

Position Description

Position:	Senior Planner - Policy
Group:	Engagement, Strategy and Planning Services
Business Unit:	Strategy, Planning and Policy
Responsible to:	Strategy, Planning and Policy Manager
Direct reports:	None

OUR PURPOSE:

WE'RE ONE TEAM // We work together to enhance the quality of life in Upper Hutt by providing leadership, support, and services to our community.

OUR VALUES:

WE'RE APPROACHABLE // We are respectful, honest and open with each other and our community.

PEOPLE MATTER // We operate with integrity, respecting diversity and each other's needs.

WE'RE COURAGEOUS // We're ambitious, speak up, and are accountable.

WE'RE ONE TEAM // We cooperate and engage with each other, share the workload, and recognise a job well done.

WE HAVE FUN // We embrace each day and take on each challenge with positivity and enthusiasm.

OUR GUIDING PRINCIPLES:

WE KEEP IT REAL // We are transparent, honest, and fair, and do what we say.

WE 'CAN DO' // We are proactive, creative, resourceful, and responsive.

WE WORK TOGETHER // We collaborate, communicate, and take pride in who we are and what we do.

WE ARE PEOPLE MINDED // We serve our community, customers, and each other, respecting diversity and culture.

POSITION SUMMARY:

The Senior Planner - Policy will play an important role in working with the Strategy, Planning and Policy Manager to address Council's District Plan and monitoring responsibilities in implementation of the Resource Management Act 1991 (RMA).

The primary responsibility of the Senior Planner - Policy will be to manage the more complex and/or controversial projects associated with:

- the preparation of plan changes related to the review of the District Plan and implementation of the Land Use Strategy and Future Development Strategy
- RMA monitoring
- other initiatives to give effect to Council's resource management responsibilities.

Depending on workload demands within the Engagement, Strategy & Planning Group as a whole, there may also be the opportunity to work on other Council policies and plans including the Long Term Plan, council policies, strategies and bylaws. The position requires a flexible 'hands on' approach to undertaking any planning project that may be required.

A key part of the role will be the mentoring, and peer reviewing of work of more junior staff. These aspects of the role will be supported by appropriate training, with a view to developing management and mentoring competencies as well as professional competency in all aspects of work within the planning profession.

The Senior Planner - Policy will contribute to continuously improving the way in which the Department operates, and will foster good working relationships within the Council, with developers and the wider community.

CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES:

1. Policies and Procedures.

- Comply with Council's Code of Conduct and Staff Manual including its policies and procedures at all times
- Uphold the Council Values

2. Customer and Community Relations:

- Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times
- Work with other staff members to resolve customer queries and issues

3. Information Management

- Work collaboratively by ensuring all business documents and information are made accessible for staff to use.
- Manage and secure our knowledge and information as a key organisational asset in line with our Information Management strategy, relevant policies and best practice.
- Manage electronic documents and records using our approved Electronic Document and Records Management System (SHED).

4. Continuous improvement and innovation

- Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate
- Identify and propose additional business or service opportunities that enhance Council's existing capabilities

5. Health and safety

- Ensure all work is performed in accordance with the requirements of the Health and Safety policies, procedures and legislation
- Report all incidents, hazards and risks to the immediate supervisor

6. Teamwork

- Actively contribute to the team by looking out for others, supporting and empowering them and celebrating the success of others
- Build successful workplace relationships by working cooperatively with others

7. Training and development

- Undertake both internal and external training identified as relevant to the role

8. Participate in Council's civil defence emergency response

- Participation in relevant emergency response training and duties as requested by the Chief Executive

9. Perform other duties as may be directed from time to time

- All duties must be carried out to the satisfaction of the Manager

SPECIFIC RESPONSIBILITIES AND PERFORMANCE MEASURES:

Bold text = responsibility

Bullet Point = associated performance measure(s)

1. Effectively and efficiently action Council's responsibilities under the Resource Management Act 1991:

- **Prepare or peer review plan changes, review the District Plan, and participate in the delivery of the Land Use Strategy.**
 - Proposed plan changes are prepared and the District Plan is reviewed in accordance with legislative requirements and the agreed annual work programme.
 - Proposed plan changes are peer reviewed.
 - **Ensure Council's RMA section 35 and 35A responsibilities are met, including undertaking monitoring, research and analysis for State of the Environment reporting, implementation of the Land Use Strategy and District Plan Review.**
 - Records are kept and information is gathered in such a way that Council meets its responsibilities under section 35 and 35A.
 - Monitoring is undertaken in accordance with legislative requirements.
 - **Negotiate and recommend out of court settlements relating to resource management matters.**
 - Out of court settlements where appropriate are recommended to Council in accordance with legislative requirements.
 - **Prepare and present evidence on appeals to the Environment Court.**
 - Planning evidence for any appeals is prepared and presented in accordance with legislative requirements.
 - **Review and prepare reports and submissions on relevant new and proposed national strategies, regional and district plans and policy documents.**
 - Provide information in accordance with the District Plan and any relevant legislation.
 - **Initiate non statutory responses to achieve District Plan and Land Use Strategy objectives and policies, including stakeholder collaboration and development of education resources.**
 - Prepare and implement non-statutory responses to support the District Plan and the implementation of the Land Use Strategy, in accordance with the agreed work programme.
 - **Review and recommend on ways to improve resource management processes, including the application of best practice.**
 - Undertake review processes in accordance with the agreed work programme.
 - **Provide information and advice on resource management matters.**
 - Provide information in accordance with the District Plan and any relevant legislation.
 - **Assess resource consents and other resource management applications – secondary responsibility.**
 - Duties/projects undertaken as agreed with the Director of Planning and Regulatory Services in liaison with the Strategy, Planning and Policy Manager and Resource Consents and Compliance Manager.
 - Resource consents and other resource management applications (eg outline plans, certificates of compliance) are assessed in accordance with the District Plan and meet statutory timeframes.
 - Quality checks are undertaken to ensure that customer enquiries are satisfactorily responded to, and development proposals are assessed in accordance with the District Plan.
 - Satisfaction of the Resource Consents and Compliance Manager.
- 2. Provide consultation, policy research, monitoring, analysis and submission services.**
- Undertake consultation, policy research, monitoring, analysis and submission services as agreed with the Strategy, Planning and Policy Manager.
- 3. Supervise contracts with external service suppliers.**
- Projects are specified clearly and unambiguously, setting out Council's requirements for the service to be provided.
 - Contractors are engaged and supervised in accordance with accepted terms of engagement practices.
- 4. Mentor and train junior planning policy staff in resource management knowledge and practices, as delegated by the Strategy, Planning and Policy Manager.**

- Day to day work of staff is completed to accepted standards and within agreed timeframes.
- Staff are effectively mentored and trained, timely feedback is provided and staff are encouraged to excel in their performance.
- Staff performance issues are referred to the Strategy, Planning and Policy Manager as they arise.

5. Undertake administrative duties as required.

- Administrative duties are completed to accepted standards and within agreed timeframes.

PERSON SPECIFICATION:

Education/ Qualifications/ Experience

- Relevant tertiary qualification[s] in planning /resource management.
- Membership, or eligibility for membership of the NZ Planning Institute
- Sound experience in District Plan Policy work, including responsibility for the preparation of a range of plan changes.
- Consultation and facilitation.
- Negotiation and resolution of disputes in relation to District Plan matters.
- Project management

Personal Attributes and skills:

- Outstanding customer service skills.
- Excellent written, communication, negotiation and facilitation skills.

Licences

- A current NZ driver’s licence (motor vehicle).

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 – including technological requirement or statutory changes. Such change may be initiated as necessary by the manager of this position. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

Signed:

Group Manager/ Manager

Date

Employee

Date