

JOB DESCRIPTION



Position	Senior Planner
Held by	vacant
Reports to	General Manager Regulatory and Planning
Date	May 2018
Hours	Full-time, 37.5 hours per week, 8.30am until 5.00pm, Monday-Friday. From time to time, attendance at evening meetings will be required.
Staff reporting	Junior Planner

Purpose of position

To provide expertise and sound technical knowledge to deliver the resource consent process within the Gore District Council by processing more complex resource consent applications and inquiries, supervising the Junior Planner and ensuring compliance with consent conditions.

Key tasks

- Provide qualified advice and guidance to all customers on environmental planning issues and RMA implementation, ensuring corporate response timeframes are achieved and meaningful working relationships are established with key customers.
- Enhance and maintain consultation with internal and external groups so that problems are identified and analysed and all courses of action are considered with the most appropriate solution identified and implemented.
- Ensure positive and effective communication with customers, developers, elected members and other key stakeholders in the resource management process. A professional manner must be adopted at all times when dealing with customers.
- Provide mentoring to the Junior Planner to ensure robust and timely decision making. Planning advice, support and mentoring is provided to team members.
- Identify Council liability and manage risk in association with decision making, ensuring timely and accurate advice is provided to senior management on RMA and operational matters.
- Provide expertise and technical direction on RMA and other relevant legislation.
- Contribute to the development of the Council's RMA policies, the District Plan and the strategic direction.
- Process significant resource consent applications where there are complex or original planning concepts with little or no precedent, within the statutory timeframes.

- Prepare notified and non-notified reports to provide consistency and accuracy in decision making for internal and external reports. The job holder must have an appropriate knowledge of relevant regulations, legislation and case law when giving advice, opinions and making recommendations and decisions on resource consent processing matters.
- Oversee and develop a resource consent monitoring programme and assist with compliance activities.
- Manage special projects directed by senior management.
- Prepare for, give evidence to and attend hearings and associated processes.
- Coordinate the provision of specialist input and legal services and ensure objections and legal challenges are appropriately managed.
- Liaise with the Council's Planning Consultant on wider environmental issues and key resource management initiatives being advanced in the District, maintaining a good level of cooperation and collaboration with the Planning Consultant.
- Provide accurate professional advice in a timely fashion to Building Control Officers and other internal contacts.
- Provide advice and prepare reports on compliance with resource consent conditions ensuring that conditions are routinely monitored.

Functional relationships

- Principal Planning Consultant
- Building Control Officers
- 3 Waters Manager
- Transport Manager
- Solicitors
- Iwi representatives
- Other Council staff

Person specification

Essential skills, knowledge and experience

- At least five years proven working experience in the planning and/or resource management area and a relevant degree in environmental management/resource management.
- Member of a Planning Institute or other related and recognised institution.
- A proven ability to apply the Resource Management Act 1991 and other relevant legislation and interpret legal documents.
- Have a strong working knowledge of case law and RMA processes related to District Plan implementation.
- Have an understanding of environmental legislation reforms including RMA and Historic Places and its likely impact on District Plan implementation.
- Demonstrated good level of knowledge of tikanga Māori, awareness of Māori perspectives and of issues relevant to Māori.
- Demonstrated ability to think logically, analytically and laterally.
- Strong organisational and time management skills with demonstrated ability to prioritise own work and work effectively to deadlines.
- Ability to facilitate, mediate, negotiate and resolve resource consent disputes.
- Have effective interpersonal communication skills with an orientation towards customer service and promotion of best practice.
- Well developed written communication skills.

- Demonstrated ability to work as a member and/or leader of a generalist or specialist team.
- Competent level of computer skills encompassing Microsoft Office products and ability and willingness to learn new/enhanced applications.
- Demonstrated professional ability to relate to a wide range of people with differing levels of experience and understanding within and outside the organization.
- Excellent interpersonal skills with a demonstrated commitment to customer service and ability to manage relationships and work with a wide range of people within and outside the organisation.
- Holder of a current and valid New Zealand driver's licence.

Occupational health and safety

The employer and employee will meet their obligations under the Health and Safety at Work Act 2015.

The employer's duties include ensuring, so far as is reasonably practicable:

- The provision and maintenance of a safe working environment for employees and others in the workplace.
- The provision and maintenance of facilities for the welfare of employees while at work
- The provision of necessary training instructions to employees.
- The provision and maintenance of safe machinery, equipment, and working arrangements.
- The provision of suitable procedures to deal with work emergencies.
- That health and safety employee engagement and participation practices are in place.
- That it consults and cooperates with other businesses operating in the same workplace(s).

The employee will follow the employer's health and safety rules and procedures (Gore District Council's health and safety manual). The employee will take reasonable care to look after their own health and safety at work, their fitness for work and the health and safety of others.

Examples of how the employee can take reasonable care include:

- Following all health and safety rules and instructions.
- Participating in health and safety discussions.
- Taking reasonable care that their actions (or inactions) do not cause harm, or risk of harm, to themselves or others.
- Not reporting for duty under the influence of alcohol or drugs that impair their performance or fitness for work.
- Wearing all the necessary personal protective equipment and clothing.

The employee must report any potential risks, accidents, incidents and near misses so that the employer can investigate or eliminate or minimise harm or risk of harm.

Failure to follow reasonable health and safety rules (including this clause) may be considered serious misconduct.

Confidentiality

The employee shall, during the time of their employment and after termination of employment, keep confidential any knowledge or information which may be acquired during the course of or incidental to that employment with the Council concerning any members, staff or customers of the Council.

KiwiSaver

The Council makes a matching employer contribution of either 3% or 4% to any approved KiwiSaver scheme.

Civil Defence duties

All Council staff may be required to undertake civil defence duties in the event of an emergency. Training will be given as appropriate.

Property

Following termination of employment, the employee shall deliver to the Gore District Council all materials, papers, documents, uniforms and any other property of the Gore District Council before a final pay will be settled.

Other

An individual employment agreement will be entered into with the successful candidate. The Council will also ensure appropriate and relevant training and professional development is made available to the successful candidate.

RURAL CITY LIVING