

ENVIRONMENT SOUTHLAND

Senior Regional Planner

Role description

About us

Our mission

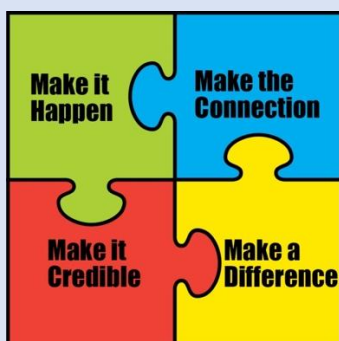
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at ES, we -



Role purpose

The **Senior Regional Planner** contributes to the overall performance of **Regional Planning Team** by developing and delivering robust solutions for complex issues through the analysis and development of policy, plans, bylaws and strategies that promote the sustainable resource management in Southland.

Emphasis is on:

- Having a strong level of understanding and experience in analysing policy and other related information and developing planning solutions
- An ability to convey complex material to both internal and external audiences.
- Developing relationships with all levels of Council and the community.

About your role

Grade: 17

Pathway: T5

Group/Division: Strategy & Regulation Group / Regional Planning Team

Reports to: Team Leader
Regional Planning

Who you will be working with

Direct reports:

- Nil

Indirect reports:

- Nil

Key stakeholders

External:

- Community and special interest groups
- Iwi
- Ratepayers, landowners and public
- Consultants and advisors
- Professional colleagues and associations
- Territorial Authorities and other Regional Councils

Internal:

- Managers
- Other staff at Environment Southland

Delegations

In line with the Environment Southland Delegations Manual

Your leadership profile – Individual Contributor

Your crucial challenge as an Individual Contributor is to find a way to add value while working effectively with others.

*To be an effective **Individual contributor**, aim to:*

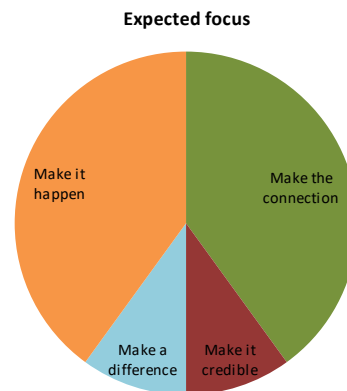
Make it Happen – Show initiative, take accountability and deliver high-quality work on time.

Make the Connection – Focus on meeting your customers' needs and work collaboratively as part of your team.

Make it Credible – Communicate clearly, show integrity, and focus on building your professional skills.

Make a Difference – Show curiosity, make thoughtful and evidence-based decisions, and aim to understand the wider context for your work.

While all elements of the Environment Southland Leadership Competency Framework are important, as an **Individual Contributor**, you will have a stronger focus on Make it Happen and Make the Connection.



Your accountabilities

Policy development	<ul style="list-style-type: none"> • Develop and deliver robust and defensible planning solutions on sometimes complex local and national issues, ranging from air and water quality to spatial and transportation planning • Participate in and lead policy, plan and bylaw review and formation with fellow staff, technical experts, councillors, iwi, stakeholders and the community • Develop defensible policy approaches that can be understood and implemented by Council, Iwi, stakeholders and the community • Develop advice and recommendations that ensures the organisation adheres to our legislative and policy requirements. Prepare and present expert planning evidence at Hearings, Court proceedings or tribunals that is cogent and defensible and that will efficiently assist with the decisions to be made • Contribute to the monitoring and reporting on the effectiveness of the Council's policies and plans. • Support the implementation and delivery of Councils plans and strategies • Provide input into relevant internal and external guidance as required.
Provide Advice and information	<ul style="list-style-type: none"> • Provide advice and information on resource management related legislation, and Southland Regional policies and plans • Guide and assist other members of the Regional Planning team with the technical aspects of policy and plan development
Strategy and vision	<ul style="list-style-type: none"> • Support the implementation and delivery of Council's strategy
Project management	<ul style="list-style-type: none"> • Support and participate in projects which may be financial, transformational, strategic and/or leadership focused from time to time • Maintain well organised process documentation and accurate and relevant records • Monitor progress against commitments and report regularly to your Team Leader, assisting with reports on projects you are involved in or that you have responsibility for • Application in line with Council's corporate project management systems and processes.
Finance	<ul style="list-style-type: none"> • Consider financial implications of actions.
Continuous improvement	<ul style="list-style-type: none"> • Continually seek opportunities to improve services for your customers (internal or external). • Show flexibility, adaptability and a willingness to change and are open to feedback as an opportunity to improve.
Stakeholder relationships / customer service	<ul style="list-style-type: none"> • Develop strong and effective relationships with internal and external stakeholders. • Liaise both within the Council and with outside agencies as appropriate, including local Iwi, territorial authorities, government agencies, interest groups and consultants, including obtaining feedback as necessary. Respond appropriately. • Understand situations from the customer's perspective. • Keep customers up to date about progress of queries/requests/projects • Maintain clear communication
Other duties	<ul style="list-style-type: none"> • Any other duties as may be required from time to time.

Your health, safety and wellbeing

- Work safely and take responsibility for keeping self, colleagues, contractors and customers free from harm
- Report all incidents, near-misses, hazards and accidents promptly
- Communicate whereabouts when out of the office (e.g. use Where Am I, Get Home Safe)
- Activity risk assessments are completed as part of planning for all field-based activities prior to work being undertaken, with relevant parties
- Know what to do in the event of an emergency
- Participate in safety and wellbeing initiative and programmes as required
- Attend required health and safety training and induction sessions.

Working with Māori

- Engage with iwi in a way that demonstrates understanding of the nature of the relationship between iwi and Council as reflected in the principles of Te Tiriti o Waitangi and Council's values, policies and practice.
- Communicate and engage with mana whenua and mataawaka, demonstrating an understanding of tikanga, and on the basis of informed understanding of issues of significance to Māori throughout Murihiku.

Your civil defence and emergency response responsibilities

All staff of Environment Southland may be required to undertake Civil Defence or Biosecurity duties in the event of an emergency. Training will be given as appropriate.

- Fulfil allocated Civil Defence and emergency response roles, as assigned.
- Manage or assist with other emergency responses that are required.
- Participate in Civil Defence and emergency response initiatives and programmes as required.

Confidentiality, privacy and recordkeeping

All staff of Environment Southland are required to collect, retain, and maintain sensitive, confidential and personal information. Training will be given as appropriate to:

- Manage all information with care and respect in accordance with the Public Records Act 2005, Privacy Act 2020, Local Government Official Information and Meetings Act 1987 and all other relevant Local Government legislation.
- Retain information, regardless of format, e.g. records and data in official organisational systems.
- Ensure no sensitive, confidential, or personal information is inappropriately shared internally or externally without the appropriate approval.
- Report a privacy breach to the organisational Privacy Officer if a situation should occur.

Your experience, knowledge and qualifications

Knowledge/Experience

- Demonstrated knowledge to fulfill requirements of the key accountabilities specified for this position.
- A tertiary qualification in planning and/or relevant work history in environmental management/resource management, with five years' experience is desirable
- Eligibility for membership of New Zealand Planning Institute, in particular to assist with any Environment Court work
- Knowledge of the Resource Management Act and related legislation, and consent or plan development processes
- An understanding of the application and implementation of legislation and policies and plans
- Knowledge /experience of the policy development cycle
- An interest in and knowledge of spatial planning concepts, such as transportation planning, natural hazards, urban development, and how they interact
- An understanding of obligations and responsibilities under the Te Tiriti o Waitangi and its practical application in the role of Regional Planning
- Ability to dissect, analyse, interpret, report and make recommendations on implications in clear, concise and simple language and in a timely manner Experience in consultation and working with multi-disciplinary teams
- Ability and confidence to present reports or information in Council and other public forums
- Some project management knowledge

Attributes

- Broad interest in a range of topics that Environment Southland has responsibility for
- Strong communication skills – written, oral and public
- Honesty, integrity and commitment to preserving confidentiality, i.e. can be trusted with confidential information.
- Ability to exercise sound judgment and initiative.
- Highly accurate and keen eye for detail.
- An understanding of professional ethics required to be successful in the role of a Senior Regional Planner
- Able to work effectively as part of a team, but without close supervision.
- Motivated and performance-focussed with a positive and outgoing attitude
- Adaptable, creative and energetic.

Performance Review

We have a Professional Development Programme (PDP) that is the basis for performance assessment at all levels of the organisation. There is at least one formal meeting, annually, between the team member and their people leader, along with a six-month review and regular monthly catch-ups.

Acknowledgement

I _____ have received a copy of the job description and have read and understand the duties and responsibilities and key relationships described therein.

Signature _____

Date _____

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Regional Planner

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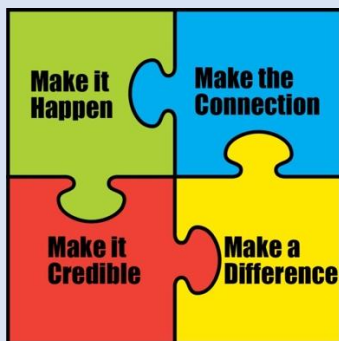
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Role purpose

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Emphasis is on:

- Having an understanding and experience in analysing information and an ability to identify potential planning solutions
- An ability to communicate to various audiences.
- Developing relationships within the team and willingly work with other staff.

About your role

Grade: 15

Pathway: T4

Group/Division: Strategy & Regulation Group / Regional Planning Team

Reports to: Team Leader
Regional Planning

Who you will be working with

Direct reports:

- Nil

Indirect reports:

- Nil

Key stakeholders

External:

- Community and special interest groups
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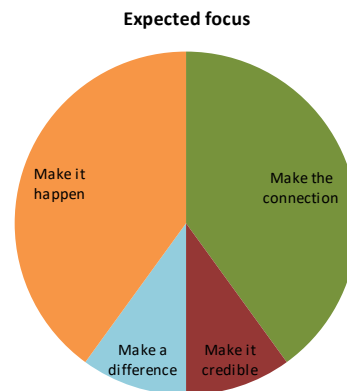
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Provide advice and information	<ul style="list-style-type: none"> • Provide advice and information on resource management related legislation, and Southland Regional policies and plans
Strategy and vision	<ul style="list-style-type: none"> • Support the implementation and delivery of Council's strategy
Project management	<ul style="list-style-type: none"> • Participate in projects which may be financial, transformational, strategic and/or leadership focused from time to time • Monitor progress against commitments and report regularly to your Team Leader, assisting with reports on projects you are involved in • Maintain well organised documentation and accurate and relevant records • Application in line with Council's corporate project management systems and processes.
Finance (budgets)	<ul style="list-style-type: none"> • Consider financial implications of actions.
Continuous improvement	<ul style="list-style-type: none"> • Continually seek opportunities to improve services for your customers (internal or external). • Show flexibility, adaptability and a willingness to change and are open to feedback as an opportunity to improve.
Stakeholder relationships / customer service	<ul style="list-style-type: none"> • Develop strong and effective relationships with internal and external stakeholders. • Assist and participate in liaison both within the Council and with outside agencies as appropriate, including local Iwi, territorial authorities, government agencies, interest groups and consultants, including obtaining feedback as necessary. Respond appropriately. • Understand situations from the customer's perspective. • Keep customers up to date about progress of queries/requests/projects • Maintain clear communication
Other duties	<ul style="list-style-type: none"> • Any other duties as may be required from time to time.

Your health, safety and wellbeing

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- Communicate whereabouts when out of the office (e.g. use Where Am I, Get Home Safe)
- Activity risk assessments are completed as part of planning for all field-based activities prior to work being undertaken, with relevant parties
- Know what to do in the event of an emergency
- Participate in safety and wellbeing initiative and programmes as required
- Attend required health and safety training and induction sessions.

Working with Māori

Working at Environment Southland requires all of our staff to uphold the council's Te Tiriti o Waitangi responsibilities as part of their day-to-day role. This might be through the appropriate delivery of functions through various legislation where Te Tiriti o Waitangi or partnering with mana whenua is required or upholding the commitments that our elected councillors have made to Ngāi Tahu ki Murihiku through the Charter of Understanding. Many of our established workstreams and programmes are delivered in partnership with the four papatipu rūnanga of Ngāi Tahu which hold mana whenua in Murihiku Southland.

This will regularly require:

- Understanding and delivery on Te Tiriti o Waitangi obligations for Environment Southland that are identified for your role
- Ensuring partnership and engagement practices are planned for, and suitable to the relationship with Ngāi Tahu ki Murihiku
- Undertaking regular learning and development for the role to support competency in delivering on Te Tiriti o Waitangi responsibilities, as directed

response responsibilities

All staff of Environment Southland may be required to undertake Civil Defence or Biosecurity duties in the event of an emergency. Training will be given as appropriate.

- Fulfil allocated Civil Defence and emergency response roles, as assigned.
- Manage or assist with other emergency responses that are required.
- Participate in Civil Defence and emergency response initiatives and programmes as required.

Confidentiality, privacy and recordkeeping

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- Ensure no sensitive, confidential, or personal information is inappropriately shared internally or externally without the appropriate approval.
- Report a privacy breach to the organisational Privacy Officer if a situation should occur.

Your experience, knowledge and qualifications

Knowledge/Experience

- Demonstrated knowledge to fulfill requirements of the key accountabilities specified for this position.
- A tertiary qualification in planning and/or relevant work history in environmental management/resource management
- A desire to work toward membership of New Zealand Planning Institute.
- Some knowledge of the Resource Management Act, consent or plan development processes, or of the policy development cycle.
- An interest in spatial planning concepts, such as transportation planning, natural hazards, urban development, and how they interact
- An understanding of obligations and responsibilities under the Te Tiriti o Waitangi and its practical application in the role of Regional Planning

Attributes

- Interest in a range of topics that Environment Southland has responsibility for.
- Highly accurate and keen eye for detail.
- Good communication skills – both written and verbal.
- Honesty, integrity and commitment to preserving confidentiality, i.e. can be trusted with confidential information.
- Ability to exercise sound judgment and initiative.
- Strong analytical skills
- Able to work effectively as part of a team, but without close supervision
- Motivated and performance-focussed with a positive and outgoing attitude
- Adaptable, creative and energetic.

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