

Position Description

Position Title:	Policy Planner
Reports To:	Manager – Planning Policy
Group and Team:	Consenting and Environment – Planning Policy
Direct Reports:	N/A
Children’s Worker:	No
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

To provide high-quality strategy and policy advice on planning and resource management to support Council’s statutory and regulatory objectives under the Resource Management Act (RMA) and other legislation. Facilitate public consultation processes, contribute to the development and review of Council policies, plans, and strategies, and implement methods identified in the District Plan. Engage with stakeholders to ensure planning initiatives align with community needs and environmental sustainability.

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)*

Resource Management Act (RMA) Plans and Policies

- Contribute to the ongoing development, review, and monitoring of the District Plan, and contribute to Council's engagement with regional Resource Management Act (RMA) policy processes.
- Assist with spatial planning initiatives as directed, ensuring they align with Council's strategic goals and priorities.
- Contribute to the implementation and delivery of policies and initiatives that strengthen working relationships with neighbouring councils, key stakeholders, and internal teams.
- Manage assigned project tasks to ensure deadlines are met and work is delivered in an efficient and well-coordinated manner.
- Proactively identify significant issues, risks, and interdependencies, clearly outlining likely outcomes and implications.
- Prepare timely and well-structured reports that address key issues clearly, follow a logical flow, and appropriately consider legal requirements.
- Facilitate internal discussion and analysis of emerging strategic opportunities, ensuring staff input before progressing to higher decision-making levels.

Urban Design and Heritage

- Contribute to resource management policy relating to urban design and heritage matters.
- Develop, support consultation for and promote the implementation of urban design and heritage strategies, guidelines, plans and bylaws along with monitoring their effectiveness and on-going review.
- Provide pre-application and consenting urban design advice for resource consent applicants, as required.
- Act as a key point of contact for heritage building owners, guiding them through Council processes to enable the preservation, encourage heritage conservation and adaptive reuse.

Community and Stakeholder Consultation

- Coordinate and facilitate public consultation processes on planning related activities as required.
- Ensure community meetings and other consultation processes are inclusive, well-organised, and culturally responsive, recognising the partnership with Māori and the increasing ethnic diversity of the community.
- Promote collaborative approaches with community groups, industry, and other stakeholders.

Development of Non-Regulatory Methods

- Develop and implement non-regulatory methods to achieve positive environmental and planning outcomes.
- Support the development of implementation strategies including resourcing, collaboration, and priority setting.
- Following internal and external consultation, ensure methods are developed, monitor the effectiveness of methods and recommend improvements where appropriate.

Effective Plan Management

- Assist in developing and implementing effective plan monitoring strategies for the District Plan.
- Support the analysis and integration of monitoring results into District Plan policy reviews.

Resource Consents Support

- Provide input and guidance on resource consent applications when policy interpretation is required.

New Legislation and Updates

- Keep current with legislative changes and ensure appropriate internal communication of updates.
- Ensure legal and technical opinions are sought when appropriate.

Quality Management System

- Adhere to Council's Quality Management System.
- Provide assistance and support to other team members to develop, implement and maintain the Quality Management system.
- Ensure adherence to monthly schedules is maintained and reported in accordance with agreed timelines discussing any performance issues or overrun timeframes with management.
- Peer review reports and written material ensuring they are legally compliant, technically accurate, and grammatically sound.

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 to Bachelor level in a Resource Management related field
Current full New Zealand drivers' licence

Desirable:

Full membership of the New Zealand Planning Institute

Knowledge, Skills and Experience

Essential:

Minimum of two years in the Resource Management or related field
Strong knowledge of the Resource Management Act (RMA) and other relevant legislation
Experience in policy development, including research, analysis, drafting, and consultation processes
Understanding of heritage assessment methodologies and sustainable urban development principles
Excellent written and verbal communication skills
Experience in briefing lawyers and/or consultants
Consultation and stakeholder engagement skills, including with iwi, community groups, developers, and other government agencies
Report writing skills with the ability to produce clear, well-structured planning documents
Proven ability to conduct and facilitate informative presentations that engage the audience
Experience in dealing with people in emotionally charged situations
Ability to manage multiple projects, meet deadlines, and coordinate internal and external stakeholders
Ability to present complex planning issues and recommendations clearly
Attention to detail while maintaining a big-picture, strategic focus
Adaptability and resilience in a changing legislative and policy environment
Ability to translate technical planning language into plain English for public engagement

Desirable:

Previous experience in the Local Government sector and/or knowledge of Local Government legislation and Local Authority functions
Experience preparing for or participating in RMA plan hearings or Environment Court processes
Knowledge of Te Tiriti o Waitangi (Treaty of Waitangi) principles and their application to local government policy planning
Experience with spatial planning tools and GIS
Experience engaging with heritage organisations, urban design panels, or local iwi authorities

Agreement

Employee

Name

Sign

Date

Manager

Name

Sign

Date

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

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.