

JOB DESCRIPTION
January 2026

Title & Reporting Relationships

Position Title: **Resource Consents Planner (Kaiārahi i te Hapori a-Tinana), Consenting Team: Resource Consents function, Strategy and Growth Group**

Warranted role

Grade: SP 12-15*
**appointment will be made pending skills, experience and the organisational needs at the time*

Reports to: Resource Consents Lead

Direct Reports: Nil

Indirect Reports: As may be required pending the nature of a project or specific section of work programme

Purpose of the Group and the Position: The **Strategy and Growth Group** houses the Council's sustainable development functions ensuring that there is a collective drive for 'good growth' in Kapiti.

Overall the Group is responsible for the strategy and policy, research and urban planning (including district planning), venture and investment matters, strategic housing and development matters, and economic development; and consenting (resource consents, building team including approvals, inspections, and LIMs). The teams within this Group work collaboratively together and across the organisation to support sustainable growth and development; including support of the CDEM Recovery function, in the event of a significant emergency (*working alongside our Response functions which are homed in the Infrastructure and Asset Management Group*).

Reporting directly to the Resource Consents Lead, the **Resource Consents Planner**, is a key role in the local regulatory system which covers 'design', 'delivery' and 'understand' functions to ensure local regulation is effective. The Resource Consenting function is responsible for processing, administering, monitoring and enforcing the consents requirements of the District Plan, the Resource Management Act 1991 and other relevant legislation, and providing assistance with other planning duties.

Within this function, this role is responsible for processing, administering, monitoring and enforcing the consents requirements of the District Plan, the Resource Management Act 1991 and other relevant legislation, and providing assistance with other planning duties.

This role is responsible for establishing and maintaining effective, co-operative, and professional working relationships with all stakeholders including:

Internal Customers:

- Group Manager Strategy and Growth
- Manager Consenting / Transition Manger
- Resource consents lead
- Building Approvals Lead, Building Inspections Lead
- Principal Resource Consent Planner and Other Consenting function members
- Manager of Strategic Transformation and Recovery, and Director Strategic Development and members of these teams (including the Development Facilitation Lead, and Technical and Support Lead)
- Managers and Team members from across Strategy and Growth
- Staff from across other Council teams

External Customers:

- Members of the community, ratepayers
- Builders, Developers, Architects, Consultant Planners, Consultant Advisers
- Business, Education, Professional and Community Groups
- Tāngata whenua
- Solicitors
- Other Local Authorities
- Other stakeholders

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, Council must be well positioned and supported to meet the current and future needs of our communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is cost-effective for businesses and residents. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influences how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

We require all staff to demonstrate behaviours that underscore our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers’ needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of Te Tiriti o Waitangi within the context of a local authority.

Functional Key Requirements

The Resource Consents Planner is expected to provide support and assistance to other team members and will undertake on the job training and coaching to assist with skill development and building experience for progression (focusing on consolidating experience and furthering qualifications as required).

Day to day duties are as follows:

- Deliver resource consents approvals to Kāpiti through ensuring compliance with the Resource Management Act 1991, District Plan, and in accordance with statutory requirements and achieving the outcomes identified in the Long Term Plan.
- Taking ownership of workflows to achieve and maintain delivery standards ensuring that all statutory deadlines are met.
- Ensure that all practices and procedures within the area of responsibility are in accordance with Council policies, programmes and instructions.
- Provide professional advice to external customers when undertaking Duty Planner rostered responsibility.
- Peer review of Resource Consents Reports as required.
- Process subdivision, land use, permitted boundary activities and marginal/ temporary exemptions applications to a high professional standard.
- Provide advice and process approvals relating to designations including notice of requirements, outline plans and outline plan waivers.
- Ensure the timely and cost effective processing of project information memorandum applications in accordance with the Building Act 2004.
- Prepare LIM's, Certificates of Compliance (under s.139), Existing Use Rights Certificates (s. 139a).
- Ensure that all statutory deadlines are met.
- Assist and advise the senior members of the team of any matters relating to the content and processing of resource consents to ensure that problems or potential problems are identified and that timely and adequate corrective actions are taken.
- Provide professional advice to Building Control Officers and other internal contacts.
- Respond timely and appropriately to complaints regarding infringements of the Resource Management Act 1991 and the District Plan.
- Assist with organising resource consent hearings where required and ensure that these are carried out in accord with legal requirements.
- Ensure that appropriate enforcement action is taken as required.
- Prepare reports and present evidence when required at Hearings, Environment Court or High Court.
- Provide advice and prepare reports on compliance with resource consent conditions.
- Assist with documenting resource management processes and provide input into Council's continuous improvement process.
- Compile and record decisions on resource consents and ensure that all correspondence and documents are appropriately filed.
- Undertake any other duties in conjunction with the role as may be required from time to time.

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

Personal Key Results

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively, and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self-development to enhance skills and

- knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of Te Tiriti o Waitangi and its application for the Council.

Health and Safety

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying work place risks and hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- Taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment;
- Reporting any risks and/or hazards you become aware of in the workplace;
- Observing all safety policies, procedures and precautions, including wearing and using the protective clothing and equipment;
- Notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours;
- Notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work related accident or gradual process injury, and provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and
- Complying with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation programme, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

Essential Skills, Knowledge and Experience

- Relevant degree and/or experience in a related field including Surveying, Planning/Resource Management, Law;
- A member of a Planning Institute or other related and recognised institution;
- Demonstrated sound working experience in a planning role and detailed knowledge of the Resource Management Act 1991 and other relevant legislation;
- Demonstrated good level of knowledge of tikanga Māori, awareness of Māori perspectives and of issues relevant to Māori;
- Demonstrated ability to think logically, analytically and laterally;
- Organisational and time management skills with ability to organise own work with minimum supervision, working effectively to deadlines;
- Demonstrated ability to proactively engage with key stakeholders, and an ability to problem-solve through balanced decision making and solution focus;
- Excellent communication skills, both written and verbal;
- Demonstrated ability to work as a member and/or leader of a generalist or specialist team;
- Competent level of computer skills encompassing Microsoft Office products, and ability and willingness to learn new applications;
- Demonstrated ability to work under pressure and to deadlines when required;
- Effective interpersonal skills with a demonstrated commitment to customer service and willingness to and capability for working with a wide range of people within and outside the organisation;
- Holder of a current and valid NZ Drivers' licence

OTHER INFORMATION

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

Te Tiriti o Waitangi

Kapiti Coast District Council has a responsibility to contribute to meeting obligations under Te Tiriti o Waitangi. Meeting our commitment to Te Tiriti will contribute towards creating an organisation that is grounded, dynamic and resilient and supports our organizational values of being Caring, Dynamic and Effective in how we work.

Staff will contribute to the promotion of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for matters related to and important to them within the Council management processes and procedures.

Inclusion of Te Tiriti o Waitangi within all aspects of the role and its outcomes is necessary, while ensuring the engagement processes include appropriate mechanisms to meet the needs and aspirations of our hapori Māori, informed by our mana whenua partners – in an appropriate and safe manner.

To give effect to our responsibilities and achieve our respective outcomes – Tiriti training will be appropriate and organised through Te Rōpū Hononga ā-Iwi / Iwi Partnerships Group.

Civil Defence, Emergency Management and Business Continuity Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence and/or Emergency Management duties in the event of an emergency. (Training will be given as appropriate.) Staff will also be required to assist with maintaining business continuity in the event of a disruption to Council business and/or the impact of a pandemic by undertaking duties in accordance with how the Council responds to the interruption.

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

Performance Review

Performance in this position will be assessed in terms of an agreed performance plan.

JD APPENDIX - GENERIC ORGANISATIONAL COMPETENCIES

Leadership	<ul style="list-style-type: none"> • All employees of the Council are expected to be leaders in supporting the Council's vision, role modelling the delivery of consistent high customer service levels to internal and external customers and championing Council values. • Leaders are expected to actively contribute to achieving the Council's aspirations with respect to the relationships with Te Āti Awa ki Whakarongotai, Ngāti Toa Rangatira and Ngā Hapū o Ōtaki; and be willing and able to provide thought leadership and quality advice to enable our elected members to make good decisions.
Legislative Compliance	<ul style="list-style-type: none"> • Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).
Project Management	<ul style="list-style-type: none"> • Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders. • Ensure documentation is current, available as required and is prepared using Council standard templates/documentation. • Ensure Council processes and procedures are complied with.
Customer Service	<ul style="list-style-type: none"> • Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organizational values. • Always maintain confidentiality.
Teamwork	<ul style="list-style-type: none"> • Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required. • Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises. • Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement. • Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.
Financial Management	<ul style="list-style-type: none"> • Ensure all financial activity is conducted in accord with current policy and procedures. • Ensure you work within your financial delegation.
Monitoring and Reporting	<ul style="list-style-type: none"> • Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes. • Review, monitor and report on activity or projects as required by the manager.
Relationship Management	<ul style="list-style-type: none"> • Build and maintain effective professional working relationship with all key stakeholders. • Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.

Information Management	<ul style="list-style-type: none">• Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy.
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