

**ROLE DESCRIPTION
OCTOBER 2025**

Title & Reporting Relationships

Position Title:	Consenting Manager, Strategy and Growth
Grade:	SP [TBC: 21 or 22]
Reports to:	Group Manager Strategy and Growth
Direct / Indirect Reports:	Up to 5 direct and 30 indirect (as required, and via project based matrix management)
Delegated Authority	Financial: This position holds a financial delegation of \$60,000. 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 C. A copy of the HR Delegations is attached.
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 (<i>working alongside our Response functions which are homed in the Infrastructure and Asset Management Group</i>). Reporting directly to the Group Manager, the Consenting Manager, is a key leadership role in the local regulatory system which covers 'design', 'delivery' and 'understand' functions to ensure local regulation is effective. The role is accountable to the GM Strategy & Group for professional effective and efficient implementation and administration of the Kapiti Coast District Council's local regulatory system 'delivery' functions which includes: a) building responsibilities, as required by the Building Act 2004 and other relevant legislation; and b) resource management responsibilities, as required by

the Resource Management Act and other relevant legislation.

The **Consenting Manager** has responsibility for and leadership of the Building Approvals Team, Building Inspections and Compliance Team, and Resource Consents Team. It also has oversight for the operation of the Expert Resource Consents Panel, an external expert panel that provides technical advice on resource consent matters. The role also ensures that all consenting functions, within Strategy and Growth, are effectively and efficiently developed, implemented, charged (via cost-recovery), monitored and reviewed. The roles success will be seen through positive feedback from customers, agents and community; living within budgets; and in ensuring compliance with relevant legislation and Council policy, which is ultimately conveyed through ongoing accreditation by IANZ and other external bodies.

The **Consenting Manager** will ensure that the Consenting functions work together to provide effective planning, organisation, management and leadership within the 'delivery' function of the local regulatory system; and that they work with teams and functions across the wider local regulatory system in 'design' and 'understand' so that the national system directives are implemented in an effective, efficient, relevant and resilient way to meet the needs of the community and direction set by central government.

The role will work alongside the interim 'Transition Manager' to ensure a smooth and effective transition of existing consenting functions into one new team.

Due to the nature and focus for this role, it requires a sharp-minded approach and demonstrated clear thinking, excellent influencing, communication and relationship management skills. This is an important leadership role that will require a high degree of influence to ensure effectiveness in maintaining oversight across delivery and in supporting changes across the Strategy and Growth Group; and local regulatory system.

Internal Customers:

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

- Group Manager Strategy and Growth
- Senior Leadership Team and Chief Executive
- Strategy and Growth Senior managers
- Members of the Group
- Other staff and managers from across Council teams
- Elected Members

External stakeholders:

- Agents, builders, planners and other regulatory partners
- IANZ
- Expert Resource Consents Panel
- ART confederation
- Greater Wellington Regional Council
- Staff in other local authorities and government
- Consultants, Developers, and Investors
- Local businesses and consent applicants
- Residents, ratepayers and community groups
- Other stakeholders as needed

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 first time 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**Operations****Regulatory system – deliver functions**

- Management and oversight for Building services and processing for Council.
- Management and versing for Resource consent services and processing for Council.
- Management and oversight for LIM processing for Council.
- In collaboration with the Strategic Transformation and Recovery Manager, and Transition Manager, ensure an appropriate Quality Management System (QMS) is in place covering all services delivered by the deliver function of the Council’s local regulatory system including:
 - Teams work with effective processes and procedures
 - All enquires and applications are processed and issued within agreed timeframes;
 - Services provide are fit for purpose and meet both external and internal requirements, including legal compliance and customer expectations; and
 - Appropriate monitoring systems are in place.
- Management and oversight of the transition of the Group’s consenting functions into one team. Through the transition period, ensure this occurs through collaboration with the GM and Transition Manager on key challenges and opportunities to ensure an innovative approach that provides long-term assurance for optimal performance.
- Ensure cost recovery policies are achieved in a timely and appropriate manner and resources are used efficiently.

- Provide quality, timely advice to the Group Manager, SLT, Council on any matter related to regulatory system improvement, sustainable development, and Group operations or strategic initiatives as agreed.
- Ensure the Group Manager is provided with specific deliverables as requested.
- Manage and have oversight for opportunity to innovate and simplify process and practice. Ensure, in collaboration with the Transition Manager, effective transition of operational activity to the new datascape system.
- Liaise with key partners and officials on matters of common interest.
- Ensure that all work is undertaken in accordance with Council policies, programs and instructions.

Building services

- Maintain Council's accreditation as a Building Consent Authority.
- Ensure Council meets its responsibilities under the Building Act and other legislation, both as a Building Consent Authority and a Territorial Authority.
- Manage Council's responsibilities under the Earthquake Prone and Dangerous Buildings policy, and Building Act.
- Represent Council in legal proceeding including District Council mediations and hearings and any proceedings.
- Maintain documentation and quality assurance system that underpins the Building Consent Authority regime.
- Develop and implement a timetable of regular audits aligned with the bi-annual audit process.
- Undertake quality control functions through the development and oversight of audit processes to ensure all building consent applications and building site inspections comply with and withstand scrutiny in accordance with relevant requirements of the Building Act. This includes ensuring consistency in decisions and risk assessment.
- Manage LIM processing for Council.

Resource consent services

- Ensure resource consent applications are processed in a timely, accurate and cost-effective manner in accordance with the Resource Management Act (1991), including support for Fast-track Resource consent applications and processes completed by Council.
- Ensure effective 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.
- Maintain effective consenting process, including effective assessment of information needed to deal with resource consent applications.
- Manage objections and appeals to the Environment Court of resource consent decisions in accordance with the RMA and relevant Council delegations.
- Ensure compliance monitoring of consents, permitted activities and other statutory standards are undertaken and reported on efficiently, effectively and in accordance with Council policy and practice.
- Respond to requests for, as well as proactively provide, professional and timely advice to the 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.
- Ensure good political judgment around risk, quality and compliance is exercised consistently and transparently.

Leadership

The **Consenting Manager** is a senior position within the Strategy and Growth Group. It will provide technical and strategic advice that helps to lift the performance of the local regulatory system as we transition towards new ways of working. The role will:

- Build the capability of the team, to support development of Tier-4 and other staff.

- This role is expected to provide Strategic Leadership, as part of the Senior Management Team of S&G, and to work through the Tier-4 Lead roles which report into it to delegate and support career progression of staff.
- Support efforts to improve the Groups productivity, resilience, and relevance across functions within the local regulatory system. This will include management of effective cost recovery and charge out approaches for regulatory functions.
- Provide advice to ensure that Kapiti Council meets its legislative requirements related to Consenting, through support and advice to the GM Strategy and Growth.
- Provide technical and strategic advice, relevant to delivery matters, to support the Group Manager Strategy and Growth to implement the Group-wide Maturity Improvement programme.
- Develop advice to support engagement on national and regional issues related to regulation. Support and maintain strategic partnerships at district and regional, and national levels.
- Work with the GM and other Senior Managers to assess, direct means to implement outcomes and agreed actions to lift Group, organisation, and system performance relative to the role of the Strategy and Growth Group in the local Council regulatory system.
- Support and drive key consenting improvement projects that increased consistency of decisions, effectiveness and efficiency of process and practice, and support development of leaders and staff.
- Build strong internal and external relationships, model the council values, demonstrate leadership, integrity and trust, and gain the commitment and support of managers and staff to achieve the Council's objectives and decisions.
- Create external and internal networks to support agreed work programmes.
- Represent the Council in forums that will contribute to the Council's reputation for excellence and expertise.
- Lead working parties, steering groups and other entities, to effectively progress solutions to complex issues.
- Actively and positively coach less experienced Managers, leaders, and staff within the Group to grow skills and improve performance of the individual and wider group.
- Support an effective performance culture across the Group.

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).
- Ensure that all statutory deadlines and performance targets in the Long Term Plan are met relevant to this role.

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.

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 Group Manager
- Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.
- Develop reporting appropriate for Recovery which can be stood up as required.

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 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 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

- At least 10-years experience in a Senior Management role with evidence of effectively leading people, teams and/or Groups in an industry relevant to implementing Resource Management or Building Act activity.
- An in-depth understanding of relevant legislation (including the Building Act 2004), NZ Building code, NZ Building standards, Building accreditation regulations, and Resource Management Act).
- Extensive and evidenced technical expertise in building and consent planning, and experience in assessing the merits of related decisions, end-to-end processes and practice.
- Experience in quality assurance, financial management, and operational planning requirements for a building and consent service function and team.
- Extensive local networks and existing relationships with stakeholders in the building or planning industries relevant to the Council's local regulatory system.
- Strong experience in managing a regulatory function in a local government entity. Familiarity with the Kapiti Coast preferred.
- Ability to identify risks and take appropriate action to minimize the impact before a problem escalates.
- Good judgement and ability to make sound decisions under pressure.
- Experience in lifting a building or planning functions maturity including engagement in external audit processes such as IANZ.
- Ability to identify, plan and execute responses to organisational strategic priorities, adopting a 'stewardship' approach to embedding and implementing key strategies
- Political sensitivity, with a flexible, adaptable and pragmatic approach.
- Sound commercial and practical experience of regulatory effectiveness from working in a relevant role in the private sector (ie building or planning or a similar industry).
- Demonstrated ability to effectively influence, gaining the trust and confidence of others. Good understanding of te ao Maori approaches (tikanga), and issues relevant to Maori. Excellent communication skills both written and verbal at all levels.
- Sound ability to think long term and take a broad regional perspective when making decisions and recommendations related to regulatory matters.
- Strong organisational and time management skills with demonstrated ability to prioritise work and work effectively to deadlines.
- Competent level of computer skills encompassing Microsoft Office products and ability and willingness to learn new/enhanced applications
- A relevant tertiary qualification in building or resource management planning or similar (or equivalent experience and expertise from employment). May hold membership or eligibility for membership of NZPI.
- Holder of a current & 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.

Civil Defence Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence duties in the event of an emergency. (Training will be given as appropriate.)

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.