

### POSITION DETAILS

<b>TITLE</b>	Senior Policy Planner
<b>REPORTS TO</b>	Manager Policy, Planning and Consents Compliance
<b>LOCATION</b>	Civic Centre, Commerce Street / Works Depot, Te Tahī St, Whakatāne
<b>DATE</b>	March 2024
<b>DIRECT REPORTS</b>	-
<b>FINANCIAL DELEGATION</b>	\$50,000 (EP05PL1)

### PURPOSE OF POSITION

The Senior Policy Planner role provides high quality strategic and policy advice in all areas of planning and resource management policy development, ensuring that a best practice approach is taken. The Senior Policy Planner, in conjunction with team members, undertakes research, reporting, development, monitoring and review of various plans and strategies. The main planning documents are the Eastern Bay of Plenty Spatial Plan and the Whakatāne District Plan.

### KEY ACCOUNTABILITIES

KEY RESULT AREAS	EXPECTED OUTCOMES / PERFORMANCE INDICATORS
<b>VALUES</b>	The best interest of the organisation are represented at all times ensuring Council values are reflected in behaviours and professional delivery of role.
<b>PLANNING STRATEGY AND PLAN DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>» Develop, implement, and review planning strategies and plans, with a focus on the Eastern Bay of Plenty Spatial Plan and the Whakatāne District Plan.</li> <li>» Oversee consultation and submission processes for corporate planning, policy, and strategy initiatives.</li> <li>» Conduct thorough research and analysis, including legislative analysis, to inform decision-making processes.</li> <li>» Provide expert planning advice on local, regional, and national resource management issues.</li> <li>» Manage and participate in community consultation and engagement processes.</li> <li>» Participate in hearings and appeal projects and processes, ensuring consideration of Treaty of Waitangi Settlements and iwi and hapu management plans.</li> <li>» Provide expert evidence at hearings.</li> <li>» Offer comments or formal submissions on other planning documents, strategies, and plans as required.</li> <li>» Ensure planning strategies and documents, including Spatial Plans, Future Development Strategies and District Plans, meet legislative requirements and contribute to quality outcomes for the community.</li> <li>» Reflect a comprehensive understanding of Council-wide perspectives in submissions and comments on other plans and strategies.</li> <li>» Complete projects and processes competently, within established timelines, and in alignment with agreed project criteria.</li> </ul>
<b>PERFORMANCE MONITORING</b>	<ul style="list-style-type: none"> <li>» Contribute to the improvement of processes, including the development and maintenance of monitoring, evaluation, and reporting systems.</li> <li>» Develop monitoring, evaluation, and reporting systems encompassing economic, social, cultural, and environmental indicators.</li> <li>» Measure performance in relation to resource management issues, evaluating effectiveness and efficiency.</li> <li>» Ensure performance monitoring, evaluation, and reporting systems inform policy and decision-making processes effectively.</li> <li>» Develop and maintain performance monitoring, evaluation, and reporting systems to enhance policy and decision-making processes.</li> </ul>

<b>GENERAL</b>	<ul style="list-style-type: none"> <li>» Provide coaching and mentoring advice to the Policy Planners to contribute to their development and guidance providing support and experience for projects such as the long-term plan.</li> <li>» Champion personal learning and development to ensure skills are up-to-date and utilised within the Council.</li> </ul>
<b>POLICY STRATEGY</b>	<ul style="list-style-type: none"> <li>» Provide planning policy and strategy advice, collaborating with other Council staff to integrate planning requirements into business and decision-making processes.</li> <li>» Monitor, analyse, and report on legislation and policy that may impact the Council's functions under the Resource Management Act 1991 and other relevant legislation.</li> <li>» Identify and pursue opportunities for collaborative planning and action.</li> <li>» Represent the Council and engage in collaborative strategic or policy projects as needed.</li> <li>» Ensure research, analysis, conclusions, and recommendations effectively inform Council decision-making processes.</li> <li>» Identify opportunities for collaborative planning and ensure active participation.</li> <li>» Represent the Council's views in collaborative projects, aligning outcomes with Council strategies and policies.</li> <li>» Prepare submissions in a timely manner, ensuring thorough research and alignment with the Council's vision and interests.</li> </ul>
<b>RELATIONSHIP MANAGEMENT</b>	<ul style="list-style-type: none"> <li>» Present at and participate in Executive Team, Council, Community Boards, and advisory board meetings as required.</li> <li>» Ensure consultation strategies are appropriate, leading to stakeholder and community understanding and engagement in policy development and decision-making processes.</li> <li>» Ensure key stakeholders and customers receive high quality responses to feedback or correspondence in a timely manner that consistently reflect Council's objectives to promote the Whakatāne District.</li> <li>» Develop and manage relationships with key stakeholders to ensure consultation with interested groups and parties is professionally managed and promotes proactive, positive relationships.</li> <li>» Manage Contractors to ensure a high-quality operational contract performance is delivered that complies with agreed standards, resource consent conditions, quality plans and levels of service.</li> <li>» Ensure cultural protocols and safety practices are observed to support initiatives, consultation, and relationships with Iwi.</li> </ul>
<b>HEALTH, SAFETY AND WELLBEING</b>	<ul style="list-style-type: none"> <li>» Understand and implement Council's documentation and procedures to ensure risks to health and safety of those in the workplace are eliminated and / or controlled.</li> <li>» Accurately report and complete and follow up corrective actions for all work-related hazards, incidents, and accidents. This includes near-miss incidents associated with staff interactions and hostile customers.</li> <li>» Provide support, as required, to the Senior Health, Safety &amp; Wellbeing Advisor to complete internal audits, assessments, and investigations, and undertake due diligence.</li> <li>» Regularly attend Health and Safety training and ensure certification, as required, is current.</li> <li>» Maintain active worker participation and engagement in Council's health, safety and wellbeing practices and projects.</li> </ul>
<b>ADDITIONAL DUTIES</b>	<ul style="list-style-type: none"> <li>» Complete other duties that may be required, as appropriate.</li> <li>» Assist with Emergency events as instructed and attend relevant training in Civil Defence as required.</li> <li>» Pursue agreed training programs and development opportunities.</li> </ul>

### KEY RELATIONSHIPS

EXTERNAL	INTERNAL	COMMITTEES/GROUPS
<ul style="list-style-type: none"> <li>▪ Public</li> <li>▪ Other Local and Territorial Authorities</li> <li>▪ Consultants and contractors</li> <li>▪ Iwi</li> <li>▪ Emergency Services</li> <li>▪ Service providers</li> <li>▪ Utility Providers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Council Elected members</li> <li>▪ All staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Community Boards</li> <li>▪ Advisory Boards</li> <li>▪ Committee Boards</li> </ul>

### PERSON SPECIFICATION

<b>QUALIFICATIONS AND PROFESSIONAL MEMBERSHIP</b>	<p>Qualification recognised by the New Zealand Planning Institute in planning or resource management.</p> <p>Achieved, or is working towards membership of New Zealand Planning Institute</p>
<b>EXPERIENCE</b>	<p>Experience at a senior/advanced level of policy analysis and implementation</p> <p>Minimum 5 years' experience in planning under the Resource Management Act</p> <p>Experience in Council and community engagement processes, including hearings at both the Council and Environment Court level.</p> <p>Demonstrated strategic planning experience and knowledge including the development and implementation of strategic planning documents.</p> <p>Demonstrated knowledge and understanding of key legislation including the Resource Management Act (RMA) 1991 and Local Government Act 2002.</p>
<b>KNOWLEDGE, SKILLS AND ATTRIBUTES</b>	<p>High attention to detail, excellent time management, process focussed with strong emphasis on accuracy and continuous improvement.</p> <p>Solution focused, shows initiative and inspires commitment to achieve outcomes, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities.</p> <p>Excellent decision making and problem-solving ability, can confidently analyse and apply key information with good judgement and takes accountability.</p> <p>Able to drive and influence decisions confidently with highly developed interpersonal and communication skills, respects others and maintains confidentiality, strong team player, flexible and willing to support others.</p>

	<p>Understands the Treaty of Waitangi and its implications for local authorities.</p> <p>Displays well developed analytical and critical thinking skills.</p> <p>Considers the impact of the legislative environment.</p> <p>Searches for and acts on opportunities to improve service or performance.</p> <p>Understands organisational processes and identifies and acts upon opportunities for improvement, synergy and integration.</p> <p>Looks to improve own function/WDC's performance by identifying the right systems, resources and structures to achieve future outcomes.</p> <p>Actively builds rapport and trust with key external stakeholders.</p>
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I, \_\_\_\_\_ agree and accept the duties and responsibilities captured in this position description.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

# Our vision and values

## Tō tātau matakitenga me ngā wāriutanga

### OUR VISION *Te matakitenga*

 **Better Together** *Toitū te Kotahitanga*



### OUR VALUES *Ngā wāriutanga*

**We put people at the heart of everything we do**  
*Toitū te Tangata!*

- We value relationships
- We think of others
- We listen to understand
- We value our differences

**We are always learning and improving**  
*Toitū te Taumata!*

- We look for success on the horizon
- We seek out opportunities to grow
- We safely make mistakes
- We strive to be better
- We're open to change and embrace it
- We ask questions and challenge assumptions
- We reflect and review
- We ask for and share feedback
- We're brave and have courage

**We care about our environment**  
*Toitū te Taiao!*

- We keep our communities informed
- We are stewards of our place
- We bring people together
- We consider the needs of our communities
- We improve quality of life
- We are the community

**We are passionate and proud**  
*Toitū te Mauri Ora!*

- We love this place
- We love what we do and do what we love
- We bring energy and enthusiasm
- We look to have fun
- We aim for the best version of ourselves every day
- We acknowledge our efforts
- We share success stories
- We honour our past
- We look to the future together

**We work as one team**  
*Toitū te Mahi Tahi!*

- We trust and support each other
- We speak up
- We share our story
- We back each other up
- We keep each other informed and up to date
- We involve each other
- We ask for help when we need it

#### WHAKATĀUKI

Hūtia te rito o te harakeke,  
kei hea te kōmako e kō, kī mai ki ahau.  
He aha te mea nui o te ao, māku e kī atu,  
he tangata, he tangata, he tangata.

*Take away the heart of the flax bush  
and where will the bellbird sing?  
If you ask me what is the most  
important thing in the world  
I will tell you, it is people,  
it is people, it is people.*

[whakatane.govt.nz](http://whakatane.govt.nz)

