

Westland District Council

JOB DESCRIPTION

Job title

Senior Planner

Purpose

- To support the Planning Team and wider Council by keeping up to date with, analysing, and providing written and verbal responses to policy documents produced by external parties, as directed by the Planning Manager.
- To process resource consents, peer review reports, certify applications under the Resource Management Act (Sections 223 and 224), and oversee the consent processing function, including providing support and training to other team members.
- To support compliance and monitoring functions, contribute to Council reports and planning documents, and identify opportunities for continuous process improvement.

Specific duties and responsibilities

Key Tasks and Responsibilities:

1. Process Resource Consent applications and peer reviews:
 - Assessment decisions and conditions are robust, well thought out and defensible.
 - 100% success rate for meeting your own processing timeframes.
 - The Planning Team is supported to ensure overall processing timeframes are consistently met.
 - Reports are peer reviewed thoroughly, with constructive feedback provided as needed.
1. Certify subdivision applications under Sections 223 and 224 of the Resource Management Act 1991 within statutory timeframes:
 - Certifications are completed accurately and within the required timeframes.
 - All legal and procedural requirements under the RMA are met.
 - Applicants receive clear, timely communication regarding the status of their applications.
 - Certification processes contribute to the Council's reputation for efficiency and professionalism.
1. Contribute to the development and review of Council plans, statements and other planning documents as required. Stay up to date with industry best practices in resource management planning:
 - Plans and statements are reviewed in a timely manner, ensuring compliance with the RMA and other statutory processes.
 - Plans and statements meet the requirements of the RMA and accurately reflect the views of the Council.
 - Reports, submissions, evidence, and plan documentation are clear, accurate, complete, concise, and tailored to the intended audience.
1. Produce reports for Council and analyse policy documents prepared by external parties, providing written and verbal responses as required by the Planning Manager:
 - Relevant information and responses are communicated clearly, concisely, and within required timeframes.
 - Reports and responses accurately reflect Council's views and support informed decision-making.
1. Compliance and Enforcement:

- Support the RMA Compliance Officer to ensure investigations begin within 48 working hours of receiving a complaint.
- Support the RMA Compliance Officer in following all relevant processes, procedures, and the Westland District Council's Compliance and Enforcement Policy to ensure consistent handling of compliance matters.
- Assist the RMA Compliance Officer in conducting effective monitoring of existing consents and identifying unconsented activities.

1. Respond to general enquiries and requests for information from Council staff, applicants, submitters and other parties, both in writing and verbally:

- Accurate advice is provided in a friendly and professional manner.
- Positive working relationships with customers are established and maintained.

1. Provide support to the Planning Manager and staff as required, including mentoring and training team members:

- Planning Team members are supported in completing tasks to ensure a balanced workload and consistent outcomes.
- Staff receive training and guidance to build capability and confidence.
- The Planning Manager is kept informed of workload levels.
- The Planning Team functions effectively and collaboratively.
- The Council is a positive workplace where all staff feel valued, supported, and encouraged.

1. Other Duties:

- Supporting the team by completing other duties as and when they arise

Key relationships:

- Planning Team
- Building Control Authority
- Executive Leadership Team
- Council Staff
- General public
- Local Government NZ and other local authorities

Financial Delegation:

N/A

Direct reports:

N/A

Reporting to:

Planning Manager

Health and Safety:

- To adhere to all Council and safety plans, policies and procedures including using protective equipment supplied.
- To identify existing or potential hazardous conditions and recommend appropriate corrective actions.
- To report all accidents and near miss events.
- To be familiar with emergency procedures.
- To ensure safe working conditions, develop safe working practices and wear protective clothing and equipment where necessary.
- To implement the removal of hazards where practicable and provide training in this area.
- To investigate accidents and near miss events.
- To ensure staff are trained and kept up to date with any new work safe policy changes.
- To ensure visitors and contractors operate under the Council health and safety policy and procedures.

Civil Defence and Emergency Management:

To meet the Council's statutory responsibilities for civil defence and emergency management you will be expected to participate in any civil defence and emergency management training initiatives and undertake activities, as directed as part of Council's emergency response.

Skills, experience & education

Person Specification.

Qualifications/Experience:

- Holds a tertiary level qualification in resource management, planning or related fields.
- A minimum of 5 years' experience in resource management planning.
- Extensive knowledge and experience of the Resource Management Act, planning and consenting processes.
- Experience in providing training, mentoring, or support to other planning staff.
- Understanding of social and economic impacts of policy and proposals.
- Experience assessing policies promoted by other agencies and their implications.

Skills / Attributes:

- Excellent verbal and written communication skills.
- Ability to ensure that work is completed to a high standard and to meet deadlines.
- Ability to work cooperatively as part of a team demonstrating energy, vision and initiative.
- Excellent Customer Service skills.
- Ability to manage time, prioritise and organise workload.
- Ability to support a small team, manage workload, and provide on the job training and guidance as needed.
- Able to demonstrate a commitment to and respect for Te Tiriti o Waitangi and its principles and incorporate these into your work

This job description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties. It may therefore be amended from time to time.

General duties

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.