



Job Description

Job title	Planner/Policy Analyst
Group	Strategy & Science
Section	Natural Resources Policy
Responsible to	Natural Resources Policy Manager
Responsibility for employees	None
Date	December 2017

Job purpose

This job exists to for the efficient and effective development, implementation and review of planning and policy instruments under the Resource Management Act, Local Government Act, and other legislation. This job also provides specialist advice to ensure the Council meets its statutory requirements.

Functional relationships (relating to others)

External	Purpose and frequency of contact	
• Consultants and contractors	• Seeking information and services	Daily
• Government agencies and local authorities	• Consultation	Occasionally
• Technical or legal professionals	• Collaboration	Daily
• Community, NGO and industry groups	• Professional networking	Occasionally
• Members of the public	• Consultation	Occasionally

Internal	Purpose and frequency of contact	
• Staff at all levels within the organisation	• Service delivery	Frequently
• Section managers and project team members	• Collaboration	Daily
• All other relevant staff	• Providing information and responding to queries	Frequently

Key result areas

The job encompasses the following major functions or key result areas:

- Job specific accountabilities
- Project management
- Relationship management
- Corporate contribution

The requirements in the above key result areas are broadly identified below:

Key accountabilities

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
<p>1 Job Specific Accountabilities</p> <ul style="list-style-type: none"> • Establish and develop policy in nominated areas for the effective development and implementation of plans and strategies. • Research and integrate key local, national and international trends and issues into the planning process. • Provide strategic planning and analytical support for the preparation of various strategies and policies as delegated by the Regional Council. • Manage projects and coordinate external contractors and consultants. • Provide ad hoc policy and technical advice. • Develop, apply and maintain models and techniques for analysis. • Manage process activities related to strategies, including submissions and comments. • Undertake any other relevant duties as directed by the section manager. 	<ul style="list-style-type: none"> • All key strategies and policies produced by the Council are appropriately aligned; of an appropriate standard and fulfil legislative requirements. • All advice and recommendations are based on sound research and analysis and are provided in a professional and timely way. • Any additional duties are completed to appropriate standards.
<p>2 Project management</p> <ul style="list-style-type: none"> • Provide policy and technical direction to projects. Ensure contributors know what they are required to do and by when. • Draft for approval, contracts and briefs and assist in the management to ensure satisfactory delivery. • Manage projects under supervision and contribute to nominated project teams. • Monitor external contacts, ensuring satisfactory performance in accordance with work briefs and contract requirements. • Prepare relevant project budgets with guidance from senior members. 	<ul style="list-style-type: none"> • Project contributors understand the objectives and the project is effectively managed, work is completed on time and within budget. • Projects are appropriately funded and managed. • Contract outputs are successfully achieved. • Project outcomes meet quality standards and legislative requirements and are delivered within agreed timeframes and budgets.
<p>3 Relationship management</p>	

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
<ul style="list-style-type: none"> • Establish and maintain close working relationships with internal and external contacts including local authorities, ratepayers, landowners, suppliers, consultants, and contractors. • Act as a representative for Council at appropriate local government conferences and seminars, and other networking events held within the region. • Participate in the public consultation process. 	<ul style="list-style-type: none"> • Effective, professional relationships and partnerships are developed and maintained with internal and external contacts. • Professional image is conveyed in public forums.
<p>4 Corporate contribution</p>	
<ul style="list-style-type: none"> • Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems. • Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015. • Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard. • Meet Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management. 	<ul style="list-style-type: none"> • Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. • Hazards are identified and all incidents and accidents are reported. • Participate in any wellness programmes, such as stress management training and health monitoring. • Council records are created and maintained in corporate information systems, meeting specified information management standards. • Participate in any civil defence and emergency management training initiatives and assist with any civil defence emergencies, as part of Bay of Plenty Regional Council's responsibilities for civil defence and emergency management.

Delegations

Delegation as set out in the Chief Executive's Delegations Manual.

Freedom to act

Guidelines and support available to assist the jobholder to make decisions e.g. policy documents, standard procedures, reference to team leader or senior employees. If jobholder can make decisions without approval from anyone else, please note that authority.

- Management, colleagues and the community.
- Statutory framework, legal constraints.
- General procedures.
- Broad policy and procedure guidelines and frameworks.
- Best practice methods for options analysis.

Work complexity

Most challenging duties typically undertaken:

- Developing and maintaining knowledge of a broad range of topic areas, including legislative requirements, planning conditions and cycles, case law, national policy, issues, trends and initiatives.
- Providing advice to assist with complex and contentious policy through community and political decision-making processes.

Other aspects

Note any significant aspects of this job that have not been captured elsewhere in this document.

- N/A

Person specification

Minimum academic qualifications and experience required:	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> • A relevant Bachelor's degree • Minimum of 3 years of relevant work experience • A valid driver's licence required*¹ 	<ul style="list-style-type: none"> • Post-graduate qualification in a relevant area

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> • Some post-qualification experience involving planning or policy development work 	<ul style="list-style-type: none"> • Experience gained in a central or local government organisation • Experience in working with financial policies

Key skills / attributes / job specific competencies

The following indicates what would typically be expected for this role at a competent level:

Advanced knowledge	<ul style="list-style-type: none"> • Not applicable
Working knowledge	<ul style="list-style-type: none"> • Professional and technical appreciation of policy principles and relevant legislation • Excellent analytical and research skills, including qualitative and quantitative analysis • Knowledge of financial and budget management • Well-developed computer ability, including planning related database skills • A broad understanding of the social, economic, cultural and environmental characteristics of the Bay of Plenty region • Project management • Community, cultural and political awareness
Awareness	<ul style="list-style-type: none"> • Not applicable

¹ Driving record free of driving suspensions or convictions (excluding demerit points and infringement fees). Requirement for valid Driver's Licence may be waived if applicant has a driving-related disability.

Personal attributes / key behaviours

- Sound judgement and initiative.
- Proficiency with oral presentations, consultation and report writing.
- Ability to anticipate change, remain flexible and to be innovative.
- A high level of courtesy, listening and written and oral communication skills.
- The ability to work harmoniously in a team.
- The ability to cope with a variety of work.

Other requirements

- Does require frequent travel within the Bay of Plenty region and may be required to travel outside the Bay of Plenty region.
- Often required to participate in site/field visits and/or external stakeholder meetings.
- Occasionally required to work outside normal hours, for example, public consultation meetings.
- Occasionally required to manage and resolve conflict situations regarding policy implementation.

Change to job description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

Recommended:

Manager

Date

Approved:

Manager

Date

Discussed with incumbent:

Employee

Date

Appendix 1: Tasks specific to this role

In addition to a variety of policy and planning work, this role will have a specific **geothermal** programme focus. This will include:

- a. Providing policy and planning advice to internal and external parties on regulations relating to geothermal in the Bay of Plenty region.
- b. Undertaking and/or supervising the design, implementation, reporting and monitoring of specialist geothermal projects as required.
- c. Interpreting technical inputs for inclusion into the development and implementation of the Regional Plans relating to geothermal.
- d. Contributing to all aspects of the forthcoming geothermal plan change process (including community engagement, policy drafting and submissions processes) and leading specific tasks as identified and agreed with the geothermal programme manager.
- e. Working with key sectors of Council (consents, compliance, and science) to ensure a coordinated approach in Council's geothermal programme.
- f. Relationship building with key members of the geothermal sector/industry within the Bay of Plenty region and New Zealand.



Our values - our journey

A tatou haerenga

Our values reflect who we are and what is important to us.

Te Pumanawa 'the beating heart of the organisation'.

Our organisational values have been woven together following input from staff across the organisation, now it's up to each of us to bring these values to life in the work that we do every day.

TRUST	INTEGRITY	COURAGE
We trust each other and work to build trust	We do what we say we will do We act with purpose to achieve results	We act boldly to lead and do the right thing for our region
MANA (manaakitanga)	KOTAHI (kotahitanga)	WHĀNAU (whanaungatanga)
<p>Mana</p> <ul style="list-style-type: none"> ▪ Leadership ▪ Having strength and courage ▪ Being a positive influence ▪ Being proud and courageous ▪ Professionalism <p>Manaakitanga</p> <ul style="list-style-type: none"> ▪ Trust and respect ▪ Reciprocity (sharing) ▪ Nurture/support <p>Mana has many meanings such as integrity, charisma and prestige.</p> <p>Manaaki means 'to nurture and support and help each other grow'. When you add the 'tanga' the word is enhanced.</p>	<ul style="list-style-type: none"> ▪ Unity ▪ Strong emphasis on collaboration ▪ Being inclusive ▪ Nurturing a positive team spirit ▪ Sense of ownership <p>Kotahi means 'as one'. Adding the 'tanga' accentuates the word, giving it a wider meaning, bringing us together – 'strength in unity'.</p>	<ul style="list-style-type: none"> ▪ Strong focus on relationships. ▪ Having fun and being happy ▪ Socialising, including the importance of friends ▪ Supporting each other <p>Whānau means family. Adding the 'tanga' extends the word to a wider whānau context. It has a very strong focus on relationship within the organisation.</p>