Kia Ora Applicant,

Thank you for your interest in the advertised position with our Council. This document tells you a little bit more about who we are, the role here and some things about our district.

About our Organisations

Our Character

The South Taranaki District Council (STDC) is a mid-sized local authority with around 220 staff (208 FTEs). We are a rural local authority operating in one of New Zealand's most vibrant economic regions and are responsible for a wide range of local services including roads, water reticulation, sewerage and refuse collection, libraries, parks, recreation services, local regulations, community and economic development, and town planning. The Council's main office is based in Hāwera (population approx. 12,000) and there are several satellite offices in towns throughout the district.

We are a progressive, values-based organisation, which is dedicated to providing quality services and facilities for our communities. We place a strong emphasis on our organisational culture, which is in turn supported by high levels of employee engagement.

Stratford District Council is a smaller local authority with a strong community focus and a culture that values innovation, flexibility, teamwork, commitment and respect. Its people work closely together across a broad range of activities and share a strong commitment to making a difference and helping shape the future of the Stratford District.

This position is a shared resource between South Taranaki and Stratford District Councils, reflecting the collaborative approach required to support development and implementation of the Taranaki Regional Spatial Plan and associated Land Use Plans. While employed by STDC and reporting to the Head of Strategy and Governance, the role will work across and be responsible for supporting the priorities and interests of both councils.

Living our Values

We see our values as more than just guidelines, they are the foundation of our organisation's culture. We encourage all of our employees to adhere to the Council's values. This means behaving with a high level of professionalism and integrity, showing respect towards colleagues and the community.

Values and Common Purpose



About our Districts

South Taranaki and Stratford

South Taranaki and Stratford Districts are at the heart of the wider Taranaki region, offering vibrant communities, diverse rural landscapes and easy access to some of New Zealand's best outdoor experiences. South Taranaki has a population of approximately 30,400 people across its towns and rural and coastal communities, while Stratford District is home to around 10,500 people, with Stratford as its main centre and smaller communities including Midhirst, Toko and Whangamōmona. Stratford sits near the geographic centre of Taranaki, approximately 30 km north of Hāwera.

In terms of lifestyle, it doesn't get much better. Across the two districts, the mountain, coast and countryside are all within easy reach. South Taranaki offers a spectacular coastline, surfing, fishing and access to Taranaki Mounga, while Stratford provides a gateway to Te Papakura o Taranaki, the Manganui Ski Field and the Forgotten World Highway.

Together, the two districts offer the benefits of strong, connected communities and a relaxed lifestyle, while being well positioned within the wider Taranaki region. For this role, you'll have the unique opportunity to work across both districts and contribute to planning for their long-term growth and development.



What this job involves

Nature and Scope

This role will lead and coordinate South Taranaki and Stratford District Councils' involvement in the development and implementation of the Taranaki Regional Spatial Plan and associated Land Use Plans.

Working across both councils, you will bring together strategic, policy, infrastructure and technical information, coordinate a joint work programme, and ensure the priorities, opportunities and constraints of both districts are clearly represented in regional planning. You will provide advice and reporting to leadership teams, elected members and regional governance groups, while monitoring programme milestones, risks and emerging issues.

A key part of the role will be building strong relationships and coordinating input from Ngā Iwi, regional and central government, infrastructure providers, technical specialists, communities and other stakeholders. You will also help translate the outcomes of the Regional Spatial Plan and Land Use Plans into future council planning, infrastructure investment and work programmes.

While employed by South Taranaki District Council and reporting to the Head of Strategy and Governance, this is a shared role responsible for supporting the needs and priorities of both South Taranaki and Stratford District Councils.

Other Duties

The employee will undertake other activities, duties or internal projects as directed by their Manager/Group Manager in an efficient and effective manner.

The Position

This is a permanent, full-time position of 40 hours per week, predominantly based at South Taranaki District Council's Administration Building in Hāwera. As a shared role supporting both South Taranaki and Stratford District Councils, the position will also involve working regularly with the Stratford District Council team. The role is employed by South Taranaki District Council and reports directly to the Head of Strategy and Governance.

Salary and Conditions

The Council operates under a Total Remuneration Strategic Pay grading system and the grade for this position is **18.** The salary range for this position is between **$116,550pa and $129,500pa** and the appointed starting level will be dependent on skills and experience and will be discussed during interviews with shortlisted candidates.

Hours of Work

Council's offices are open to the public from 8.00am to 5.00pm, Monday to Friday. Hours of work for the position to be filled will be discussed at the interview.

Relocation Expenses (Permanent Positions Only)

The Council may assist with relocation expenses for household goods only on the basis of at least two competitive quotes. Should the appointee leave the Council's employment for any reason within a period of two years of the appointment, the Council will require the appointee to refund the removal cost on a pro rata basis.

Applications

If you are ready to take on a role that works across two councils and helps shape the future of Taranaki, we would love to hear from you. Apply online through the Council's website at www.southtaranaki.com under **Council Vacancies**. Applications close on the date and time shown on the application form.

If your application is successful, the information on your application form will become part of the Council's personnel records.

Thank you again for considering joining Council's staff and if you would like more information on this position or to discuss what it's like to work for an outstanding rural local authority, ring us on 278 0555 (local) or 0800 111 323.

You will find the job description for the position and Council's Vision and Values on the next few pages.

PEOPLE & CAPABILITY TEAM

Position Description

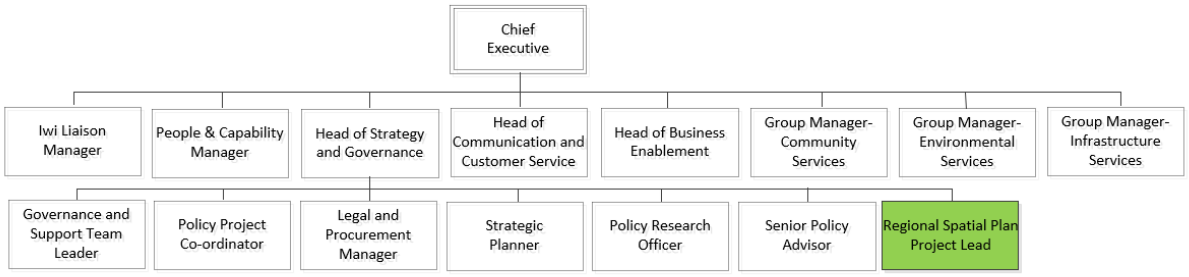
Position Details				
Title:	Spatial Plan Project Lead			
Unit:	Governance and Strategy	**Group:**	Corporate	
Position Reports to:	Head of Governance and Strategy			
Salary Grade:		**Staff Management:**	Nil	
Position Occupant:				
Date Created:	1 October 2026	**Date Last Reviewed:**		

Position Objective

The purpose of this position is to lead and coordinate South Taranaki and Stratford District Councils' contribution to the development and implementation of the Taranaki Regional Spatial Plan and South Taranaki and Stratford District Land Use Plans.

The role will manage the two councils' spatial planning work programme, coordinate technical and organisational input, and ensure the priorities, opportunities and long-term needs of both districts are effectively represented through the regional process.

The position reports to the Head of Strategy and Governance at South Taranaki District Council and will work under the joint direction of the Head of Strategy and Governance and the Director – Environmental Services at Stratford District Council.



Important Functional Relationships

Internal	Purpose of Contact
Leadership Teams	Provide advice and updates on the Regional Spatial Plan, seek strategic direction, and ensure key risks, implications and decisions are understood.
South Taranaki and Stratford Councils and relevant Committees	Provide advice, written reports and updates on the Regional Spatial Plan, seek strategic direction, and ensure key risks, implications and decisions are understood.

South Taranaki and Stratford District Council representatives and experts	Coordinate Stratford and South Taranaki's contribution to the Regional Spatial Plan, share information and expertise, and support a consistent joint approach while recognising each Council's priorities.
Infrastructure and Asset Management Teams	Gather infrastructure and asset information, identify future needs and constraints, and ensure infrastructure planning and investment considerations inform spatial planning.
Technical Experts – GIS and Planning	Coordinate technical and spatial analysis, mapping and planning advice to support evidence-based development of the Regional Spatial Plan.
Policy and Governance Team	Ensure the Regional Spatial Plan aligns with relevant Council strategies, policies, Long Term Plans and other strategic work programmes, while maintaining clear ownership of respective work areas.
External	**Purpose of Contact**
Taranaki Regional Working Group	Coordinate technical and operational input, share information and progress the collaborative work programme for development of the Regional Spatial Plan.
Regional Spatial Plan Joint Committee	Provide advice, reports and information to support governance oversight and decision-making on development and implementation of the Regional Spatial Plan.
Ngā Iwi	Support early and meaningful iwi involvement in the Regional Spatial Plan and ensure iwi perspectives, priorities and relevant statutory considerations inform its development.
Central Government agencies and ministries	Coordinate input from government agencies, understand national direction and requirements, and identify matters affecting regional planning, investment and implementation.
Consultants, legal and technical experts	Coordinate and review specialist advice and technical work required to support development and implementation of the Regional Spatial Plan.
Community and key stakeholders	Support engagement and gather local knowledge, feedback and perspectives to inform development and implementation of the Regional Spatial Plan.

sition Duties and Functions

Project Delivery and Operational Duties

- Lead and coordinate South Taranaki and Stratford District Councils' contribution to the development and implementation of the Taranaki Regional Spatial Plan and associated Land Use Plans.
- Develop and maintain a joint work programme for the two councils, including milestones, responsibilities, dependencies and reporting requirements.
- Ensure the priorities, aspirations, opportunities and constraints of both districts are clearly identified and appropriately represented through the Regional Spatial Plan process.
- Monitor statutory requirements, national direction and regional programme milestones relevant to the Regional Spatial Plan and Land Use Plans.
- Coordinate the two councils' input into the preparation and development of Land Use Plans, ensuring alignment with the Regional Spatial Plan and relevant council strategies, plans and infrastructure priorities.
- Identify implementation actions arising from the Regional Spatial Plan and Land Use Plans and support their integration into the relevant work programmes of both councils.
- Monitor progress, risks and emerging issues and provide timely advice to both councils.
- Support the translation of regional spatial and land use planning outcomes into council work programmes, investment planning and future planning processes.

Reporting and documentation

- Coordinate the preparation of information, analysis and advice required from the two councils for the

Regional Spatial Plan and Land Use Plans.

- Coordinate council input, feedback and formal responses on draft Land Use Plans as they progress through development, consultation and approval processes.
- Prepare and present high-quality reports, briefings, presentations and recommendations to leadership teams, councils, committees and regional working groups.
- Provide clear advice on Regional Spatial Plan and Land Use Plan options, implications, opportunities and risks.
- Translate complex technical, spatial and legislative information into plain-language advice.
- Coordinate responses and recommendations where formal decisions are required from either or both councils.
- Support elected member workshops and briefings throughout development and implementation of the plan.
- Report regularly on programme progress, milestones, expenditure, risks and dependencies.

Stakeholder engagement and education

- Support early and meaningful involvement of Ngā Iwi in the development and implementation of the Regional Spatial Plan.
- Work with relevant iwi relationship leads and established iwi-council forums to coordinate engagement and advice.
- Build effective relationships with Taranaki Regional Council, New Plymouth District Council, government agencies, infrastructure providers and other regional partners.
- Support the development and delivery of engagement with communities, landowners and stakeholders.
- Work with communications and engagement staff to ensure information about the Regional Spatial Plan and Land Use Plans is clear, accessible and consistent.
- Ensure feedback is accurately documented, considered and reflected in advice to decision-makers.

Generic Duties and Functions

Health and Safety (Employee)

- Take all practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or failures to carry out actions.
- Demonstrate a personal commitment to Health and Safety in accordance with STDC's Wellbeing, Health and Safety Policy statement, induction declaration and Health and Safety Manual requirements.
- Manage Contractor Health and Safety as per the Contractor H&S Manual and system (when this is a requirement of the position).

Information Management

All staff are responsible for:

- Complying with the Council's documented records management policy, processes, procedures and guidelines.
- Using the Council's approved information repositories to create or capture records.
- Learning how to file and find records in the Council's approved information repositories.
- Ensuring no records are destroyed or removed without approval from Information Management.

Civil Defence

- Attend Emergency Management training at CIMS 3 level.
- Encouragement to take an active part in Civil Defence Emergency Management (CDEM) planning and implementation consistent with the key responsibilities of this position.

Iwi/Council Partnerships

- Demonstrate respect for mana whenua, understand the values within *He Pou Tikanga*, and be aware of the Council's partnership commitments to iwi and Māori.

Other

- Other duties as directed, within the skills and capabilities of the employee.

Attributes and Capabilities

Accountability

- Taking initiative to solve problems or improve processes without being told.
- Making smart decisions when juggling multiple tasks and seeking help when necessary.
- Acknowledging errors without making excuses or pointing fingers.

Analytical Thinking

- Approaches a complex task or problem by breaking it down into its component parts and considering each part in detail.
- Weighs the costs, benefits, risks, and chances for success, in making a decision.

Building Collaborative Relationships

- Tries to build relationships with people whose assistance, cooperation, and support may be needed.
- Provides assistance, information, and support to others to build a basis for future reciprocity.

Communication

- Organises written ideas clearly and signals the organisation to the reader.
- Tailors written communications to effectively reach an audience.
- Uses graphics and other aids to clarify complex or technical information.

Political Acumen

- Demonstrates confidence and professional diplomacy, while effectively relating to people at all levels internally and externally.

Project Management

- Manages project stages including:
  - Initiation;
  - planning or development;
  - production or execution;
  - monitoring and controlling
  - reporting

Technical Expertise

- Is sought out as an expert to provide advice or solutions in his/her technical area.

Thoroughness

- Ensuring that one's own and others' work and information are complete and accurate; carefully preparing for meetings and presentations; following up with others to ensure that agreements and commitments have been fulfilled.
- Carefully reviews and checks the accuracy of information in work reports (e.g., production, sales, financial performance) provided by management, management information systems, or other individuals and groups.

Knowledge, Experience, Qualifications & Skills

Essential

- Degree-level qualification in planning, public policy, environmental management, or a related field.
- Formal programme or project management training, or equivalent demonstrated experience leading complex multi-agency projects.
- At least 5 years' experience in policy or strategic planning role in local government, central government, policy, infrastructure, planning, or a similarly complex public sector environment.
- Experience leading complex cross organisational initiatives involving multiple stakeholders, competing priorities and governance layers.
- Experience working with iwi, hapū and post-Treaty settlement governance entities.
- Knowledge of the new resource management and regional spatial planning framework.

Desirable

- Relevant postgraduate qualification.
- Experience in regional spatial planning, growth planning, structure planning or integrated land-use and infrastructure planning.
- Experience with Promapp and GIS and working with information management systems.

Care and Responsibility

All employees are expected to care and be responsible for the organisation's resources, relationships, and reputation. This includes demonstrating care, integrity, and accountability in all aspects of their work, contributing to the long-term sustainability and wellbeing of the organisation, the community, and the environment. Employees are encouraged to make decisions and take actions that reflect the organisation's values and support its strategic goals.

Changes to Position Description

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment - including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance development planning (PDD) cycle or as required. No significant changes to this position description will be made without consultation and agreement of the position holder.