

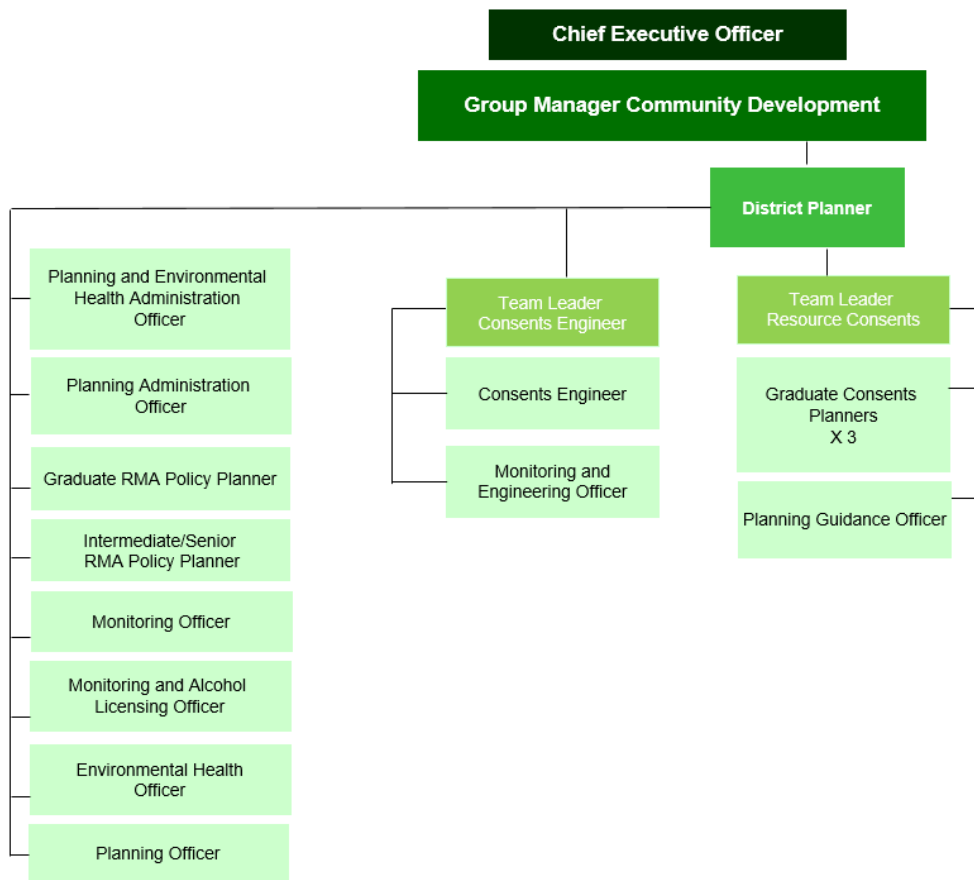


## Position Description

Title	<b>Senior / Intermediate RMA Policy Planner</b>
Group:	Community Development
Reports to:	District Planner
Number of staff reporting to this position	Nil
Position purpose:	To contribute to the development of the District Plan and the review of national, regional and local plans, strategies and statements that are predominately under the Resource Management Act 1991.
Grade:	14/15/16
Date:	February 2019



## Organisation context



## Our Vision: Making a difference

We as a Council strive to make a difference in our community in everything we do. In our work, in our district, and in our staff culture.

Making a difference means doing your job to the best of your ability, to improve the district, the towns we live in, and the lives of the people who live in Matamata-Piako.

The way we do things, has a real opportunity to make a difference in the lives of those who live in our communities.



## Our Mission: Working with the community

Our mission is to work with the community to enhance the lives of all those in the district.

What we do has a direct effect on our community - the better the quality of our work and the more we work with our community, the better our community will be.

What we do matters.



## Our Values: We do it right, we do it better, we do it together



### Expected behaviours

#### We do it right

- We are accountable for our actions
- We take ownership of our work
- We provide great customer service
- We are professional in all our dealings with others
- We are aware of how our actions reflect on Council
- We are open and honest with each other
- We are trustworthy
- We are responsible for our own wellbeing and the wellbeing of our workmates

#### We do it better

- We are open to learning and change
- We are self motivated and we use our initiative
- We learn from our mistakes
- We challenge the status quo
- We strive for continuous improvement
- We are friendly, helpful and flexible
- We are solution centred



### **We do it together**

- We work together as one team
- We respect and accept the views of others
- We are informed and we keep others informed
- We share our knowledge with other teams
- We celebrate success
- We are actively involved as part of the team



## Key accountabilities

The position of RMA Policy Planner encompasses the following functions or Key Accountabilities:

- ❑ Strategy and policy
- ❑ Monitoring
- ❑ Reporting
- ❑ District Plan administration support
- ❑ Cover and support
- ❑ Customer and community focus
- ❑ Corporate/organisation contribution

The requirements in the above Key Accountabilities are broadly identified below:

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Strategy and Policy</b></p> <ul style="list-style-type: none"> <li>• Provide advice and support for the ongoing development of the District Plan through drafting and reviewing documents.</li> <li>• To provide advice and support to deliver Council's views on national and regional strategies and statements that predominately fall under the Resource Management Act 1991.</li> <li>• To provide advice and support in the review and development (where appropriate) of neighbouring Territorial Authorities' District Plans in regards to the effect and consistency with MPDC's District Plan and strategies.</li> <li>• To provide advice and support with the review and development of the District Plan to meet legislative requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Proposed Plan changes are completed within timeframes and statutory timeframes are met.</li> <li>• District Plan Changes are developed in accordance with the RMA 1991.</li> <li>• Attend meetings and relevant comments are provided in a timely manner.</li> <li>• Draft submissions on neighbouring TA's plans and ensure they are lodged within the statutory timeframe.</li> </ul>



<p><b>2. Monitoring</b></p> <ul style="list-style-type: none"> <li>To provide advice and support with the administration and on-going development and reporting of the state of the environment strategy and the efficiency and effectiveness of the District Plan.</li> </ul>	<ul style="list-style-type: none"> <li>State of the Environment indicators are reported to the community and statutory requirements are met.</li> </ul>
<p><b>3. Reporting</b></p> <ul style="list-style-type: none"> <li>To provide advice and support with any reporting requirements in relation to the job accountabilities.</li> </ul>	<ul style="list-style-type: none"> <li>Systems are maintained to ensure appropriate data is collected and can be extracted.</li> <li>Accurate data is collected in the corporate systems and reports, where required, are produced in a timely and robust manner.</li> </ul>
<p><b>4. District Plan Admin Support</b></p> <ul style="list-style-type: none"> <li>To ensure the District Plan is kept up-to-date and circulated in accordance with the Requirements of the Resource Management Act 1991 and its amendments.</li> </ul>	<ul style="list-style-type: none"> <li>The District Plan is updated in a timely and accurate manner once changes are adopted.</li> <li>Once updated the District Plan is circulated to all parties as required under the RMA 1991.</li> </ul>
<p><b>5. Cover and support</b></p> <ul style="list-style-type: none"> <li>To provide cover and support within the team as directed by your manager</li> </ul>	<ul style="list-style-type: none"> <li>Cover and support is provided as required.</li> </ul>



<p><b>6. Customer and Community Focus</b></p> <ul style="list-style-type: none"> <li>• To ensure that the reputation of Council is enhanced and that a sound relationship with the district community is developed by maintaining an open policy for community participation and the distribution of information.</li> <li>• Ensure customers receive good service over the phone, face to face and through mail and email.</li> <li>• Follow through on Customer Request for Service (CRM)</li> <li>• To ensure cultural perspectives are reflected in all business practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Agreed processes are used to enable a pro-active and positive Council interface with customers.</li> <li>• Availability and readiness to meet and consult with individuals and community groups.</li> <li>• Respond to customers in a timely manner and inform them of progress. No customer complaints received</li> <li>• CRM and RM response times are met.</li> <li>• Evidence of cultural perspectives in consultation, with improved relationships and appropriate protocols observed.</li> </ul>
<p><b>7. Corporate/Organisation Contribution</b></p> <ul style="list-style-type: none"> <li>• To utilise, maintain and access council information systems ensuring data is current, accurate and available</li> <li>• To maintain the security of the information systems and their content, and to follow policy with regard to the handling of information both electronic and physical.</li> <li>• Comply with all Council's policies and rules</li> <li>• Work practices to reflect the corporate vision values and expectations</li> </ul>	<ul style="list-style-type: none"> <li>• That processes associated with information collection, recording, communication and maintenance are followed using the relevant procedures and standards, and following the requirements of the associated policies</li> <li>• That there are no unauthorised breaches of the IT and Records Policies</li> <li>• Complies with all policies and rules</li> <li>• Promote and express pride in your team and the organisation.</li> </ul>



<ul style="list-style-type: none"><li>• Demonstrate a willingness to participate in special projects.</li><li>• Foster co-operation between other teams for the benefit of the organisation</li><li>• Participate in the development, implementation and continual improvement of procedures and standards, to ensure the provision of quality services to both internal and external customers</li><li>• Assist Councils emergency management response in the event of a civil defence declaration.</li><li>• Ensure that all Health and Safety requirements as outlined in the Health and Safety policy are complied with.</li></ul>	<ul style="list-style-type: none"><li>• Participate, express ideas and viewpoints at team group meetings.</li><li>• Contribute to corporate initiatives when required.</li><li>• ISO 9001 quality management systems in PROMAPP are continually improved and maintained.</li><li>• Assist in Council's emergency response actions as required.</li><li>• Ensure awareness of Health and Safety requirements and procedures.</li></ul>
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**Note**

*The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.*





## Work complexity

Most challenging duties typically undertaken:

- Independent detailed, advanced analysis of legislation and legislative changes, statistics, reports and academic papers to develop policy advice for the organisation
- Independent policy development – specifically new policy required under changes to legislation or new direction set by Council
- A comprehensive understanding of the organisational and political landscape,
- Being able to present complex topics to staff, councillors and the public in a balanced and clear manner

## Key relationship skills

<b>Key internal and/or external contacts</b>	<b>Nature of the contact most typical</b> <i>(e.g. courtesy, giving/receiving information, explaining things, liaising, advising, gaining cooperation, facilitating, influencing and persuading, resolving minor conflicts, mediating, negotiating, formal negotiation, supervising, leading.)</i>	<b>Frequency of interaction</b> D - daily W - weekly M - monthly
District Planner	Giving and receiving information	D
Group Manager Community Development	Giving and receiving information	W
Councillors	Giving information, influencing, persuading, advising	M
Consultants	Giving and receiving information, co-ordinate	W
Planning Staff	Giving and receiving information	D
Other Council staff	Giving and receiving information	W
Community	Giving and receiving information	M

Examples of the situations which require the use of the highest level of communication or influencing skills:

- Communicating - written and verbal with managers and executive managers on policy matters
- Communicating - written and verbal with public on plan/policy consultation issues
- Communicating – advising and presenting to elected members

Examples where the role co-ordinates or provides coaching or monitors the work of other people not reporting directly to the role (e.g. contractors)? Two examples, how often?

- Ensure District Plan changes are undertaken in a timely manner – planning administration / Council GIS staff and Communications Officer (monthly)
- Assistance to staff in developing and analysing information required for policy/plan development



- Monitoring of information requested from other staff/managers to input in to policy/plan/report development
- Monitoring the work of consultants e.g. external research agencies

### Person specification

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current jobholder has.) This may be a combination of qualifications/experience, knowledge or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Essential	Preferred
<p><b>Education and qualification</b></p> <ul style="list-style-type: none"> <li>• Degree in planning or in a relevant discipline</li> </ul> <p><b>Knowledge and experience</b></p> <ul style="list-style-type: none"> <li>• Four - five years RMA policy planning experience</li> <li>• Comprehensive knowledge of statutory requirements i.e. RMA</li> <li>• Good understanding of other relevant legislation e.g. Local Government Act, Health Act, Building Act</li> <li>• Comprehensive knowledge of managing community consultation processes.</li> </ul>	<ul style="list-style-type: none"> <li>• NZPI membership</li> <li>• Planning experience within a Local Government environment</li> </ul>

- Analytical Thinking - Can gather detailed information and investigate issues in detail to identify trends, patterns and core issues.
- Collaboration - Working effectively with others in the organisation outside the line of formal authority (such as peers in other units or senior management) to accomplish organisational goals.
- Strategic Awareness - Establishing a course of action to accomplish a long range goal or vision; allocating resources – human, material and financial; defining intermediate goals and contingencies.
- Community Awareness - Considers impact of proposed actions/decisions on local community; develops relationships with, consults with and involves community in areas of interest/impact.



- Oral Communication - Expressing ideas effectively in individual and group situations; adjusting language of terminology to the characteristics and needs of the audience
- Report Writing - Expressing ideas clearly in reports or other documents that have appropriate organisation and structure, correct grammar, language and terminology, adjusted to the characteristics and needs of the audience.
- Political Awareness - Understands the workings of local government. Recognises the boundaries between governance and management/administration and acts accordingly. Applies understanding of organisational culture and climate to decisions and actions

### **Change to position description**

From time to time it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

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Position holder

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Date

