

POSITION DESCRIPTION

Position: Team Leader Environmental Policy

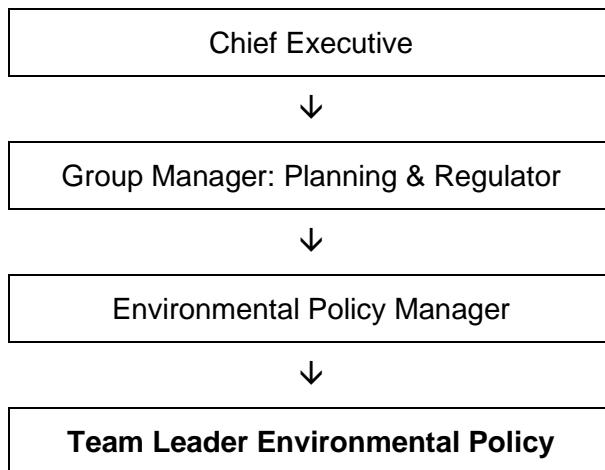
Team: Environmental Policy

Group: Planning and Regulatory

Responsible To: Environmental Policy Manager

Responsible For: Senior Environmental Planners (Policy) and Environmental Planners (Policy)

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora
Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki
Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Maori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Purpose of Position

This role is part of the Planning and Regulatory Group. The Group includes Environmental Policy, Environmental Consents, Buildings Consents, Building and Environmental Compliance and Regulatory Solutions.

The purpose of this position is to assist the Environmental Policy Manager, firstly with the management and mentoring of staff and in particular the team of policy planners; and secondly in the management of complex policy, strategy or structure planning projects to meet the legal provisions relevant to the resource management activities and responsibilities of the Council, in line with Council's strategic objectives and policies.

Staff Management

This would include undertaking Performance Review and Planning and direct staff management responsibilities for the Policy Planning Staff.

Technical Work

This may include the project management of complex private plan changes and the preparation and processing of Council initiated plan changes.

To protect and encourage sustainable development in the District. This is achieved through:

- **Policy Development & Advice**
- **Staff Supervision and Mentoring**
- **Project Management**
- **Consultation**

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
 - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
 - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Key work areas for which this position will have a responsibility are:

Policy Development & Advice

- Managing the monitoring and review of the District Plan as it relates to specific projects.
- Researching and analysing information on the natural, physical, social and economic resources of the District to enable effective and efficient environmental policy development.
- Formulating innovative and alternative strategies, policies and rules for inclusion in statutory plans and bylaws.
- Co-ordinating the processing and reporting of other staff and consultants to the Council and Council Committees on changes to policies and rules of the District Plan, including before Appellate Bodies and Courts.
- Processing and supporting the adopted strategies, plans and policies of Council at the Hearings Committee of Council, the Regional Council and the Environment Court.
- Participating in or manage specific Council initiated projects under the Local Government Act 2002 and development policy related projects.
- Providing advice to developers and their advisors on District Plan requirements and statutory obligations in relation to private plan changes.

Staff Supervision & Mentoring

- Assisting the Manager in the peer review of work produced by staff for accuracy and consistency.
- Providing mentoring and motivation to individual staff based on needs.
- Identifying areas for professional development and training of Policy Planners based on needs in association with the Manager.
- Project managing consultants who have been allocated private plan changes to process on behalf of the Council.
- Undertaking performance reviews of Policy Planners and inputting to the performance reviews of other members of the Policy Team as required by the Manger.
- Deputising in the absence of the Environmental Policy Manager.

Project Management

- Preparing Assessment of Environmental Effects reports on major projects and initiating environmental protection policies as required and provided for by legislation and Councils.
- Preparing other reports for Council.
- Consultant supervision.
- Participating in and project managing policy project teams as required.
- Liaising with other Council staff with regards to District Plan issues.
- Recording information on relevant electronic files.

Consultation

- Undertaking public consultation with individuals, tangata whenua, sector groups and the wider public on Council initiatives.
- Liaising with Managers and other Council and Resource Management personnel, as required.

Managing Health and Safety - Generic

- Actively encouraging reporting of workplace hazards and near misses.
- Ensuring staff are adequately trained to perform their tasks.
- Ensuring appropriate equipment provided to staff.
- Ensuring adequate supervision and monitoring of staff.
- Ensuring the accurate reporting and recording of all workplace injuries and incidents.
- Actively promoting Health & Safety discussions during meetings.

Important Functional Relationships

External

- Hawke's Bay Regional Council
- Napier City Council
- Government Departments (MFE, DOC, DIA)
- NGOs
- HB Area Health Board
- Statistics New Zealand
- Tangata Whenua
- General Public
- Consultants
- Developers/Property Managers
- Lawyers
- Other Territorial Authorities

Internal

- Mayor
- Councillors
- Chief Executive
- Community Safety Staff
- Committee Secretaries
- Community Services Staff
- Asset Management Staff
- Environmental Policy & Consents Managers & Staff
- Human Resources Staff
- IT Staff
- Strategy & Development Staff
- Legal Officer
- Planning & Regulatory Staff
- Communications Team
- Finance Team
- GIS Manager

Committees/Groups

- Council
- District Plan and Bylaws Committee
- Heretaunga Takoto Noa Joint Maori Committee
- District Plan Hearings Committee
- District Development Committee
- Industry/Land User interest groups
- Safer Communities Council
- Community Boards

Person Specification

Qualifications

- Must possess a tertiary qualification in Planning, Resource Management or related fields; and must be eligible for full membership of the New Zealand Planning Institute.

Knowledge/Experience

- A minimum of 15 years experience in a resource management related discipline preferred, or a minimum of 10 years specific experience in Resource Management policy.
- Will be able to demonstrate a sound understanding and working knowledge of the Resource Management Act 1991, and have experience in processing plan changes, project managing policy development initiatives, and/or processing complex resource consent applications under the Act.
- Must be able to demonstrate an understanding of the 'big picture' and context of Council's role in resource management planning and how it relates to other Council functions and the private sector.
- Experience in report preparation and presentation before Council, hearings panels and/or other similar quasi-judicial committees is required, and experience in appearing before the Environment Court would be an advantage.
- Must be able to demonstrate an understanding of key leadership and/or people management principles.
- Experience in mentoring and managing staff would be an advantage
- Must hold a current driver's license.
- Needs to be computer literate and have keyboard skills including the ability to use spreadsheets (Excel) and word processing (Word).

Key Personal Competencies

- A well-organised approach to the project management of tasks with an ability to consistently achieve deadlines.
- Good interpersonal skills with a confident, open and friendly manner that engenders good rapport with other staff and members of the public, while maintaining a professional approach and personal integrity.
- Excellent communication skills (written and verbal).
- Be able to work co-operatively both with a busy team and other areas of Council.
- The ability to approach staff mentoring in an open and friendly manner.
- An ability to be innovative, adaptable and practical.
- An ability to cope with pressure and deadlines.

Personal Attributes

- Be able to relate with and contribute positively to, the staff within the Policy team.
- A mature and co-operative nature.
- The ability to get the best out of people in order to guide their personal and professional development within the needs of the organisation.
- An ability to be innovative, adaptable and practical.
- Good sense of humour and a positive approach are a must.
- Be able to work without supervision and display sound judgment and tact in decision making and problem solving.