

Position Description

Position Title

Intermediate Environmental Planner

Location

Grey District Council, 105 Tainui Street

Contract Type

Permanent Full Time

Date

06/12/2023

How we make a difference (*Our Values*)



Be the Customer



Think excellence



Do the right thing



Be Integrity

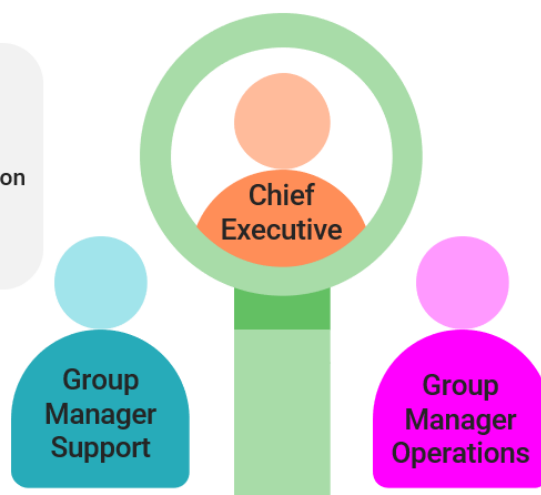


Lead, together

Grey District Council Services

Support Group

- Finance
- Community & Recreation
- Regulatory Services
- ICT



Operations Group

- Building Control
- Business & Contracts
- Utilities & Infrastructure
- Transport & Infrastructure

Chief Executive Office

- Mayor & Leadership Support
- People & Capability Team – HR, Health, Safety & Wellbeing, Communications & Engagement
- Executive Officer

Position Details

Purpose of Position

The primary purpose of this role is to work as part of the planning team to support, maintain and actively participate in the development of our services, and to ensure we are operating effectively, efficiently in alignment with our business outcomes.

Core responsibilities include identifying and implementing continuous improvement procedures for resource consent processing, and processing project information memoranda and land information memoranda. You will be required to provide high quality advice to the community and customers, Council staff and management and elected representatives about the provisions of the RMA, the Grey District Plan and other relevant planning documents and how these impact upon proposed developments.

Other responsibilities include the development of collegial relationships with other agencies and stakeholder groups and to contribute to the overall operations of the Environmental Services Department.

Key Relationships

Responsible to

Regulatory Manager

Responsible for

N/A

Internal

- Chief Executive
- Executive Leadership Team Members
- People and Capability Business Partner
- Manager, Finance & Enterprise Risk
- Operational and Planning Team
- All Grey District Council Staff

External

- Customers
- Consultant planners & specialists
- Architects, surveyors, property developers
- Ratepayers & residents of Grey District
- Hearing's commissioners
- Other agencies & stakeholder groups, (eg West Coast Regional Council, Te Tai o Poutini Plan staff, Ministry for the Environment, Iwi, Department of Conservation)
- Council's legal advisors
- Other Territorial Authorities

Limitations on Authority

This position has no staff or financial responsibilities. However, the Council may from time to time delegate to the officer specified powers and duties which must be exercised with due care and diligence.

Key Result Areas

KPI (area of responsibility)

Measure (successful when)

Resource Consent Processing

Carry out assessment, processing and decision making on non-notified resource consents.

Assess, process, and provide recommendation to independent commissioners on notified consents.

Monitor resource consents. Deal with complaints relating to resource consents and District Plan.

The output is high quality consent decisions.

Reduced numbers of consent decisions are challenged or needing to be amended.

Input to LIMs and PIMs

Provide District Plan compliance assessments in processing PIMs as required.

LIMs are processed in an accurate and timely manner.

All RMA and District Plan-related issues raised by a PIM application are addressed.

Building Consent Check

Assist in checking building consent applications against the requirements of the District Plan and other relevant planning legislation.

Building consents meet District Plan requirements or applicants are advised that resource consent is required prior to construction.

Customer Information and Advice

Provide high quality advice to the community and customers, Council staff and management and elected representatives about the provisions of the RMA, the Grey District Plan and other relevant planning documents.

Provide advice to developers and property owners about proposals for development.

Assist in the development of public education material

Enquirers receive high quality advice, delivered in a friendly, timely and courteous manner which recognises different customer needs.

People within the District understand the requirements for resource consents and the reasons behind the processes used.

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Environmental Policy Development

Assist with the compliance of statutory requirements.

Assist with the review of policies.

Assist with the identification, formulation, implementation, and monitoring of environmental policy.

Assist with Council's responses to proposed policy from other parties affecting District planning matters.

High quality plans including appropriate environmental input.

Clear, concise written or oral submissions made to protect the District's environmental interests and Council interests are protected.

Person Specification

Education / Qualifications

A graduate degree qualification in planning, resource management or related field.

Full Drivers license desirable.

Knowledge / Experience

Three years' relevant work experience - having previous Territorial Authority experience would be an advantage but not a prerequisite.

Demonstrated track record of delivering customer-focused services in a complex organisation.

Advanced use of the Microsoft Office Suite, IT skills, including knowledge of a range of software packages.

Experience and/or knowledge of governance processes.

Attributes

Positive attitude and commitment towards serving the community

Displays high levels of emotional intelligence, self-awareness and interpersonal skills.

Acts with honesty, integrity and trust.

Operates in a way that fosters commitment and passion and will inspire others to action.

A pragmatic and solution-focused approach to problem solving.

Discretion and an understanding of confidentiality issues.

The ability to work consistently and stably under pressure, while using initiative and meeting tight deadlines.

The ability to research, digest, analyse and present material clearly and concisely with a strong attention to detail.

Skills

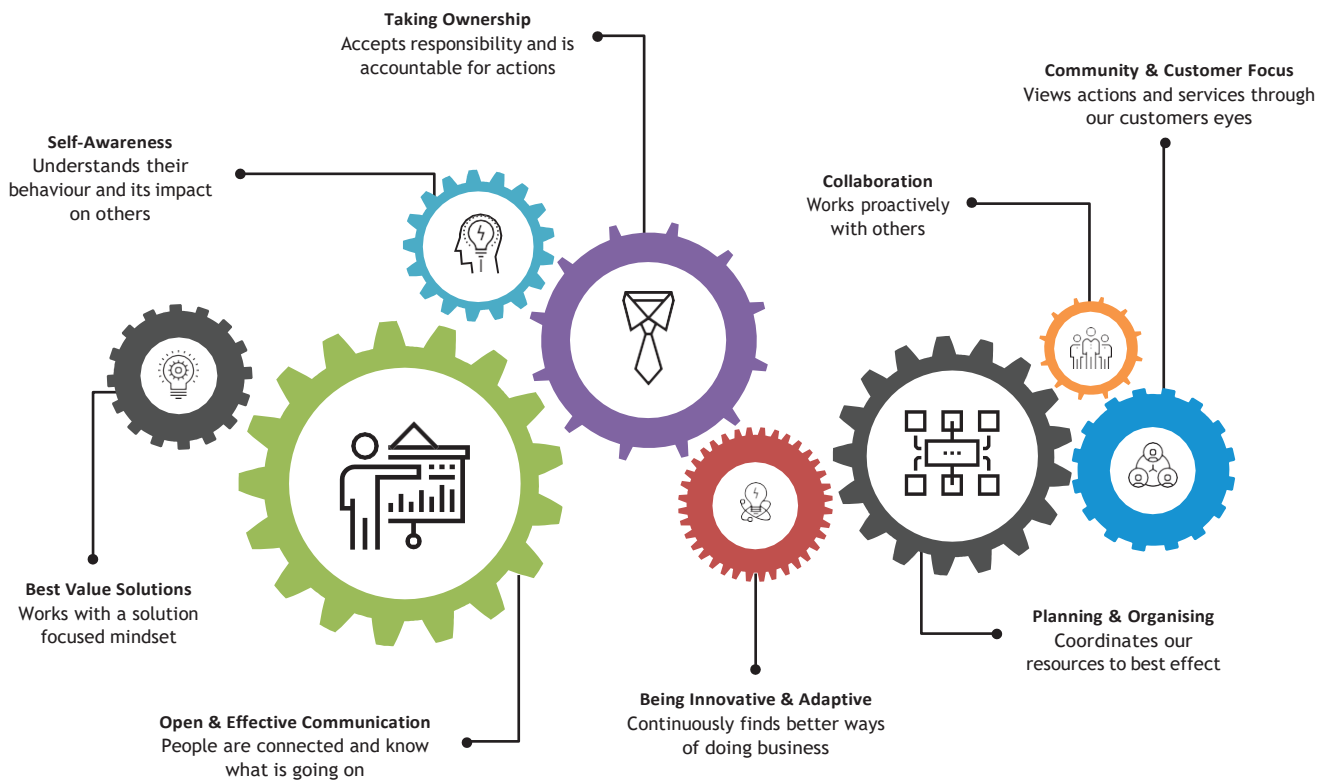
Outstanding interpersonal relationship building.

Excellent written and oral communication skills, including the ability to problem solve and effectively convey information to the public.

Excellent literacy and numeracy skills.

Good organisational and time management skills.

Core Competencies



Key Requirements for all Council Staff

- ✓ Embrace the Council's values and continuously seek self-improvement regarding our Core Competencies.
- ✓ Take reasonable care for the health and safety of yourself and others at GDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council's corporate business and information systems according to information management policies and procedures.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in Disaster Recovery and Business Continuity Planning.

Position Description Approval

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.

Position Description Approved by
(Group Manager)

Date

Position Description Accepted by
(Position Holder)

Date