

Senior Planner

Reporting to: Planning Manager
Location: Hokitika
Date Reviewed: 20 November 2020

Position Purpose

- a) To process resource consent applications and to provide planning and resource consents advice to customers and the broader team.
- b) To support the Planning Team and wider Council in keeping up to date with, analysing and providing both written and verbal responses to policy documents produced by others as required by the Planning Manager.
- c) To contribute to a master planning exercise with a view to minimise natural hazard risks in Franz Josef.
- d) To contribute to the Tai Poutini Plan on behalf of Westland District Council. Undertake a master planning exercise for Franz Josef and have representation across proposed legislation, policies and plans. You will work as part of a joint committee, by instruction of Local Government Commission to progress One District Plan (the Tai Poutini Plan) for the West Coast.

Functional Relationships

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

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. Contribute to all stages of the plan review process in relation to Westland with limited supervision. Provide input to the development and review of all other Council plans/statements and planning documents as required. Keep up to date with industry best practice for resource management planning.**

Expected Results:

- c) Timely review of plans and statements, ensuring RMA and other statutory processes are complied with.
- d) Plans and statements fulfil the requirements of the RMA and reflect the views of the Council.
- e) Reports, submissions, evidence and plan documentation are clear, accurate and complete, concise and appropriate to the audience.

- 3. Analyse and provide both written and verbal responses to policy documents produced by others as required by Planning Manager.**

Expected Results:

- a) Responses are provided within deadlines and communicate Council's views in a clear and convincing manner.

- 4. Produce reports for Council as required by Planning Manager.**

Expected Results:

- a) Relevant information is communicated to Council in a timely fashion and in a clear and concise manner.

- 5. Respond to general enquiries and requests for information from council staff, applicants, submitters and other parties both in a written and verbal capacity.**

Expected Results:

- a) The correct advice is provided in a friendly but professional manner.
- b) Positive working relationships with customers are established.

- 6. Provide support to Planning Manager and staff as required.**

Expected Results:

- a) The planning team will function well collectively
- b) The Council will be a positive place to work where all staff members feel valued and supported.

- 7. Provide robust planning and consenting advice**

Expected Results:

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

8. 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.

9. Other Duties

Expected Results:

- a) Mentoring and training assistance for junior Staff.
- b) Supporting the team by completing other duties as and when they arise.

HEALTH AND SAFETY:

- To adhere to all Council 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

- Holds a tertiary level qualification in resource management, planning or related fields.
- A minimum of 5 years' experience in resource management planning, including plan preparation processes.

- Extensive knowledge and experience of the Resource Management Act, planning and consenting processes.
- Understanding of social and economic impacts of policy and proposals.
- Experience assessing policies promoted by other agencies and their implications.

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

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.

Employee's Signature

Date

Manager's Signature

Date