="list-style-type: none"> Assist with the preparation of appropriate consent applications, including assisting with the preparation of environmental impact assessments. Provide information to ensure environmental non-compliance events and risks are minimised, as required. Provide information to ensure Council is compliant with national environmental standards. Assist with the monitoring of compliance with conditions associated with the Council Global Consents and archaeological authorities, as required.
Health & Safety	<ul style="list-style-type: none"> Responsible for keeping yourself and others safe while at work, complying with Council health and safety systems and wearing protective clothing and using equipment provided.
Budget	<ul style="list-style-type: none"> Accountable and responsible for managing a budget of \$ Nil.
Delegations	<ul style="list-style-type: none"> Delegated authority is as per the Register of Delegations on the Christchurch City Council website.

Key Relationships/Customers:	
Internal	Nature of the Relationship
Team Leader	Reports to

Senior Environmental and Resource Planner	Mentoring and coaching from
TSD staff	Engages with, collaborates with
Strategic Policy and Performance Group, Citizens and Community Group, Resources Group and Three Waters and Waste Group.	Providing services to, communicating, collaborating and co-operating with
External	Nature of the Relationship
Professional service and other providers e.g. consultants	Share information with
Environment Canterbury and other Territorial Authorities, Ngāi Tahu and Te Rūnanga, Government Agencies (NZTA, HPT, DoC, MfE)	Share information with

Formal Qualifications and Training	Required	Desirable
A post graduate degree or degree in Planning, or a specific relevant planning based qualification (e.g Resource Management).	✓	
Registered member of the New Zealand Planning Institute (NZPI), Environmental Institute of Australia and New Zealand (EIANZ) or a relevant resource planning professional organisation.		✓
A full, current vehicle driver's licence.	✓	

Key Experience/Knowledge/Skills/Competencies	Required	Desirable
3 – 4 years of relevant post-graduate experience, preferably in a multi-disciplinary organisation or local/regional government.	✓	
A detailed working knowledge and appreciation of the Resource Management Act and its principals, the Resource Consent process and the wider planning and legal framework.	✓	
Excellent communication including report writing and presentation.	✓	
Understanding and experience in local government planning, policy, and project delivery.	✓	
Strategic focus: <ul style="list-style-type: none"> Keeps up to date with Council and community activity that affects their role and the roles of others in their immediate team. Understands the services provided on behalf of Council are detailed in an Annual Plan and a Long Term Plan. Is aware of the need to consider community desires within social, economic, environmental and legislative constraints. Appreciates the need for long term strategies that steer the nature of the services Council delivers. 	✓	
Communication: <ul style="list-style-type: none"> Engages with others; listening and showing respect for their input, suggestions and feedback. 	✓	

Key Experience/Knowledge/Skills/Competencies	Required	Desirable
<ul style="list-style-type: none"> • Puts forwards suggestions, ideas and feedback. • Shares relevant information with colleagues. • Communicates clearly and constructively, verbally and in writing. • Considers their audience and adapts their communication accordingly. 		
<p>Working collaboratively:</p> <ul style="list-style-type: none"> • Co-operates to find solutions which achieve your goals and those of others. • Asks others for their ideas and input. • Helps others willingly and is willing to accept help. • Gets to know people outside of their own team. 	✓	
<p>Learning & growth:</p> <ul style="list-style-type: none"> • Ensures skills and knowledge for current role are maintained and improved. • Takes opportunities to share their knowledge with colleagues. • Seeks new challenges and opportunities to learn. • Listens to feedback on own performance, responds constructively and considers ways to improve and/or develop. • Admits to, and learns from mistakes. 	✓	
<p>Planning & self-management:</p> <ul style="list-style-type: none"> • Is clear on individual goals and how these support team goals. • Takes responsibility for their own work and performance. • Plans how they will meet their goals, manages their own time and progress. • Follows through on commitments, whilst balancing personal and work life. 	✓	
<p>Problem solving:</p> <ul style="list-style-type: none"> • Is responsive to problems and takes the initiative to find solutions. • Is curious and looks beyond the obvious for solutions. • Anticipates potential problems and develops actions to prevent issues from escalating. • Seeks out and considers relevant and available advice, data and information. 	✓	

POSITION DESCRIPTION

How the position fits into the organisation:

