

## Infrastructure Planner – Waters

To undertake relevant and specific Resource Management planning, policy and organisational advisory duties related to the Water Supply, Wastewater and Stormwater (Waters) services.

### Our Organisational Tikanga

#### **Whanaungatanga**

*(fostering relationships and a sense of connection)*

- We build on relationships established through shared experiences and working together.
- We get to know each other and take time to greet each other.
- We create opportunities to build relationships and share knowledge with a diverse range of people.
- We value the people around us and their unique contribution to the organisation.

#### **Manaakitanga**

*(showing respect and care for others, hospitality, kindness and support)*

- We lift the mana (prestige) of all involved.
- We are part of the community and care about outcomes for external and internal customers.
- Our interactions with customers will respect and support their needs.

#### **Kotahitanga**

*(unity, solidarity, togetherness and collective action)*

- We have one shared direction and we all work together towards achieving it.
- We will stop doing anything that strays us from the agreed path to success.
- Our processes lead us to unified outcomes for our customers.
- We speak as one voice.

#### **Atawhaitanga**

*(protection, stewardship, trust and a responsibility for long term outcomes)*

- We deliver our responsibilities in the management and sustainability of our District in a trustworthy way.
- We collaborate and establish partnerships that enhance our role in the social, environmental, economic and cultural wellbeing of our communities.

### Our expectations

As part of the Whangarei District Council we want to work as a team to deliver the best outcomes for our district. We are building our organisational culture around the principles of delivering for our customers, our organisational tikanga, working together, and focussing on outcomes rather than tasks.

That means we will:

- provide strong customer service to all our customers
- operate collaboratively as a total Council team
- deliver our services in a way that is best for the district (as opposed to best for the Council), and
- use our organisational tikanga to guide out decision making.

In short, we want you to think about what we are trying to achieve, and then work as a team to provide three water services to the residents of our district.

Infrastructure Planner (Waters) – that's your primary task at Whangarei District Council. But working with us is much more than simply completing the task – it's about how you go about doing the task, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

We're continually looking at better ways of working together here at Council. We think each of us has a key role to play in making our district a great place to live. We do that by giving superb service to our customers; we do it by working together as a group; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes.

Where appropriate, we want you to be part of cross organisational teams, to bring your solutions to the table, and to work with those teams to implement them.

## What you will do

- Act as a centre of expertise for matters relating to water infrastructure planning, including impact of and compliance with relevant regulations and standards.
- Provide specialist advice and prepare or assist with recommendation reports for easements, leases, licenses, acquisitions, disposals, encroachments, legalisation, and other water infrastructure related processes.
- Assist with the development of strategic water services plans, including community consultation and managing the submission process as necessary.
- Provide planning advice on water infrastructure, asset management and public development projects.
- Preparation and management of resource consent applications for Council water infrastructure projects and activities.
- Management of resource consent data including ensuring compliance to conditions and required reporting.
- Assist in the development and implementation of Council's RMA documents, including the District Plan and structure plans, as they relate to Water Infrastructure responsibilities.
- Provide accurate and concise planning, analysis and information to all stakeholders, including council, to enable decision making process to be effective and efficient.
- Prepare or assist in preparation of Council responses to other agency RMA documents of relevance to Water infrastructure responsibilities.
- Assist in the preparation of Infrastructure strategies, policies, plans and processes relevant to the Local Government and Water Services legislation including but not exclusive to the Long Term Plan, Infrastructure Strategy, Asset Management Plans and associated processes as required.
- Review and coordinate comments on resource consent applications where Water Infrastructure Asset Managers are an affected, interested or notified party.
- Prepare written responses to the Resource Consents Department, and evidence to hearings, committees, panels, or court proceedings as required.
- Negotiate with applicants and consultants to resolve differences and improve outcomes.

## What we all do

- Demonstrate a commitment to cultural awareness in all aspects of work and development.
- Demonstrate a commitment to Council's Diversity policy in all aspects of work and development.
- Embrace training and professional development opportunities for continuing improvement.
- Undertake Civil Defence Emergency Management responsibilities if required

## Customer service

- Demonstrate a "customer first" culture within the team, department and in the wider organisation.
- Act as a Customer Advocate in the team, department and in the wider organisation.
- See customer feedback as an opportunity to improve service.
- Develop partnerships within the organisation to meet customer needs.
- Contribute to the development of customer focused policies and procedures.

## Health and safety

- Accurately and promptly report all accidents, incidents and risks by the end of the working day.
- Keep yourself and others safe.
- Adhere to all Council Health & Safety policies, procedures and guidelines.

## What you will bring

- Relevant Degree : Bachelor of Planning, Bachelor of Resource and Environmental Planning or similar degree.
- Practical working knowledge of, Resource Management Act, Local Government Act and the Water Services Reform Programme.
- Understanding and experience in resource consent planning, planning, or three waters planning.
- A practical understanding of project management, policy development collaboration and consenting.
- Understanding of legal processes and interpretation and application of legislation.
- A strong focus on issue resolution.
- Ability to operate effectively under pressure.

- Undertake consultation as required on resource consents, consent conditions, projects and strategies.
- Respond to public enquiries and requests for information on water infrastructure planning matters.

- Well developed report writing, communication and consultation skills.
- Proficient in the use of information and communications technology.
- Excellent ability to assess and proactively manage risk.
- Ability to effectively influence others through development of strong working relationships and provision of clear well thought out advice.
- Ability to work individually and within a team environment.

## Additional Information

**Financial responsibilities** – Nil

**Position Grade** – 16

**Organisation Chart** – see below

