

# JOB DESCRIPTION



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| <b>Position:</b>   | <b>Graduate Planner</b>  |
| <b>Reports to:</b> | <b>Senior Planner</b>  |
| <b>Date:</b>       | <b>February 2018</b>   |
| <b>Held by:</b>    | <b>vacant</b>  |
| <b>Hours:</b>      | <b>Full time – 37.5 hours per week, 8.30am-5.00pm, Monday-Friday</b> |

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## **Purpose of position**

*To work with the Council's planning team to assist with undertaking the Council's functions and responsibilities under the Resource Management Act 1991.*

## **Primary objectives**

- Ensure that Council's resource management functions are maintained in an orderly and timely manner.
- Support the activities undertaken of the Council's planning team.
- Provide accurate and sound resource management advice to the public and Council staff on development proposals and options for land use and subdivisions.

## **Key relationships**

The Graduate Planner will:

- Carry out a range of resource management activities.
- Develop and maintain positive working relationships with Council departments that require resource management input into their activities.
- Maintain effective relationships with resource management staff at Te Ao Marama, and local, regional and central government agencies within Southland.
- Maintain a positive working relationship with the public and with private sector professionals who seek assistance, advice and information from the Council.

**Assist with**

- Developing and maintaining systems for the processing and storage of Council resource management documents and other information held by the Council.
- Implementing non-regulatory initiatives that assist the Council to carry out its resource management functions.
- Advising on resource consents lodged with other Councils, and resource management documents prepared by other agencies (at a local, regional or national level) where these could impact upon the interests of the Gore District Council.

**Key tasks**

- Provide “front-line” professional customer service to ratepayers, members of public and professionals by responding to telephone and counter inquiries.
- Respond to requests for information and advice from Council staff.
- Assess and respond to customer services requests.
- Assess and report on complaints, building consents, land use consents and subdivision consents being processed by the Council.
- Assist with the documentation and processing of changes to, and review of, the district plan.
- Maintain an up to date knowledge of the functions of the various departments and the responsibilities of particular officers.
- Other duties that may be assigned from time to time.

**Personal competencies****Education**

- A qualification in the resource management field that is recognised by the NZ Planning Institute is required.

**Experience**

- Prior experience in resource management is desirable.

**Essential skills**

- Knowledge and understanding of processes under the Resource Management Act 1991.
- An ability to organise, plan and schedule multiple activities in order to meet deadlines.
- An ability to develop effective working relationships with a range of public and private sector personnel.
- A high level of verbal and written skills.
- An ability to think through issues and assist others to resolve resource management issues.
- Good computer literacy (Microsoft Office Suite).
- An ability and willingness to take ownership of delegated responsibilities.
- Hold a current driver’s licence.
- A willingness to be flexible and assist others within the Council with other duties during busy periods.

## **General requirements**

- Provide prompt responses to requests for information and advice.
- Have a positive, friendly personality.
- The ability to effectively plan, organise and manage workloads and resources.
- A positive “will do” attitude that ensures work is completed and targets are achieved.
- Show a high level of personal and professional integrity.
- Be self-confident.
- Have the ability to work with minimum supervision.
- Maintain a well-groomed and professional appearance.
- Have a demonstrated ability and willingness to learn.

## **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.

**Property**

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

**Confidentiality**

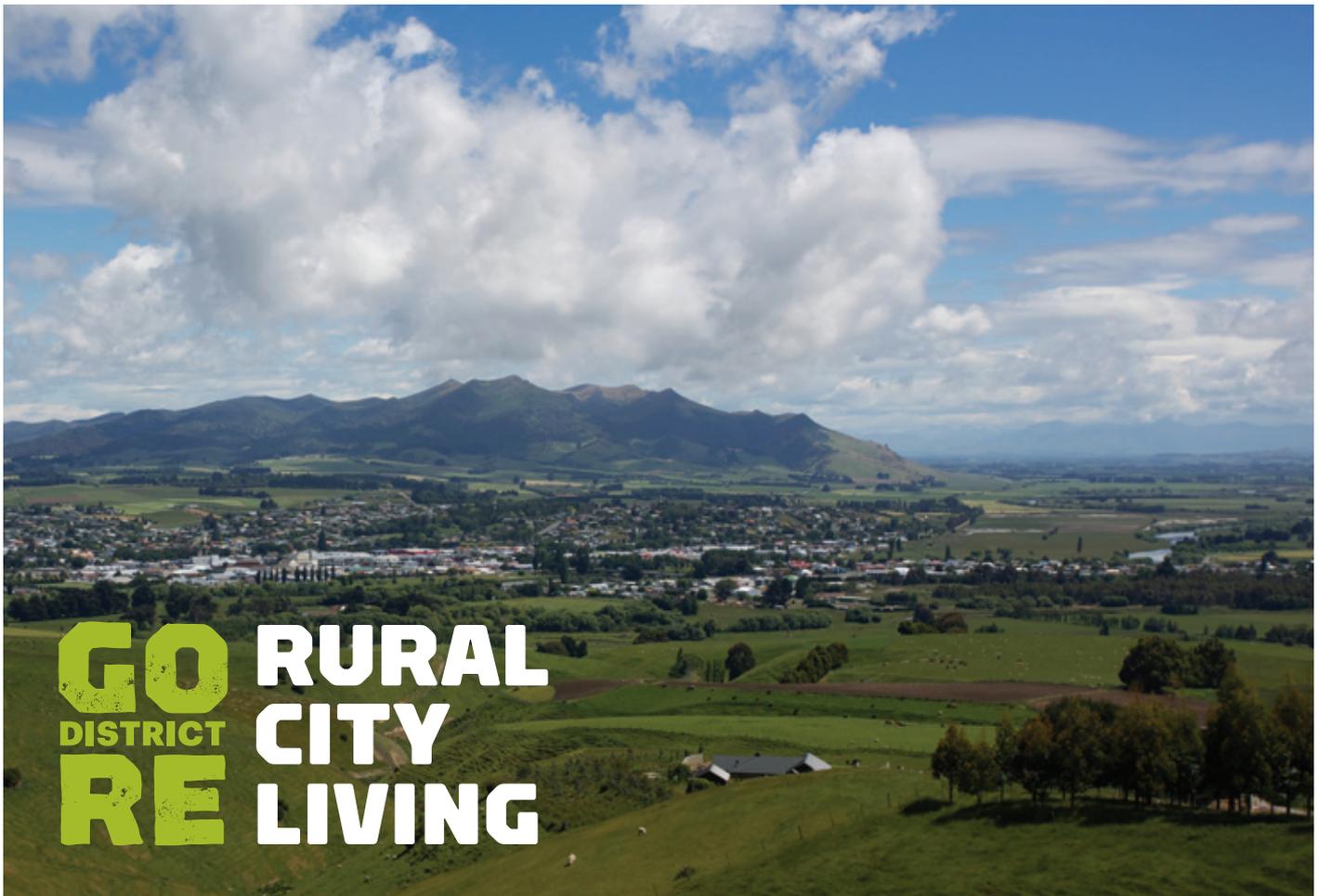
The employee shall, during the time of their employment and after termination of employment, keep confidential any knowledge or information which maybe acquired during the course of or incidental to that employment with the Gore District Council concerning any members, staff or customers of the Gore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

**Civil defence**

Council staff are expected to commit to relevant emergency operations centre (EOC) training and be available to participate with the operation of an EOC in order to assist with the management of any emergency.

**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.



# The Gore District is a special place to live, work and play

We have all the advantages of a city - café culture, nationally renowned arts and events, and outstanding sports facilities – in a rural location. We call this combination **Rural City Living**.

These three words encapsulate what we are and what we offer. They tell the story of all the services, facilities, attractions and the lifestyle, while promoting the rural values and benefits they bring.

Don't take our word though, see for yourself on this **video**



**Useful Gore websites you can visit:**

[www.goredc.govt.nz](http://www.goredc.govt.nz)

[www.gorenz.com](http://www.gorenz.com)

[www.gorevisitorcentre.co.nz](http://www.gorevisitorcentre.co.nz)



## The Gore District is...

**The World Capital of Brown Trout Fishing**, a title earned by the world class fishing on the Mataura River, which flows through Gore, and its tributaries. Gore's large brown trout statue is a national icon and photographed by thousands of tourists each year.

**The New Zealand Capital of Country Music**, a title we embrace once a year when we host the **New Zealand Gold Guitar Awards** (NZ's biggest country music talent quest) and the **New Zealand Country Music Awards** during a week-long festival around Queens Birthday Weekend (first weekend in June).



The arts and heritage hub of Southland with its world famous **Eastern Southland Gallery**. Nicknamed the 'Goreggenheim' by Saatchi & Saatchi boss Kevin Roberts, the Gallery features the remarkable and internationally renowned **John Money Collection** and is home to one of the largest holdings of works by major New Zealand contemporary artist **Ralph Hotere**.

**Hokonui Moonshine** - we celebrate the history of illicit whiskey making in the Hokonui hills around Gore at our **Hokonui Moonshine Museum**. You can even buy some 'Old Hokonui' whiskey, made to the original local recipe.

Vintage aircraft - the **Croydon Aviation Heritage Centre** houses mostly aircraft from the 1920s and 30s, including the largest collection of de Havilland aircraft in the southern hemisphere. It is unique in that nearly all of the aircraft on display actually fly.



## You can also...

- attend South Island's biggest agricultural event, **Southern Field Days**, held every two years at Waimumu (next field days is in February 2018)
- see cutting edge fashion from up and coming NZ designers at the annual **Hokonui Fashion Design Awards**
- enjoy the District's illicit past at the **Hokonui Moonshiners' Festival** (next festival 18 March – main act Diesel).



Gore is also one of the few towns to still use its original Kerridge Odeon movie theatre albeit with the latest in movie technology.

Sports and recreation are a big part of our community. Apart from our award-winning **Bannerman Park** and **Gore Gardens**, we have the **Gore Multisports Complex** this features:



### Gore Aquatic Centre

- An eight-lane 25m main pool with a water temperature of 28.5 degrees
- A leisure pool, including a toddler's pool, rain drop, water fountains, walk-in beach area, bubble pit & sprays. Water temperature is 31 degrees.
- A hydrotherapy pool shaped like a three leaf clover, with a water temperature of 39 degrees

### MLT Event Centre

- Four indoor courts
- Activities include netball, volleyball, indoor soccer and tennis
- Laser Tag

### Ice Skating Rink

- Ice Sports Southland's Olympic short course sized rink is the only one of its kind in Southland. Curling and ice hockey are played here.



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## Other outdoor activities include...

**Cycling** - local mountain bike enthusiasts have developed the Hokonui loop mountain bike track and the Hokonui Water Race Trail. Both tracks wind through pristine native bush and having varying degrees of difficulty.

**Golf** - the Gore Golf Course has one of the finest 18 hole courses in the lower South Island. The parkland course is relatively flat, and only 3km from the centre of Gore. Visitors are always welcome.

**Walking tracks** - Dolamore Park, located 11km from Gore at the south-west end of the Croydon Bush Scenic Reserve, encompasses 95 hectares and has many easy walking tracks. They range in length from 10 minutes to 4 hours and provide fantastic views of the Mataura Valley.



## Gore has

- Two main supermarkets
- A hospital
- Gore Town and Country Club
- RSA
- A gym
- Camping ground
- Showgrounds
- **Eight cafes:** One Chef Kitchen, Ambience, Table Talk, Capri, Green Room, the Stables, The Junctions & Jillz Cafe
- **Three bars/restaurants:** The Thomas Green, Howl at the Moon, Scenic Circle Croydon Lodge
- Two off-licences: Liquorland and Super Liquor
- Churches catering for all denominations
- Gore Library

### Gore - we are the centre of everywhere

with the south coast, the Catlins, Queenstown, Te Anau and stunning Central Otago within a two hour drive.

