

**ROLE DESCRIPTION**  
**December 2022**

**Title & Reporting Relationships**

**Position Title:** **Team Leader Resource Consents, Resource Consents and Compliance Team, Regulatory Services Group**

**SP Grade:** SP19

**Reports to:** Resource Consents and Compliance Manager

**Direct Reports:** Up to 8 FTEs

**Delegated Authority:** **Financial:** This position holds a financial delegation of \$10,000. The position holder is authorised to enter into any contracts in relation to the duties of the position up to this specified limit in accordance with the Council's procurement policy.  
**Human Resources:** This position holds a delegation at Level D. A copy of the HR Delegations is attached.

**Purpose of the Group and Position:** **The Regulatory Services Group** is made up of 4 teams: Customer and Business Support; Environmental Standards; Resource Consents and Compliance and Building Control teams. These teams work collaboratively to ensure effective planning, organisation, management and leadership of regulatory functions is provided in an efficient, effective, sustainable and customer friendly manner in compliance with relevant legislation and in accordance with Council's social and environmental policies.

Our 'why' is to protect and enhance all that Kāpiti has to offer, to ensure safe and healthy communities and thriving environments.

The Team Leader Resource Consents is accountable to the Resource Consents and Compliance Manager for ensuring all resource consents and resource management functions and processes are effectively and efficiently delivered in accordance with the District Plan and legislation. The role will ensure consistent and equitable decision making can withstand robust scrutiny and that best practice is achieved. The Team Leader will play a critical role in leading and organising the day-to-day operation of the team while providing mentoring and coaching to team members and professional advice, where required, to the public.

The Team Leader Resource Consents will have an important leadership role and a high degree of influence on

implementing the changes required to respond to those drivers, and to ensuring that the team delivers high quality services.

**Indirect Reports:** NIL

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

- Group Manager Regulatory Services
- Resource Consents and Compliance Manager
- Resource Consents team
- Development Control team
- Principle Advisor Regulatory Services
- Other staff of the Regulatory Services Group
- Other staff from across Council teams

**External Customers:**

- Property Developers (or their representatives)
- Builders
- Architects
- Consultant Planners Advisers/Contractors
- Tāngata whenua
- Business, Education, Professional and Community Groups
- Solicitors
- Wellington Regional Council
- Ministry for the Environment
- Other Local Authorities
- Other stakeholders

### KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, the Council must be well positioned and supported to meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for businesses and households. 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 influence 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.

Our behaviours demonstrate 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 the implications of the Treaty of Waitangi on the operations of a local authority.

### Functional Key Results

### Technical

The Resource Consents Team Leader is responsible for ensuring all Resource Management Act applications and process are administered effectively, accurately, and consistently.

The Resource Consents team leader will:

- Lead the Resource Consents Team to deliver the levels of service and performance measures in the Long Term Plan, Annual Plan and Regulatory Action Plans.
- Provide the principal two-way communication and accountability link between the Resource Consents and Compliance Manager and team members.
- Provide technical advice to Senior Council staff and elected members on Resource Management issues.
- Liaise with the Strategy Growth and Recovery group around the continued implementation of the District Plan, collaboratively make decisions on interpretations of the Plan and provide feedback on behalf of the Resource Consents team.
- Work collaboratively with the Planning Projects Team Leader to ensure consistency between teams and so that the Resource Consent team is efficient and effective in undertaking their duties.
- Have an active involvement and work in consultation with the Development Control Team Leader to review the Subdivision Development Principles and Requirements. Ensure cost recovery policies are achieved in a timely and appropriate manner.
- Ensure resource consent applications are processed in a timely, accurate and cost effective manner in accordance with the Resource Management Act (1991).
- Assess the information needed to deal with any resource consent applications, including determination of the information necessary to support an application, how it should be provided and the auditing of the information necessary by the Council.
- Manage the administration of all resource consent/resource management processes, including the efficient establishment and maintenance of all records and databases and the preparation of necessary reports and other information for Council meetings and other purposes.
- Ensure that changes to resource management legislation are implemented effectively and the Resource Consents team update processes, templates and guidance in accordance with any proposed legislative changes.
- Collate and report information to the Ministry for the Environment and Council on the National Monitoring standards in relation to resource consent data.
- Implement and maintain a Quality Assurance System (QAS) covering the services delivered by the Resource Consents Team, so that:
  - the team uses effective processes and procedures
  - all enquires and applications are completed within agreed and statutory timeframes
  - services provided are fit for purpose and meet both external and internal requirements, including legal compliance and customer expectations; and
  - appropriate quality assurance/ review systems are in place.
- Ensure that problems or potential problems are identified early and that timely and adequate corrective actions are recommended to the Resource Consents and Compliance Manager
- Establish and maintain effective working relationships with elected members. As may be required by the Resource Consents and Compliance Manager:
  - ensure the Council and the Strategy and Operations Committee are actively supported in their leadership role;
  - advise the Council on consent applications, and provide information on consents requirements and processing to internal and external parties;
  - provide reports and advice to the Strategy and Operations Committee and Council on any other matters of significance;
  - manage objections and appeals to the Environment Court of resource consent decisions in accordance with the RMA and relevant Council delegations;

- act as media spokesperson regarding functions and services of the Resource Consents Team;
- Ensure that in carrying out its duties and functions, the Resource Consents Team co-operates and supports other sections and teams of the Council and at all times maintains a professional approach and fosters good relations with customers and the general public.
- Respond to requests for, as well as proactively provide, professional and timely advice to the Resource Consents and Compliance Manager and Group Manager, Chief Executive, elected representatives and other Group Managers and where necessary take responsibility for seeking outside experts to assist the Council in this area.
- Exercise good political judgment around risk, quality and compliance.
- Maintain awareness of legislative or other developments which may have an impact on the functions or services of the Resource Consents Team and advise the Resource Consents and Compliance Manager and Group Manager accordingly.

### **Leadership**

- 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.
- Build and maintain a well supported, high performing team.
- Ensure that your staff are current in their knowledge in legislation and training is available to keep pace with best practice.
- Ensure that people policy and practices are consistently observed and implemented and that opportunities exist for ongoing professional growth and development.
- Ensure the teams are consistently working collaboratively with other Council teams in the delivery of operational and strategic outputs.
- Effectively manage day to day work output and timeframes.
- Schedule and conduct regular team meetings to enable the team to be informed and up to date in their areas and those areas that cross over with other teams.
- Ensure individual team member performance is monitored, reviewed with appropriate and timely feedback, and written performance reviews are formally completed in a timely manner.
- Ensure adequate provision of backup/cover for team members.
- Be a role model for the delivery of consistent high customer service levels to internal and external customers and champion Council values.
- Establish an effective performance culture within the team, including ongoing performance appraisals with clear performance indicators and consistent standards. Team Leaders/Supervisors/Managers are accountable for the leadership, support and coaching of their team members, the fostering of a teamwork approach to the delivery of both the team and the Group's outputs, and the identification of training and development as appropriate.

### **Legislative Compliance**

- 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**

- 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**

- 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.
- Maintain confidentiality at all times.

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### **Project Management**

- 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.
- Work with the Planning Projects Team Leader to ensure that projects are completed within the required timeframes by providing and supporting cross team collaboration.

### **Customer Service**

- 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.
- Maintain confidentiality at all times.

### **Teamwork**

- 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**

- Ensure all financial activity is conducted in accord with current policy and procedures.
- Ensure you work within your financial delegation.

### **Monitoring and Reporting**

- Review, monitor and report on activity or projects as required by the manager.
- Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.

### **Relationship Management**

- 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**

- 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.

### **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 in order to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of the Treaty of Waitangi and its application for the Council.

### **Health and Safety**

All managers are expected to be champions for health & safety excellence.

All employees have a responsibility to work towards keeping a safe and healthy work environment by following safe work methods, identifying work place hazards and risks, using appropriate safety equipment, and complying with all policies and procedures that are in place. Employees must take reasonable care of their own health and safety and ensure their actions or inactions do not cause harm to themselves or others.

Expectations of manager responsibilities for health and safety include but are not exclusive to;

- Visibly demonstrating to their team and stakeholders that good health and safety practices are an integral part of the Council culture
- Integrating health and safety requirements and expectations into daily business making decisions
- Proactively monitoring the resources required achieve agreed health and safety performance targets
- Reviewing health and safety performance with an inquiring mind, looking to understand and gain insight and assurance that risk is being effectively managed and balanced along with other Council priorities
- Hold self to account through setting clear expectations and performance goals that enable each person to contribute towards making Council a safe and healthy place to work.

At the discretion of the Council, as part of a rehabilitation program, 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**

- 5+ years leadership experience in a similar role and a relevant tertiary qualification(s) in planning, resource management and/or land development.
- Membership or eligibility for membership of NZPI and/ or RMLA.
- Extensive experience (8 years) in resource management, preferably in local government.
- Excellent working knowledge of resource consent procedures and RMA processes related to resource consents and District Plan implementation,
- Working knowledge of all statutes and regulations relevant to the resource management functions of a council.
- Experience in leading and managing staff.
- Experience in managing consultants and ensuring costs remain within budget targets.

- Demonstrated ability to quickly develop a good understanding of the Kāpiti Coast District Council District plan.
- Ability to identify problems and take appropriate action to minimize the impact before the problem escalates.
- Demonstrated good judgment and ability to make sound decisions under pressure.
- Demonstrated ability to effectively adapt to change within the industry and keeping up to date with developments and initiatives.
- Demonstrated sound level of computer literacy and a proven ability to learn new systems as required to keep up with technical developments in the industry.
- Demonstrated excellent numeric skills with a high level of accuracy and attention to detail.
- Awareness of Māori perspectives and issues.
- Demonstrated excellent communication skills, both oral and written with ability to communicate with, and be sensitive to the needs of people sometimes in stressful situations.
- Demonstrated strong organizational and time management skills.
- Strong interpersonal skills with a demonstrated commitment to customer service and capability for working with a wide range of people within and outside the organisation.
- Current and valid NZ Driver's 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.

#### **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.