



Position Description Landscape Development Advisor

This position reports to: Senior Landscape Development Advisor

Career Level: 17

Position purpose:

As a member of the Development Engineering Team the Landscape Development Advisor will be responsible and accountable for:

- Assisting the Development Engineering Team with approving the landscaping component associated with Resource Consent applications. Including and not limited to imposing open spaces specific conditions of consent.
- Approving engineering plans associated with the open spaces component of resource consents.
- Monitoring the open spaces construction phase of a resource consent to ensure compliance with relevant standards and subsequently issue S224 approval.
- Ensuring all landscaping assets are vested to SDC as per the Engineering Code of Practice specifications.

The key areas of responsibility include;

- **Landscaping Acceptance:** Ensure all plans submitted meet the appropriate standards and issuing Special Engineering Conditions when necessary; Ensure all plans submitted are in accordance with resource consent conditions
- **Resource consent approval:** Review and assess the open spaces component of resource consent applications and working with the Planning Team to get the best possible outcome for all stakeholders; Attend pre-consent application meetings with developers and their consultants when required.
- **Construction monitoring:** Act as Council representative for hold point inspections, general inspections, final inspections, bond release inspections, and site meetings; Provide guidance on the expected construction standards and expectations
- **S224 approval of physical works:** Review and approve any quality assurance documentation associated with the open spaces component of a resource consent submitted with an S224 application; Review and approve uncompleted works bonds associated with the open spaces component of a resource consent.
- **Engineering code of practices:** Assist the Development Engineering Manager with updating the Engineering Code of Practice; Constantly look for improvements to current practices that will achieve better outcomes for all stakeholders
- **Stakeholder engagement:** Work with all the various stakeholders to get the best possible solutions for all engineering problems that may arise as part of the land development process; Resolve stakeholder concerns quickly and efficiently.

Direct reports: Nil

Indirect reports: Nil

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Deliverables

Big Picture

- Have awareness of strategies, contribute to plans and KPIs for self, team and other teams as required
- Stay up to date with legislation and practices as appropriate to role
- Understand the intent/ethos of local government and the services provided by other parts of the Council
- Stay informed of organisational activities and decisions through being attentive to communications
- Show understanding and commitment to Te Tiriti o Waitangi (The Treaty of Waitangi) principles, know how these Principles are relevant to your work

Performance

- Achieve performance goals and expectations and follow leadership instruction on time and to a high standard consistently
- Report on progress to plan, and against own KPIs
- Take an active role in own goal setting, learning and development
- Correctly and appropriately use technology as required for role, including new technologies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Comply with all legislation and Council policies
- Set a positive example for punctuality, attendance and work ethic

People & Culture

- Act in ways that align with and promote Council values
- Be a positive and constructive team member
- Collaborate on cross team/discipline projects and teams as required
- Constructively and successfully adapt to changes
- Take positive actions to keep self and others physically and psychologically safe and well
- Attend, be prepared for and engage constructively in all meetings
- Deliver exceptional customer service consistently (make every interaction count)
- Build effective, sustainable relationships at all levels
- Have consistently positive interactions externally and with Community Boards and Elected Members (as required for role)

Requirements for all staff

- Selwyn District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partner to deliver on our obligations under Te Tiriti o Waitangi.
- Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault.
- Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies.
- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Selwyn District Council policies and processes.

Emergency Management requirements for all Council Staff

- Selwyn District Council has a legislative responsibility to respond to an adverse event occurring within our communities. As such, any staff member may be required to assist the Emergency Management Team respond to such an event. Family circumstances and BAU roles will be taken into account.
Required assistance may include:
- Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.
- Respond to civil defence emergencies or adverse events wherever possible and if it is safe to do so.
- Participate in any required Civil Defence exercises to ensure that essential services are maintained.

Authorities

- Authorised to commit the Council to a course of action by signing external correspondence within approved delegation levels. For courses of action which will exceed the delegation levels, this must be done in conjunction with your manager.
- Comply with all other relevant sections of the Delegations and Policies manuals and their amendments.

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Skilled [four years or more] onsite landscaping experience. • Experience reading and reviewing landscaping plans. • Full Clean Driver's licence. • Competent and comfortable working with computers and in an office setting. • Experience with design/construction standards and specifications. • Experience dealing with a variety of stakeholders (consultants, developers, customers, contractors). • Experience with document management and process documentation. • Competent and comfortable working with computers and in an office setting. • Eye for detail and detail orientated. • Comfortable doing paperwork. • Confidentiality. • Adaptability. • Excellent verbal and written communication skills. 	<ul style="list-style-type: none"> • Proficient [two years or more] foreman, project/contract manager of a civil landscaping company. • Local Government experience. • Working knowledge of relevant standards and legislation (NZS4404, the Resource Management Act, NZS5828, etc.) • Experience with approving landscaping plans. • Experience with resource consenting. • Producing or reviewing quality assurance documentation for compliance. • Problem solving skills.

Key relationships

External	Internal	Committees/groups
Te Taumutu Rūnanga Te Ngāi Tūāhuriri Rūnanga Council customers Selwyn residents External contractors Territorial and Regional Authorities Government Agencies (incl MfE, MBIE, Work safe NZ, Ministry of Justice, Police, ACC) Greater Christchurch Partnership Non-government agencies	Chief Executive Executive Leadership Team Council staff Mayor Elected Councillors Elected Community Board Members	Committees of Council Business organisations and networks Special interest groups and committees

Individual Contributor Competencies



Eats problems for breakfast. When faced with a new situation or setback, uses initiative and takes appropriate action.



Does Change Well. Is open-minded about change and prepared to adapt. Moves forward positively and constructively.



Builds Togetherness. Is equally open and friendly with all people, and respectful of individual differences. Works effectively in teams.



Rocks the messaging. Keeps those who need to know 'in the know'. Communicates clearly and appropriately.



Tackles the tough stuff. Prepared to constructively share an opinion and get involved in conversations on challenging matters. Takes ownership of mistakes.



Delivers the goods. Reliable, conscientious, disciplined and organised. Delivers to a manageable high standard consistently.



Brings out the best. Enjoys learning and improving their skills to be the best they can be. Embraces opportunities to identify and address development needs. Recognises and celebrates the achievements of others.



Sets the tone. Can keep functioning and stay calm when under pressure. Is a positive influence in the team.

Education, Qualifications, Memberships

Essential	Desirable
<ul style="list-style-type: none"> Tertiary qualification in Landscape Architecture (Or equivalent work experience) 	<ul style="list-style-type: none"> Post graduate qualification in landscape design

The information contained in this position description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment.

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