

**Intermediate Planner**

Reporting to: Planning  
Manager  
Location: Hokitika  
Date Reviewed: 27 April  
2022

**Position Purpose**

- a) As a key member of the Planning team your role will see you processing resource consents and providing planning and resource consents and advice to customers and the broader team. You'll be focused on processing and mentoring of junior staff.
- b) You will provide the support WDC needs to help deliver consents and approvals for commercial & industrial projects, subdivisions, residential developments and more.

**Functional Relationships**

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Executive Team</li> <li>• Mayor and Councillors</li> <li>• Westland District Council staff</li> </ul>	<ul style="list-style-type: none"> <li>• Ratepayers, Residents and the General Public</li> <li>• Government Departments</li> <li>• Local Authorities</li> <li>• Local Government New Zealand</li> </ul>

**Limitations of Authority:**

As defined in the Delegations Manual.

**Financial:** N/A

**Staff:** N/A

**Operational:**

**Key Tasks and Responsibilities**

1. Processing Resource Consent applications

**Expected Results:**

- a) 100% success rate for meeting your own processing timeframes
- b) Open, transparent communication with applicants to ensure the best all round outcome.

**2. Provide robust planning and consenting advice**

**Expected Results:**

- c) Investors and ratepayers receive relevant and up to date information on proposed developments.
- d) Accurate advice is provided regarding central and regional legislation, in addition to the Westland District Plan.
- e) Direction provided for consent application preparation.
- f) Continuing to enhance the Planning Department's relationships with the public through timely and good-natured correspondence.

### **3. Performing Planning Checks for Building Consent Applications and Project Information Memorandums (PIMs).**

#### **Expected Results:**

- a) Utilising Alpha One to provide accurate planning advice to the Building Department 100% success rate for meeting your own processing timeframes.
- b) Accurate and relevant information provided at all times.
- c) Liaising with applicants regarding resource consent requirements.

### **4. Represent the Council and RMA interests in pre-applications meeting and hearing meetings**

#### **Expected Results:**

- a) Council is well-represented in public meetings. Documentation and background information researched is sound.
- b) Provide accurate and legislatively correct information and advice on the RMA and associated legislation.

### **5. Provide sound, expert and robust advice on resource management matters including land development and implementation of the resource consents sections working programmes.**

#### **Expected Results:**

- d) Queries on resource management matters are responded to in a timely manner.
- e) Ratepayer and investor queries are provided with accurate information

### **6. Provide sound well-research advice on compliance monitoring and enforcement**

#### **Expected Results:**

- a) Enquiries are responded to in a timely manner, including either undertaking further investigations/outcomes or forwarding this to the appropriate compliance staff for action within 48 hours;
- b) Work with consent holders and the general public to ensure that resource consents, national standards, District Plan rules and bylaws are adhered to with the use of site visits, checking Council records and communication with consent holders.
- c) Customers/ratepayers receive information and supporting documentation, if necessary in a professional and helpful manner.

## **7. Develop and management collegial and effective relationships with stakeholders in the District**

### **Expected Results:**

- a) Industry stakeholders have trust and reliance on Planners and Council process and information
- b) Compliance is achieved in a way that supports positive relationships
- c) Respectful and positive relationships support effective discussion with stakeholders.

## **8. Mentoring Junior Planning Staff**

### **Expected Results:**

- a) Providing support and advice for the Planner and RMA Compliance Officer.
- b) Vetting of Certificates, formal letters and Controlled resource consent decisions as required by the Planning Manager.

## **9. Other Duties**

### **Expected Results:**

- c) Supporting the team by completing other duties as and when they arise

## **HEALTH AND SAFETY:**

- To adhere to all Council health and safety plans, policies and procedures including using protective equipment supplied.
- To identify existing or potential hazardous conditions and recommend appropriate corrective actions.
- To report all accidents and near miss events.
- To be familiar with emergency procedures.
- To ensure safe working conditions, develop safe working practices and wear protective clothing and equipment where necessary.
- To implement the removal of hazards where practicable and provide training in this area.
- To investigate accidents and near miss events.
- To ensure staff are trained and kept up to date with any new work safe policy changes.
- To ensure visitors and contractors operate under the Council health and safety policy and procedures.

To meet the Council's statutory responsibilities for civil defence and emergency management you will be expected to participate in any civil defence and emergency management training initiatives and undertake activities, as directed as part of Council's emergency response.

## Person Specification

### Qualifications/Experience

- A tertiary qualification in resource management planning or a related qualification with experience working in the resource management profession;
- Three to five years' experience in the planning field
- Proven experience and expertise with mapping software such as GIS.
- Proven experience delivering under pressure and working within time constraints.

### Skills / Attributes

- Excellent verbal and written communication skills
- Ability to ensure that work is completed to a high standard and to meet deadlines
- Ability to work cooperatively as part of a team demonstrating energy, vision and initiative
- Excellent Customer Service skills
- Ability to manage time and prioritise and organise workload
- Practise an understanding of tikanga and te ao Maori, within a planning framework.
- Be comfortable running pre-application meetings, engaging with the public and presenting at hearing committees.
- Ability to turn complex legislation into plain English for everyday understanding

This job description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties. It may therefore be amended from time to time.

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**Employee's Signature**

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**Date**

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**Manager's Signature**

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**Date**