



## Senior Policy Planner Position Description

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Department/Group:	Policy Planning / Strategy and Partnerships Group
Reports to:	Principal Policy Planner
Location:	Municipal Building, 101 Guyton St, Whanganui
Post Number:	EMV ###
PD Created / Modified:	June 2024

### ***Whanganui District Council Vision***

To be an energised, united and thriving district offering abundant opportunities for everyone.

### ***Our Values***

- Positive and encouraging
- Collaborative brilliance
- Make great happen

### ***Position Purpose***

The **Senior Policy Planner** is responsible for preparing plan changes and variations to the District Plan and other associated environmental strategies, policies and plans. The **Senior Policy Planner** is also required to assist the Principal Policy Planner with leading, mentoring and coaching the Policy Planning Team.

### ***Key Result Areas***

The position of **Senior Policy Planner** encompasses the following major functions or Key Result Areas:

<b><i>Key Result Area:</i></b>	<b><i>Job holder is successful if:</i></b>
<b>1. District Plan Development</b>	
<ul style="list-style-type: none"><li>• Monitor the effectiveness of the District Plan.</li><li>• Prepare and manage plan changes and variations to the District Plan.</li><li>• Present expert evidence before the Environment Court in relation to appeals as required.</li></ul>	<ul style="list-style-type: none"><li>• Coordination and support services are provided within the District Plan process to ensure the requirements of the Resource Management Act are met.</li></ul>

<ul style="list-style-type: none"> <li>• Contribute to the District Plan review by undertaking variations, plan changes and associated work as allocated.</li> </ul>	<ul style="list-style-type: none"> <li>• The relevance of the District Plan is maintained through the development and incorporation of new environmental policy issues into the planning framework.</li> <li>• Variations and changes to the District Plan are undertaken and processed as required.</li> <li>• Environmental results projected within various planning documents are monitored and variations reported on.</li> <li>• Appropriate consultation processes are followed.</li> </ul>
<p><b>2. Assist with mentoring &amp; coaching of the Policy Planning team</b></p>	
<ul style="list-style-type: none"> <li>• Assist with training, coaching and mentoring of the Policy Planning team members.</li> <li>• Manage external consultants reporting on policy projects, including reviewing expenditure on a project basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Work is completed accurately and within statutory timeframes.</li> <li>• Policy Planning Team are assisted on Resource Management issues and interpretation of planning matters.</li> <li>• Council's statutory obligations are met.</li> <li>• The integration of the policy and consents planners is facilitated.</li> <li>• Policy processes are regularly reviewed and developed.</li> <li>• The Policy Planning Team develop, professionally and as individuals.</li> </ul>
<p><b>3. Policy Development</b></p>	
<ul style="list-style-type: none"> <li>• Undertake evidence based research as part of policy development projects on environmental and community issues.</li> <li>• Work with community groups on research projects.</li> <li>• Prepare reports for Council and committee meetings.</li> <li>• Attend Council and committee meetings to present reports and answer questions.</li> <li>• Evaluate policy development processes.</li> <li>• Monitor policy implementation and undertake reviews.</li> </ul>	<ul style="list-style-type: none"> <li>• Research is effective and supports policy development.</li> <li>• Positive relationships are established and maintained with the community during research processes.</li> <li>• Policy documents meet the tests of policy quality.</li> <li>• Report commentary is clear and appropriate.</li> <li>• Sound recommendations are drafted, where appropriate, based on research findings.</li> <li>• No justified complaints are received about the timelines or quality of the written or verbal information provided.</li> <li>• Commissioning officer is kept well informed through process and happy with outcome.</li> <li>• Appropriate consultation processes are followed.</li> </ul>

	<ul style="list-style-type: none"> <li>• The Council has a coherent set of strategies and policies that are current and comply with statutory requirements.</li> </ul>
<b>4. Senior Level Policy Advice</b>	
<ul style="list-style-type: none"> <li>• Provide advice to Council on District Plan and policy matters at Council and committee meetings and at hearings.</li> <li>• Review and recommend ways to improve planning policy processes, including the application of best practice.</li> <li>• Provide policy advice to other Council staff.</li> <li>• Provide advice to developers and the general public on District Plan and general planning enquiries.</li> </ul>	<ul style="list-style-type: none"> <li>• No justified complaints are received regarding the quality of advice given.</li> <li>• Advice is relevant, accurate, well documented and timely.</li> <li>• Advice meets duty of care regarding facts, assumptions and proper process, balance in argument, frankness of advice and if necessary of warning(s).</li> <li>• Statutory process is followed.</li> <li>• High level of knowledge and understanding of the Resource Management Act (and related resource management and environmental planning legislation) is maintained (including the Reserves Act, Historic Places Act and Building Act).</li> </ul>
<b>5. Resource Management Plans</b>	
<ul style="list-style-type: none"> <li>• To provide assistance and advice to the Resource Management team as required which may include: <ul style="list-style-type: none"> <li>○ Policy feedback on consents; and</li> <li>○ Customer enquiries</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Work is undertaken in accordance with legislative requirements and standard operating procedures.</li> </ul>
<b>6. Liaison and Coordination</b>	
<ul style="list-style-type: none"> <li>• Liaise with other statutory and non-governmental organisations.</li> </ul>	<ul style="list-style-type: none"> <li>• A coordinated approach (and active networks) with other agencies and organisations (Regional Council, territorial authorities, DOC, Government Departments, community groups etc.) is developed and maintained in terms of achieving environmental and community goals.</li> <li>• Cross boundary issues are appropriately and effectively handled.</li> <li>• Whanganui District Council's position on issues is effectively advocated where required.</li> <li>• A collaborative approach to environmental policy development is encouraged amongst interested groups.</li> <li>• Submissions to legislative changes, policy developments and planning issues are developed which accurately reflect</li> </ul>

	environmental issues faced in the Whanganui District.
<b>7. Commitment to the Treaty of Waitangi and its Principles</b>	
<ul style="list-style-type: none"> <li>To demonstrate sensitivity to Maori cultural issues when dealing with clients.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the principles of the Treaty and the obligations under the RMA are put into practice.</li> </ul>
<b>8. Reserves Management Plans</b>	
<ul style="list-style-type: none"> <li>Provide advice to Council and other Council staff on reserves managed under the Reserves Act 1977.</li> </ul>	<ul style="list-style-type: none"> <li>Reserves are accurately classified.</li> <li>Effective analysis is completed of the impact of the Reserves Act on current, and potential future use of Council reserves.</li> <li>Applications for activities on reserves are researched and thoroughly analysed, recommendations for action drafted and reports completed in an appropriate timeframe.</li> <li>Positive interaction with the Department of Conservation and other allied institutions.</li> <li>Public notification processes are initiated and managed to ensure compliance with all statutory and legislative requirements.</li> <li>Council is fully apprised and advised of all requirements prior to any lease, sale or purchase of reserve land.</li> </ul>
<b>9. Policy Procedures</b>	
<ul style="list-style-type: none"> <li>Contribute to the maintenance of policy systems and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Projects are effectively managed and recorded.</li> <li>Participation in the Policy Team is positive with effective input.</li> </ul>
<b>10. Customer Service</b>	
<ul style="list-style-type: none"> <li>Demonstrate a “customer first” culture within the team, group and in the wider organisation.</li> <li>Act as a Customer Advocate in the team, group and in the wider organisation.</li> <li>See customer feedback as an opportunity to improve service.</li> <li>Develop partnerships within the organisation to meet customer needs.</li> <li>Contribute to the development of customer focused policies and procedure.</li> </ul>	<ul style="list-style-type: none"> <li>There is demonstrated application of the Customer First and associated guidelines.</li> <li>Availability for customers is ensured.</li> <li>There is evidence of understanding of the needs of the customer and improving customer service.</li> <li>Any appropriate Service Level Agreement requirements are met.</li> <li>CRM and correspondence are responded to in required timeframe (where appropriate)</li> <li>Customer queries/requests are followed through in manner that ensures closure.</li> </ul>

<b>11. Long-term &amp; Annual Planning Process</b>	
<ul style="list-style-type: none"> <li>• Support and participate in the Long-term &amp; Annual Planning Process for the Council when required.</li> </ul>	<ul style="list-style-type: none"> <li>• The Project Manager receives effective support in achieving the Council's statutory obligations in the development of the plans, including by providing high quality and timely information to the Project Manager as required.</li> <li>• Contributes to the development of business cases that support effective decision making.</li> </ul>
<b>12. Emergency Management</b>	
<ul style="list-style-type: none"> <li>• Support and participation in Emergency Management for Council when required.</li> </ul>	<ul style="list-style-type: none"> <li>• The Emergency Manager receives effective support in achieving the Council's statutory and community obligations in emergency and risk management.</li> <li>• Effective and active participation, and, where appropriate, the release of staff for emergency response situations and planned training.</li> </ul>
<b>13. Risk Management</b>	
<ul style="list-style-type: none"> <li>• Compliance with Risk Management.</li> </ul>	<ul style="list-style-type: none"> <li>• Best practice risk management procedures apply to all projects, contracts and day to day activities.</li> <li>• Compliance with Council risk management policies and procedures including Business Continuity, Crisis Management and Legal Compliance.</li> <li>• Risks associated with functions managed and policies being developed are accurately identified, evaluated and reduced.</li> </ul>
<b>14. Health and Safety</b>	
<ul style="list-style-type: none"> <li>• Comply with all safe work procedures, policies and instructions.</li> <li>• Report all incidents, hazards/risks and injuries to supervisors in a timely manner.</li> <li>• Actively participate in the ongoing development of safe workplace practices in the Whanganui District Council.</li> <li>• Take personal responsibility for own safety without putting others at risk.</li> </ul>	<ul style="list-style-type: none"> <li>• Comply with any reasonable instruction that is given to you by the PCBU or your Manager.</li> <li>• Timely, full and accurate completion of incidents on the H &amp; S electronic reporting.</li> <li>• Participate in all Whanganui District Council Health &amp; Safety Induction programmes and updates as and when required.</li> <li>• Demonstrate commitment to Health &amp; Safety for yourself, your staff and contractors and your work colleagues.</li> </ul>

15. Professional Development and Training	
<ul style="list-style-type: none"> <li>Professional Development/Training Needs are identified and enacted.</li> </ul>	<ul style="list-style-type: none"> <li>Own training needs are identified through appraisal and training needs analysis.</li> <li>Agreed training programmed/development opportunities are taken up.</li> <li>Knowledge of both management and professional areas remains up to date.</li> </ul>
16. Other	
Special projects and additional duties commensurate with the position are completed from time to time as requested, meeting quality standards and deadline requirements.	

**Note:**

*The above performance standards are provided as a guide only. The precise performance objectives and measures for this position will need further discussion between the jobholder and manager as part of the performance management process*

**Key Relationships:**

Internal	External
<ul style="list-style-type: none"> <li>Mayor and Councillors</li> <li>Chief Executive</li> <li>Executive Leadership Team</li> <li>General Manager Strategy</li> <li>Strategy team</li> <li>Planning Manager</li> <li>Other Council staff</li> </ul>	<ul style="list-style-type: none"> <li>Regional, District and City Council colleagues throughout NZ</li> <li>Central government</li> <li>Iwi and Hapū</li> <li>Interest and community groups</li> <li>Developers</li> <li>Lawyers</li> <li>Environment Court</li> <li>Heritage New Zealand</li> <li>Working party groups</li> <li>Public</li> </ul>

**Role Scope:**

Direct Management of Staff:	NIL
Indirect Management of Staff:	NIL
Delegated Financial Authority:	In accordance with delegated authority guidelines

**Qualifications and Experience:**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"><li>• Degree in Planning or Resource Management</li><li>• Current and valid NZ driver’s licence</li><li>• At least five years relevant experience</li><li>• Up-to-date knowledge of Resource Management Act legislation</li></ul>	<ul style="list-style-type: none"><li>• Eligible for Membership of the New Zealand Planning Institute</li><li>• Local government experience</li><li>• Policy development experience</li></ul>

**Variation:**

From time to time it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

**Acceptance of Position Description**

I have read the attached Position Description and agree that it represents the duties I will perform for the above position.

Employee: \_\_\_\_\_ Dated: \_\_\_\_\_

General Manager: \_\_\_\_\_ Dated: \_\_\_\_\_