

POSITION DESCRIPTION

Position Title:	Planner	
Reports To:	Team Leader Planning and Policy	
Hours of work:	Full time – Flexibility required	
Purpose of the Role:		
To contribute to meeting Council’s responsibilities under the Resource Management Act 1991 by providing planning services including resource consent processing and monitoring, responding to enquiries and contributing to resource management policy review and development.		
Key Relationships:	<p>Internal: Group Manager Community and Environment, Team Leader Planning and Policy, Planning, Building and Compliance staff, other staff, Hearings Committee</p> <p>External: General community, resource consent applicants and holders, planning staff at other councils, professional planning networks</p>	
Core Staff Values		
<p>Community Driven –We are committed to making a difference in the community we call home</p> <p>One Team - Shared direction, shared effort</p> <p>Future Focussed– We seek solutions that are fit for the future</p> <p>Integrity - Open and honest in decisions and action</p> <p>We Care - About people and place</p>		
Key Responsibilities:	Expected Results	Means
<p>Resource consent processing and monitoring % of job: 40%</p>	<p>Resource consent processing and monitoring is carried out in accordance with the Resource Management Act 1991 (the RMA), including meeting statutory timeframes</p>	<ul style="list-style-type: none"> • Resource consent applications are processed to completion, as per Council’s processes and the RMA • Preparation for and attendance at resource consent hearings as required • Site visits are undertaken as required • Monitoring of compliance with resource consent conditions is undertaken as required

<p>Providing planning advice and responding to enquiries % of job: 40%</p>	<p>Internal and external customers are provided with high quality planning information and advice as required, in accordance with Council's Customer Services Principles</p>	<ul style="list-style-type: none"> ● Take part in providing a Duty Planner service ● Respond to written and verbal enquiries and complaints ● Planning input is provided to other Council processes and projects as required ● Undertake Planning checks on Building Consent applications, and on applications made under other legislation, Council policies or bylaws (e.g. Sale and Supply of Alcohol Act 2012, Trading in Public Places Bylaw)
<p>Resource management policy review and development % of job: 10%</p>	<p>Input is had into the review and development of Council's resource management documents and policies, including the Buller District Plan</p>	<ul style="list-style-type: none"> ● Feedback is provided to support the review of Council's resource management documents ● Peer review policy work ● Carry out policy research ● Contribute to the review and drafting of documents as required
<p>Additional Activities % of job: 10%</p>	<p>A flexible employee who responds to requests of additional needs /requirements of the Community and Environment team, and the wider Council organisation, with enthusiasm</p>	<ul style="list-style-type: none"> ● Attend and participate in team meetings ● Assist with administration and other Planning team tasks as required ● Participate in Council's Civil Defence function, including undertaking training and participating in Council's response to Civil Defence events as required ● Any other duties as required
<p>Key performance indicators</p>	<ul style="list-style-type: none"> ✓ Team Leader's satisfaction with performance ✓ Statutory requirements and timeframes are met ✓ 360 feedback 	
<p>Resources</p>	<ul style="list-style-type: none"> ✓ Council policies, procedures and processes ✓ Council vehicle/s as required ✓ Membership of professional bodies (e.g. New Zealand Planning Institute, Resource Management Law Association) ✓ Access to professional development and training opportunities 	

Person Specification			
Selection Criteria		Essential Criteria	Highly Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • Relevant tertiary qualification in planning or a related field • Eligible for membership of the New Zealand Planning Institute • Customer service experience • Experience working in planning or a related field • Sound word processing and general computer skills • Experience using GIS/mapping software 	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
Personal Qualities	<ul style="list-style-type: none"> • Contributes to a strong sense of team by actively engaging with and working with all team members • Able to build relationships with both internal and external customers • A positive, can-do attitude • Adaptable, flexible and willing to be involved in every aspect of the Planning team as required • Exceptional customer service focus • Professionalism, honesty, integrity and reliability • Resilience and ability to cope under pressure 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Skills & Attributes	<ul style="list-style-type: none"> • Excellent listening, verbal and written communication skills • Planning and problem solving skills • Time management skills and an ability to prioritise workload • Practical • Able to work independently, and as part of a team • Proactive 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	