

POSITION DESCRIPTION

Planner

Kaiwhakamāherehere



Job Title:	Planner
Group:	Community Development Group
Location:	Paeroa Office
Reports to:	Resource Consents Team Leader
Supervisory Responsibility:	None
Functional Relationships:	Service Delivery Group Staff, Public, Surveyors, Consultants
Authorities:	In accordance with the Delegation Manual

General function of the position

To process, and prepare planning reports for applications received by Council under the Resource Management Act within the statutory timeframes and established schedules.

Organisation values

Hauraki District Council has four values that form the core of how employees carry out their work and conduct interactions both internally and externally. The values shape the culture of our organisation and demonstrate what is important within HDC. These values focus on 'how' we do the job, and 'how' we conduct ourselves in the workplace. This is 'The Hauraki Way'.

Communication

- I share relevant information with others
- I listen to understand
- I value feedback
- I use an appropriate communication style

Respect

- I always keep an open mind
- I acknowledge and respect differences of opinion
- I am always considerate and understanding
- I treat others as I would want them to treat me

Commitment

- I always do my best
- I follow through for my customers and team
- I go the extra mile
- I take personal responsibility for my actions – I walk the talk

Positive attitude

- I offer ideas and solutions
- I look for better ways of doing things
- I am fun to work with
- I am a can-do employee



Key tasks

1. Management Act including Land Use and Subdivision applications, Designations, Certificates of Acceptance, 221, 223 and 224 applications, within the statutory timeframes and established schedules.
2. To receive and respond to enquiries, both internally and externally, of a planning nature.
3. To prepare planning reports and make recommendations within established guide-lines for consideration by Council Committees, Commissioners, Staff Delegations Committees and the Environment Court.
4. To monitor individual consents and issues, and promote compliance with the Resource Management Act.
5. To show a commitment to Hauraki District Council and provide organisational support as required.

1. Resource Management Act Application Processing

Key Tasks		Key Performance Indicators (KPIs)
1.1	Process notified, limited notified, and non-notified Resource Consent, Notices of Requirement, and Certificate of Compliance applications.	<ul style="list-style-type: none"> • Applications processed in accordance with statutory timeframes and established schedules and processes.
1.2	Process 221, 223 and 224 applications.	<ul style="list-style-type: none"> • Applications processed in accordance with statutory timeframes and established schedules and processes.
1.3	Liaise with applicants on application matters.	<ul style="list-style-type: none"> • Applicants are kept informed on progress with applications and the final outcome is communicated in liaison with Support Staff.
1.4	Ensure applications are assessed against all relevant District Plan provisions and legislation, and take account of relevant case law.	<ul style="list-style-type: none"> • Planner is knowledgeable on current legislation. • Assessments are accurate.

2. Customer Service

Key Tasks		Key Performance Indicators (KPIs)
2.1	Receive and respond to public enquiries, both internal and external, of a planning nature.	<ul style="list-style-type: none"> • Planner assists with telephone, e-mail, fax and counter enquiries of a planning nature from external customers. • Internal enquiries from staff members seeking planning information are received and responded to. • Complex enquiries are researched and the Planner communicates with the customer (internal or external) to keep them informed about progress regarding the matters concerned. • Requests for information contained in the Hauraki District Plan are received and responded to, and the Planner takes an active role in promoting the content of the Plan.
2.2	Ensure all documentation is well presented and filed for easy access and future reference.	<ul style="list-style-type: none"> • The Planner uses the document and central filing systems, and the Property and Resource Management Databases.
2.3	Ensure good communications are maintained with surveyors, applicants and submitters.	<ul style="list-style-type: none"> • A pro-active programme in the area of communication is maintained.
2.4	Attend meetings and negotiations with developers and other customers to expedite the development process and resolve conflicts.	<ul style="list-style-type: none"> • Good communication is maintained and conflicts are resolved.



2.5	Take an active part in Total Quality Management activities of the Group.	<ul style="list-style-type: none"> Quality service is delivered.
2.6	Assist in the event of civil emergencies and undertake emergency management training as required.	<ul style="list-style-type: none"> Planner is knowledgeable on civil emergency requirements and is available to help as required.

3. Planning Reports

Key Tasks		Key Performance Indicators (KPIs)
3.1	Prepare and present reports for Council Committees, Commissioner hearings, the District Planner and the Environment Court.	<ul style="list-style-type: none"> Council's Hearings Committees and Commissioners are advised appropriately on Resource Management Act applications. Recommendations are made within established guide-lines. Manager is kept informed.
3.2	Obtain information from appropriate staff in the Community Development Group and other teams and organisations as necessary for the purpose of reporting on applications.	<ul style="list-style-type: none"> Reporting meets legislative requirements.
3.3	Prepare and present evidence on resource consent applications at hearings and the Environment Court.	<ul style="list-style-type: none"> Evidence presented is based on sound research and logical reasoning.
3.4	Assist the Senior Planner in the consideration of complex planning issues.	<ul style="list-style-type: none"> Assistance is provided as requested.

4. Compliance with RMA

Key Tasks		Key Performance Indicators (KPIs)
4.1	Monitor and facilitate Council-wide compliance with statutory and Council-established timeframes.	<ul style="list-style-type: none"> Accurate records of timeframes are kept and all teams are encouraged to comply with timeframes.
4.2	Monitor individual consents and issues for compliance with the District Plan and consent conditions.	<ul style="list-style-type: none"> Inspections are recorded and appropriate action is taken to ensure compliance.
4.3	Contribute directly to the ongoing review of the effective District Plan provisions through providing a practical administrative perspective.	<ul style="list-style-type: none"> A record of issues that could be reviewed to improve the workability of the District Plan is kept.
4.4	Actively participate in organisational projects applicable to Resource Management services.	<ul style="list-style-type: none"> Planner participates fully as required.
4.5	Report to the Resource Consents Team Leader and Group Manager Community Development on issues with potential liability implications.	<ul style="list-style-type: none"> The Group Manager and Resource Consents Team Leader are kept well informed.
4.6	Respond to RMA complaints and maintain a register.	<ul style="list-style-type: none"> Complaints are responded to in a timely manner and recorded accurately.
4.7	Undertake non-compliance investigations and provide RMA enforcement duties.	<ul style="list-style-type: none"> Non-compliance is reduced and enforcement duties are carried out as required by Council.



5. Other Duties

Key Tasks	Key Performance Indicators (KPIs)
5.1 Other duties are undertaken as are reasonably required.	<ul style="list-style-type: none"> Other duties are completed as are reasonably required.
5.2 Demonstrate a commitment to a culture of safety and wellbeing within the Council as set out in the HDC Safety & Wellbeing Charter.	<ul style="list-style-type: none"> Actively shows support and commitment to workplace health and safety in accordance with the HDC Safety & Wellbeing Charter so that 'Everyone is Safe and Well at the End of the Day'.
5.3 Take reasonable care for own health and safety, and ensure that own acts and/or omissions do not adversely affect the health and safety of others.	<ul style="list-style-type: none"> Comply with any reasonable instruction that is given by the Council. Co-operate with any reasonable policy or procedure.
5.4 Provide organisational support as required, such as in respect of Civil Defence activities.	<ul style="list-style-type: none"> Employee participates in Civil Defence activities and events as required and as directed.
5.5 Abide by the general expectations, codes of conduct, and policies and procedures as outlined on the Hauraki District Council intranet.	<ul style="list-style-type: none"> Employee takes an active approach in familiarising themselves with HDC's policies, together with relevant plans, procedures and processes. All applicable policies and procedures are adhered to.
5.6 Participate fully in organisational processes including staff meetings, Personal Performance and Development (PPD) programmes, project teams and other initiatives.	<ul style="list-style-type: none"> Employee takes an active approach in respect of organisational processes and meets expectations with regard to their role in delivering results. Staff meetings are attended, PPD programmes are undertaken, assistance is provided on project teams etc. as relevant.

Person specification details

1. Expertise

Qualifications:	Full NZ Drivers' Licence. Tertiary Degree in Resource Management Discipline. Preferably a member of the NZPI.
Experience:	At least 3 years practical experience in Resource Management Policy and/or Consents work. Environment Court experience preferable.

2. Skills

Analytical Thinking	Can gather detailed information and investigate issues in detail to identify trends, patterns and core issues.
Commitment / Personal Accountability	Is self motivating and self managing. Follows through projects to completion. Has high standards of personal integrity and professionalism.
Communication	Can clearly convey information and ideas through a variety of appropriate media to individuals or groups in a manner that helps them understand and retain the message. Communicates in a compelling and articulate manner that instils commitment. Responds to correspondence, voice mail and e-mail promptly.



Decisionmaking / Problemsolving	Is able to analyse and solve complex problems, form judgements and make decisions within known parameters. Can resolve conflict or differences of opinion.
Interpersonal Relations	Interacts effectively with superiors, peers and subordinates in order to advance the work of the Council. Interactions are based on respect and an appreciation for people with varying backgrounds and viewpoints.
Presentations	Can effectively prepare and deliver presentations using appropriate technology where required to groups.
Professional / Technical Expertise	Demonstrates a high level of expertise in all phases of the job and forms opinions and conclusions which are professionally sound and well founded.
Professional / Technical Expertise – Map Reading	Has the ability to read and accurately interpret information in map and / or plan form.
Quality and Accuracy	Meticulous worker who seeks continuous improvement. Takes pride in presentation and standard of work and adopts a 'get it right first time' approach.
Research	Understands the value in conducting effective research and can research from relevant sources to facilitate decision making.
Teamwork	Actively participates as a member of a team to move the team toward the completion of goals. Contributes actively and fully to team projects by working with colleagues collaboratively, working towards consensual solutions that enhance the output of the team. Accepts share of workload.
Time Management	Demonstrates personal effectiveness by taking responsibility for getting things done in ways that balance competing needs. Meets deadlines.

3. **Knowledge**

Computer Literate	Demonstrates relevant levels of computer literacy and competency, with a working knowledge as follows: <ul style="list-style-type: none"> • Microsoft Office (e-mail, calendar etc) Intermediate • Microsoft Word Basic • Microsoft Excel Basic • GIS Concepts • Document Management Systems.
Legislation	Has a demonstrated working knowledge of legislation relevant to the position and is able to apply that knowledge, particularly in relation to the: <ul style="list-style-type: none"> • Resource Management Act • Building Act • Local Government Act • Privacy Act.
Working Knowledge – District Plan	Has a working knowledge of the District Plan.
Working Knowledge – Environmental Management	Has knowledge and practical experience in the field of Environmental Management.
Working Knowledge – Treaty of Waitangi	Has knowledge of Treaty of Waitangi issues in relation to projects and undertakings in the jobholder's capacity.

