



SHAPING AN
AWESOME
HAMILTON

Planner

Strategy, Growth and Planning

About us

Our purpose is to improve the wellbeing of Hamiltonians. To fulfil our purpose, we need to become the leading community-focused Council, so that Hamilton's full potential can be unlocked – making it the best place to live.

Our staff are at the heart of everything we do. We value *kia urutau* (adaptability), *kia ngaawari* (simplicity), *kotahitanga* (inclusiveness), *kaitiakitanga* (guardianship), and *kia manawanui* (ambition). These values drive the way we think about how we do our work to stay true to our purpose. We need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance.

About the position

This position sits within the **Strategy, Growth and Planning group**. This group looks ahead for the future of Hamilton – make decisions in the best interest of our city, create inter-generational and environmental sustainability, and enable business investment. Read on to find out more about the role.

What you will do

In this role, you will:

- Report to the Team Leader within Planning Guidance and play a pivotal role within the unit.
- Be key in providing professional and customer focused service is provided to all customers and applicants.
- Work with the team to ensure customers are provided with accurate information and advice on the District Plan and Resource Management Act 1991

Reports to	Planning Team Lead
Responsible for (total number of staff)	Nil
Delegation	\$
Budget	\$

Key responsibilities

Some of the **key responsibilities** for this role include:

- All resource consent applications are processed within statutory and Council policy requirements.
- Provide technical assistance as requested.
- Resolve non-compliance or conflicts by persuasion, negotiation, and mediation where possible so as to avoid need for legal procedures.
- Prepare written assessments of resource consent applications including recommendation on whether to grant or approve the consent and any proposed conditions of consent.
- Provide high quality written and verbal evidence and coordinate gathering of evidence.

- Prepare written evidence and affidavits where required.
- Provide support and assistance to Council's internal and external urban design panel.
- Provide assistance in processing PIMs and LIMs. Check Building Consents against the District Plan where required.
- Advise Council's Strategic Planning Unit of findings and conclusions drawn from planning experiences to assist in the revision of the District Plan.

How you will do this

Our team culture is critical to our success. It's vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible outcomes for our community.

Your mindset, skills, knowledge, and experience

You actively work at being the 'best version of you' and your mindset and behaviours have a positive impact on others.

You bring to the role

- A proven track record of thinking differently, acting with integrity, working together, and making it happen.
- Proven leadership skills with demonstrated ability to articulate the corporate vision and take people on a change journey.
- Self-awareness that mindset is the foundation of performance and an ability to develop self and others in this regard.
- Bachelor in Planning or Resource Management, or equivalent tertiary qualification.
- Current full drivers' licence.

- Experience in Planning and Resource Management application.
- A knowledge of related practices, including resource planning, transport planning, economic and community development, landscape/ecological design, and sustainable environment issues.
- Knowledge of the relevant legislation relating to local government administration and resource management, including the Resource Management Act 1991.
- Ability to interpret legislation to determine planning and enforcement processes.
- Process Limited and Publicly Notified consent applications.
- Provide general assistance to Intermediate and Senior Planners on special projects.
- Able to influence and encourage others behaviour and outcomes to support goals and requirements.
- Excellent verbal and written communications skills for dealing with colleagues, clients, the general public, and Councilors, skilled in conveying technical information.
- Proven analytical skills.
- Able to organise own workload effectively to meet deadlines.
- Able to provide concise, accurate information with a high attention to detail.
- Computer literacy to enable effective production of reports, monitoring and statistical information, and information access.
- Has commitment to providing customers with quality service.
- Relates well with all types of customers and can achieve results through co-operation.
- Results oriented and works effectively to achieve goals and targets.
- An ability to operate effectively within management, public, and political levels of the Council.
- Ability to develop and maintain rapport with stakeholders.
- Remains calm under pressure.

- Has values that fit with HCC's behaviours.
- Experience in Planning within NZ (RMA).
- Holds an Associate or Graduate NZPI membership.
- Knowledge of the practice and principals involved in Urban Design, 3 waters and up to date with current Case Law.
- Extensive Knowledge of s88, s95 & s104 of the RMA.

Health, safety and wellbeing

All of our people have a responsibility for their own and others health and safety. This includes following all health and safety policies and procedures, including reporting events and hazards, and participating in health, safety and wellbeing programmes and initiatives as required.

Civil Defence

Completes Civil Defence training and participates in events as required.

Note: This position description is a broad outline of the key activities and responsibilities for this role. Key responsibilities may vary from time-to-time, at the request of the manager, to accommodate the operational needs of the team.