

# Job Description

**Position Title:** *Consents Business Support - Data and Insights*

**Responsible to:** Team Leader – Consents Business Support

**Responsible for:** n/a

**Relationships:** Resource Consents team members  
Consent applicants, submitters, consent holders  
Iwi authorities, community and special interest groups  
All Taranaki Regional Council staff

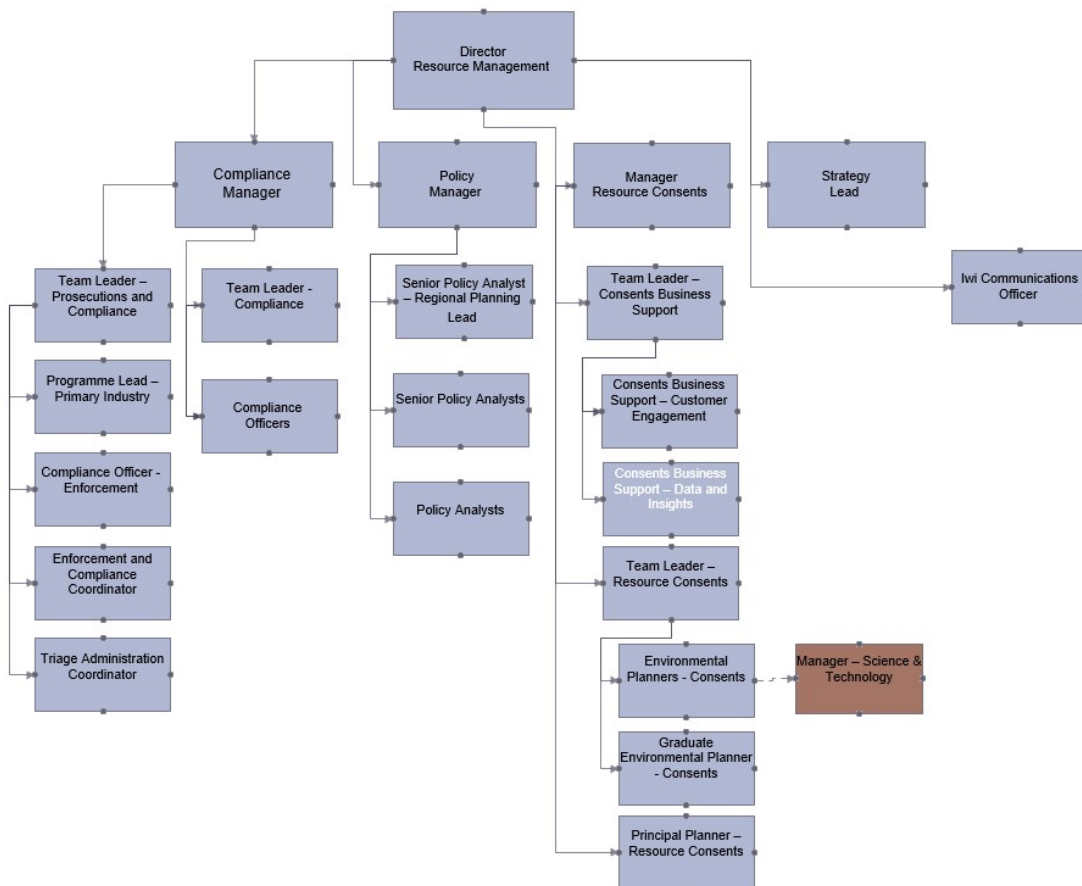
**Salary:** A market salary for the position will be negotiated, depending on experience, qualifications and aptitude.

**Location:** Stratford

**Job Context:** Permanent Full Time

**Position Number:** 690

**Holder:** Vacant



## Role of Consents Business Support – Data and Insights

The Consents Business Support - Data and Insights role is responsible for all aspects of administration associated with processing, filing and the consents database, as well as for data management including entering and tracking the consents process, identifying, and collating data, managing data integrity, quality, completeness, and reporting, and providing statistics and insights into consents trends to implement the resource consenting provisions of the Resource Management Act (RMA) 1991.

### Key Skills

#### Qualification

- A tertiary qualification and/or previous experience in a relevant field

#### Knowledge

- Data analysis skills and experience and an understanding of their application in a relevant environment
- Understanding of the Resource Management Act 1991, and resource consents processing
- Good knowledge of common software applications

#### Skills / Experience

- Extensive experience, and understanding of analytical tools, their use and application
- Proven analytical, data-based reporting and use of info graphics to tell the story
- Good understanding of statutory processes and their importance
- Ability to make judgements based on a range of, often conflicting, factors
- Excellent communication skills
- Strong organisation and time management skills
- Ability to work unsupervised
- Problem solving skills

#### Personal Attributes

- Team player
- Practical problem solver
- Finely tuned attention to detail
- Excellent time management
- Ability to work under pressure and meet deadlines
- Initiative
- Innovative and self-motivated

## Tasks

- To ensure that consent applications are processed in accordance with proper process and within statutory timeframes
- To ensure the Consents database is complete and accurate
- Identify and understand, collate and analyse resource consents information and data encouraging the entry and sharing of data and information to support the consents process
- Provide administration support for the Consents Section as required
- Utilise the information and data to identify insights and reports for the Resource Consents team to inform decision making
- Analyse, interpret and Integrate data to better understand areas of operational and strategic impact
- Assist the Team Leader – Consents Business Support to prepare and report on consenting activity, including for Consents and Regulatory Committee meetings
- Assist the Team Leader – Consents Business Support by facilitating and managing the creation of processes ensuring that statistical information is available to internal and external stakeholders
- Develop and use systems, including IRIS to ensure the consistent, accurate capture and reporting of data
- Introduce, collate, and manage data collection points ensuring the integrity of the data
- Identify, collect, and interpret external data to use for deeper understanding and comparison
- Manage data requests and provide advice on data management, data quality issues and data interpretation
- Assist with presenting and compiling documentation, reports, and presentations in a well-structured and logical way
- Develop and champion the Consents Business Delivery Plan
- Liaise with other parts of the organisation (Science, Policy, Communications, Land Management, Environment Services) to provide statistical information pertaining to resource consents
- Identify and help to ensure quality assurance process and procedures are in place, and correctly followed
- Contribute toward our effective, strong and valued relationship with Ngā Iwi o Taranaki
- Support the Resource Consents team members to monitor the prioritising of applications, interpreting data to finalise consents
- Ensure appropriate records systems associated with resource consent processing are maintained and the website is kept up to date
- Ensure the Manager - Resource Consents has appropriate information and reports to manage the Resource Consents Section
- Any other task and duties as required by the Director – Resource Management or Chief Executive

## Health and Safety

The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities. There are two key points to health and safety:

- The safety of our people and the communities in which we operate always comes first
- We are all empowered and expected to challenge any unsafe situation at work

We will achieve these by:

- Building culture
- Aiming for zero harm

- Taking reasonable practicable steps
- Managing contractors
- Communicate
- Develop knowledge
- Investigate and learn
- Ensure competence to do the job

## Mission and Key Message

### Our Mission:

To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources
- Safeguarding Taranaki's people and resources from natural and other hazards
- Promoting and providing for significant services, amenities and infrastructure
- Representing Taranaki's interests and contributions to the regional, national and international community

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the principles of the Treaty of Waitangi.

### Our Key Message:

The Taranaki Regional Council works with the Taranaki community to help make our region a fantastic place to live, play and do business.

### Values:

We are committed to:

- Public service
- Service first
- Improving the quality of our performance
- Working safely
- Effective communication and teamwork
- Initiative and the right to make mistakes
- Accountability and results
- Presentation, respect and care
- Job satisfaction