

Position Description

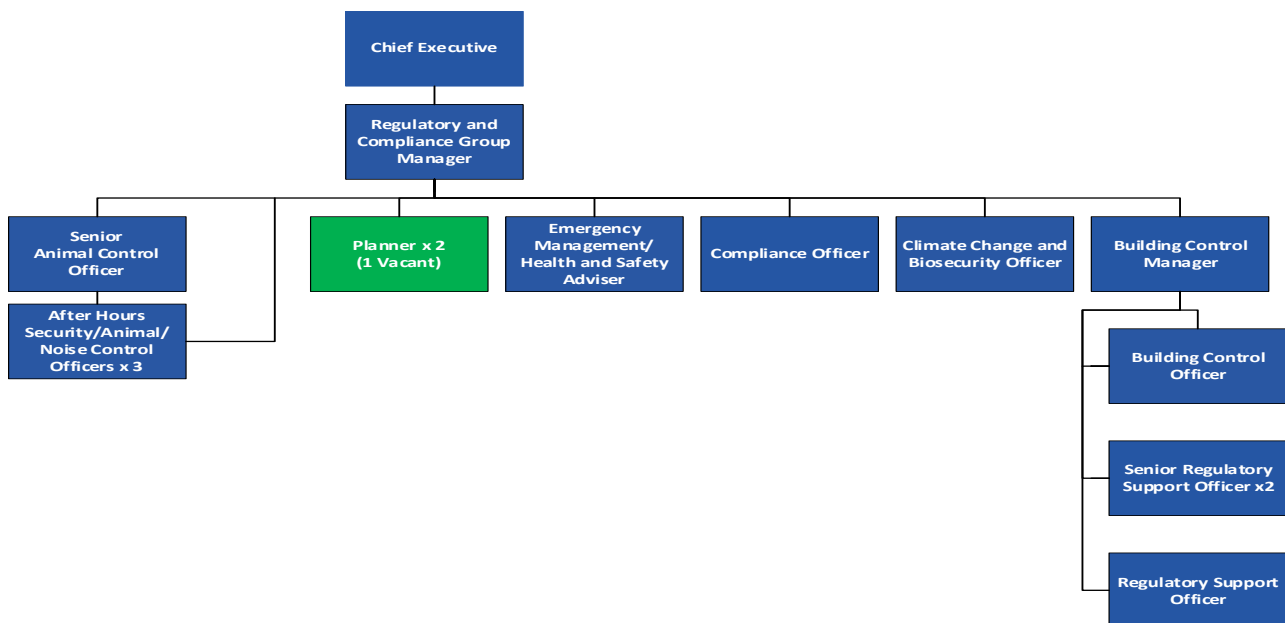
Position Details

Position title	Planner
Position category	14
Group	Regulatory and Compliance Group
Date Reviewed	14 February 2023

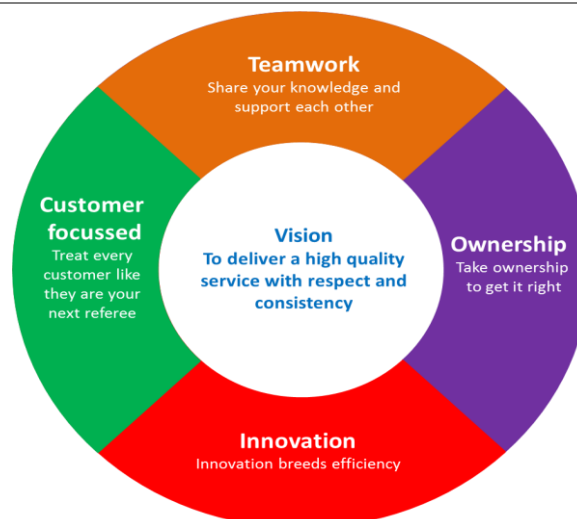
Purpose

The Planner is responsible for administering and meeting statutory requirements of the Resource Management Act 1991 and the Local Government Act 1974.

Structure



Staff Vision and Values



Key Internal and External Relationships

Internal Relationships	External Relationships
<ul style="list-style-type: none">• Regulatory and Compliance Group Manager• Planner• Leadership Team• Building Control Team• Compliance Officer• Asset Group	<ul style="list-style-type: none">• Elected Members• Other District Councils• Environment Canterbury• Government Agencies• Local Iwi• Consultants, surveyors and contractors• Members of the Public

Key Responsibilities

Resource Planning

- Land use and subdivision consents.
- Environmental effects assessments.
- Compliance monitoring of resource consents and the effectiveness of the District Plan.
- Project information memorandum (PIM's) and Land information memorandum (LIM's) planning components.
- Liquor licencing as it relates to planning.
- Forestry notification as it relates to planning.
- Receive Resource Management enquiries/complaints and assist in the satisfactory resolution/response.
- Provide advice on relevant legislation, plans, policy statements and standards, and ensure the planning activity is conducted in accordance with legal and best practice requirements.
- District Plan reviews and changes.
- Submissions and other planning instruments e.g. Regional Policy Statements, Regional Plans, and Government environmental plans.
- Annual Environment reporting and surveys.

Health and Safety

The Health and Safety at Work Act 2015 places the onus of responsibility for health and safety on workers as much as the Council. It is imperative all workers actively participate in managing risks and hazards, reporting accidents, incidents and near accidents, and avoiding any action which may cause harm to themselves or others. This includes:

- Working in a safe manner to protect themselves, their fellow workers and all plant, property and equipment.
- Only operating equipment for which they have been trained and/or instructed in and hold appropriate authorisations for, or with specific supervision.
- Adherence to the relevant legislation, regulations, standards, rules, instructions, and best practice.
- Keeping their work area or equipment clean and tidy and maintaining a high level of housekeeping.
- Wearing appropriate personal protective equipment.
- Ensuring no acts or omissions while at work causes harm to themselves or any other person.

- Being familiar with all emergency equipment in the work area and all work-site emergency procedures.
- Not wilfully interfering with or misusing items or facilities provided in the interest of safety.
- Reporting all workplace illnesses, injuries, near misses and incidents as soon as possible using the reporting form and taking all reasonable action to eliminate their recurrence.
- Reporting any hazardous condition, situation or event.

Civil Defence/Emergency Response Duties

- All Council staff are expected to undertake appropriate training to prepare for a Civil Defence/emergency management event. In the event of an emergency or potential emergency, you must firstly have due regard to the safety of your family. You may be assigned duties to assist Council in managing the event.

Expected Behaviours

Core Behaviours	
Adaptability	<ul style="list-style-type: none"> • Willingness to accept changes and can readily reset their objectives, priorities and plans to accommodate new requirements
Communication	<ul style="list-style-type: none"> • Communicates messages in a clear, concise and consistent manner • Ability to communicate effectively with a wide variety of people • Uses the most effective method and style of communication for the audience and situation • Utilises effective listening skills and questioning techniques
Customer service	<ul style="list-style-type: none"> • Recognises the diversity of customers, and adapts approach and style to meet their needs • Consistently demonstrates respect, responsiveness and professionalism while providing superior services for customers • Problems and complaints are acknowledged and attempts made to resolve them in a timely fashion, seeking advice from senior staff where required • Always complies with Council’s confidentiality policy when dealing with customer information
Self-management	<ul style="list-style-type: none"> • Proactively plans work and manages competing priorities to ensure deadlines are met • Plans and utilises resources in the most effective and efficient way • Makes appropriate decisions, taking into consideration impacts and risks • Listens to and considers different viewpoints, remaining calm when challenged • Alerts manager when overloaded, stressed or having difficulty with specific tasks or areas of responsibility • Continually looks for opportunities to gain new knowledge and skills
Team work	<ul style="list-style-type: none"> • Is an active and contributing team player • Values diversity and supports different ways of working

Core Behaviours	
	<ul style="list-style-type: none"> • Proactively shares information, ideas and experiences • Empowers others to succeed and to seek excellence • Credits others for their contributions and accomplishments

Role Specific Skills	
Decision-making	<ul style="list-style-type: none"> • Identifies and uses various sources of information to make an informed decision • Considers risk factors in decision-making • Uses own judgement and experience to solve problems • Makes decisions on a timely basis
Innovation	<ul style="list-style-type: none"> • Continually reflects on how things could be done better • Adopts a positive and flexible attitude to improvement, change and challenges
Political acumen	<ul style="list-style-type: none"> • Offers unbiased professional advice • Understands the political system and underlying drivers • Understands the statutory and legal framework the Council operates within and able to effectively operate within this framework
Relationship building	<ul style="list-style-type: none"> • Builds and maintains professional and productive relationships • Understands stakeholders' views and why they are held • Demonstrates sensitivity to other groups and values diversity
Results focus	<ul style="list-style-type: none"> • Consults with and engages with relevant parties to identify solutions • Recognises when others need support to resolve a situation • Considers situations from different perspectives • Makes timely decisions
Strategy	<ul style="list-style-type: none"> • Takes a long term view to develop services that anticipate and meet the changing needs of the Council and community

Knowledge, Qualifications and Experience

Essential

- Graduate degree
- A minimum of two years' experience as a Planner or Graduate Planner
- Excellent written communication skills, including a high degree of attention to detail, and an ability to translate technical information into positive and easy to understand information
- Excellent verbal communication skills
- Ability to prioritise and ensure deadlines are met
- Excellent time management and customer service.
- Strong communication and report writing skills
- Proficient in Microsoft Office suite

- Current, full driver's licence

Desirable

- Local government experience

Approval

Planner

Name

Signature

Date

**Regulatory and
Compliance
Group Manager**

Name

Signature

Date