

## Project Assessment Officer

Complete comprehensive planning assessments (PAs) against building consents and project information memorandums, incorporating all regulatory and Council requirements across the range of building projects.

### Our 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)*

- By showing manaaki 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.

### 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 our decision making.

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

**Project Assessment Officer** - 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.

- We collaborate and establish partnerships that enhance our role in the social, environmental, economic and cultural wellbeing of our communities.

## What you will do

- Complete comprehensive planning assessments (PAs) against building consents and project information memorandums, incorporating all regulatory and Council requirements across the range of building projects. This will include:
  - Reading and interpreting building and site plans to determine compliance District Plan rules.
  - Identify and interpret relevant conditions applicable to the project including consent notices, easements, covenants on Records of Titles and Deposited Plans.
  - Providing clear and customer focussed communication to applicants and other stakeholders.
  - Demonstrating a holistic understanding of how the Resource Management Act, Building Act, Local Government Act, District Plan and Council policies interact to ensure downstream risks are mitigated for the organisation.
  - Assessing and calculating applicable development contributions
  - Cross-referencing District Plan rules and GIS mapping information (including hazard identification), for compliance purposes.
  - Comprehensive searching of Council systems to ensure all relevant property information is collated and considered.
  - Collating documents in a systematic and clear format for customers, building officers and internal records.
  - Liaising with Building, RMA Consents and other departments along with external organisations as required for efficient project handling.
  - Prioritising workloads to ensure regulatory timeframes are met.
  - Using balanced judgment to reach a considered opinion across the full project assessment including aspects which are open to varied interpretation.
  - Maintaining and updating records management in line with Council best practice.

## 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

- NZQA recognised diploma qualification at Level 4 or above or the equivalent work experience.
- Experience in a role that requires interpretation and application of policy and legislative requirements.
- Ability to read and interpret building plans, and some proficiency in map-reading.
- Analysis, research, and investigative skills.
- Skills in administration, accuracy, and attention to detail.

- Communication skills; able to explain potentially complex information
- Ability to prioritise workloads and achieve results working to set timeframes.
- Proficient computer researching skills and use of Microsoft applications
- A strong customer focus.
- A high level of integrity and initiative.
- Proven capability to work well within a team and support others in a team environment.

## Additional Information

Financial Delegation – Nil

Position Grade – Grade 12

Organisation Chart – see below

