

## Position Description

<b>Position Title:</b>	<b>Planner</b>
<b>Reports To:</b>	Team Leader – Consenting and Applications
<b>Responsible For:</b>	N/A
<b>Group and Team:</b>	Customer and Environment – Consenting and Applications
<b>Children’s Worker:</b>	No
<b>Delegations and Budget Responsibilities:</b>	As per Delegations Register

### Purpose

To implement the Resource Management Act by assessing developments against the District Plan to ensure compliance and positive environmental outcomes. Process applications efficiently while providing high-quality customer service and clear planning advice. Support sustainable development through collaboration, education, and continuous improvement of planning processes.

### Key Relationships

#### External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

#### Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

### Our Compass Values and Behaviours

#### Responsibility

**Take ownership of decisions and outcomes, both collectively and individually.**

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

#### Respect

**Everyone is important, as are their views.**

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

#### Above and Beyond

**Take opportunities to go the extra mile.**

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

#### Positivity

**Always look on the bright side of life.**

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

## What You Will Do *(provided as a guide only)*

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### Resource Management Advice

- Provide accurate, professional advice, both verbally and in writing, on planning related matters and enquiries seeking input from other Council departments where relevant.
- Organise and facilitate pre-lodgement meetings, to establish whether resource consent and/or other consents/permits (i.e. building consent) are required, and to guide clients through the consenting process.
- Ensure customers receive all relevant information (both planning and non-planning) with respect to lodging an application.
- Check building consent applications to ensure compliance with the planning rules and advise applicants when resource consent is required.

### Resource Consent Applications

- Assess applications against provisions of the District Plan, Resource Management Act and the characteristics of the site including the adequacy of the application, notification issues, and receiving submissions.
- When assessing applications, consult with relevant Council departments and external agencies is undertaken when assessing applications, where required.
- Ensure resource consents are processed within required statutory time frames and meet all statutory requirements.
- Develop clear and comprehensive planning reports with recommendations (and 'conditions' if appropriate) for presentation to decision makers that will enable effective decision making at both the delegated officer level and Hearing level.
- Attend Hearings as Council's Reporting Officer when applications are being considered by the Hearings Panel or a Commissioner.
- When required, present evidence at the Environment Court in an effective and professional manner.

### Compliance with the Resource Management Act

- Ensure complaints from public, employees, and elected officials are handled/investigated in an effective and timely manner taking appropriate action and accurately recorded.
- Work collaboratively with team members to ensure delivery of environmental and community-appropriate outcomes.
- Contribute to the on-going District Plan effectiveness and improvement process to ensure that outcomes from the implementation of the District Plan are captured and fit for purpose.

### Non-Regulatory Methods

- Assist in the development and promotion of non-regulatory methods for achieving sustainable management of the environment.
- Ensure quality material is developed, promoted and distributed with attention to detail and accuracy.

### Quality Management System

- Undertake all tasks in accordance with the Quality Management System.
- Provide assistance and support to other team members to develop, implement and maintain the Quality Management system.
- Ensure adherence to schedules is maintained and reported in accordance with agreed timelines.
- Ensure regular peer review of reports, letters and other documents to ensure they are in accordance with relevant legislation, and are technically and grammatically correct.

### Legislation

- Keep up-to-date with relevant Acts, Statutes, Bylaws, Regulations and Policies so that these may be applied correctly.
- Ensure you are able to apply legislation and advice relating to Council, seeking clarification and advice from the Team Leaders and other experienced team members when unsure.
- Ensure you are aware of your own limitations in relation to your knowledge and understanding and actively seek to increase knowledge of the regulatory aspects of role.
- Seek legal and technical opinions when appropriate.
- Actively assess required changes caused by legislative change.

### Collaboration and Service Excellence

- Contribute to:
  - A collaborative and positive team culture for Consenting and Environment.
  - A co-ordinated and cross-departmental approach to service delivery and decision making.
- Demonstrate behaviours that support a core focus for service delivery in the following areas:
  - The customer is at the centre of everything we do.
  - Effective, efficient ways of working that deliver great outcomes.
  - Sector-leading innovation.
  - Pragmatic decision-making, with the confidence to balance risk across customer outcomes, legislation and regulatory requirements.
  - An enabling approach to sustainable development.

### Regulatory Ownership

- Contribute to Council's role as a regulator, enabling an education-first approach to regulation and enforcement.
- Take action to ensure Council responsibly discharges its obligations as a regulator.
- Contribute to balanced risk management practices that support pragmatic decision making and service delivery.

### Process Efficiency and Continuous Improvement

- Contribute to continuous improvement programmes and Council's QA systems and processes.
- Identify opportunities for system and process efficiency, and contribute to improvement actions.
- Collaborate with teams across Council to support continuous improvement initiatives and culture.

### Stakeholder Engagement

- Build and maintain positive relationships with stakeholders and community groups.
- Identify and leverage opportunities for education, industry engagement, and collaboration.

**Note:** Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.

## What You Will Bring

The below qualities, knowledge and skills are the key focus for this role and are used to assess an applicant's suitability for the role and the incumbent's performance in the role.

### Education and Qualifications

**Essential:**

A relevant tertiary qualification in a resource management related field  
Current New Zealand driver's licence

**Desirable:**

Graduate or Affiliate Membership of the New Zealand Planning Institute

### Knowledge, Skills and Experience

**Essential:**

2-5 years' experience in resource management (policy, consents, or similar)  
Knowledge and understanding of the Resource Management Act (RMA) and other relevant legislation  
Report writing skills with the ability to produce clear, well-structured planning documents  
Excellent written and verbal communication skills  
Demonstrated time management, planning and organisational skills with an excellent eye for detail  
Proven analytical and problem-solving ability  
Excellent customer service skills  
Well-developed computer knowledge, particularly in the use of Microsoft Office: Word, Excel, Outlook, as well as databases  
Demonstrated ability to take on responsibility and use initiative to prioritise work effectively under pressure and to tight deadlines

**Desirable:**

Knowledge of the business of Local Government and an understanding of the Local Government Act 2002  
Skills and confidence in undertaking verbal presentations

## Agreement

**Employee**

Name	Sign	Date
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**Manager**

Name	Sign	Date
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**Note:** From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

## **What We All Do**

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### **Customer Commitment**

Treat customers with respect – taking the time to listen, learn and understand.  
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.  
Acknowledge problems and complaints, identifying and promptly acting on solutions.

### **Continuous Improvement**

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.  
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

### **Health, Safety and Well-being**

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.  
Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

### **Civil Defence Emergency Management**

Assist Council in preparing for and responding to an emergency.  
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

### **Other Duties**

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.