



## Development Planning Manager

Location	Thames	
Reports to	Group Manager Regulatory & Planning	
Group	Regulatory & Planning	
Direct Reports	4 Direct: Team Leader Development Planning and 5 staff Team Leader Development Planning and 5 staff Team Leader Environmental Compliance and Monitoring and 2 staff Subdivision Technical Specialist	
Authorities	Responsible for managing total budget of approximately \$2 million Delegated financial authority for purchases up to \$25,000 Warranted powers under Resource Management Act, Local Government Act	
Functional Relationships	Internal and External Planning Unit staff Managers and TCDC staff Mayor and Elected Members Central Government Agencies Other Local Authorities Professional bodies Planning Contractors Other stakeholders, as appropriate	Purpose Leadership and direction Support and advice Advice and reporting Advice and liaison Collaboration Direction and engagement

### Our Council

As one of the largest employer's on the Coromandel Peninsula, we are proud to be Thames-Coromandel District Council.

We will provide high quality, affordable services and facilities with excellent customer service. We will maintain innovative leadership and empower our communities. We will strive to make the Coromandel Peninsula a desirable place to live, work and visit.

To achieve our vision we aim to attract, employ and support people to be their best while being guided by our core values of **respect, integrity, innovation** and **teamwork**.

### How you fit

The **Development Planning Manager** plays a key role in ensuring that Council's strategic direction is supported through efficient and effective management of Environmental Planning and Environmental Compliance and Monitoring functions.

Responsible for providing high quality leadership and management, the role will actively drive sustainable, positive growth in the district through working with key internal and external stakeholders, advocating for and influencing future developments by ensuring high quality management of resource consent and related processes under the Resource Management Act and related legislation.

Your responsibilities	
Accountable for	Successful when
<b>Technical Leadership</b>	<p>Council's Resource Consent and related strategies, plans and processes under the Resource Management Act are managed efficiently and effectively in accordance with legislation requirements and reflect sector best practice; including but not limited to:</p> <ul style="list-style-type: none"> <li>- All consents are processed accurately within legislative requirements</li> <li>- Multi-consents are processed with coordination with key parties</li> <li>- All appeals are dealt with appropriately and in accordance with professional practice</li> </ul> <p>All hearings are run effectively and efficiently</p> <p>Elected Members and Senior Leadership Team receive impartial, accurate and comprehensive technical advice on relevant resource consent, district plan and RMA matters to support decision making; and are well informed of all risk information, including identified trends or forecasted concerns or issues, in a timely manner</p> <p>Key stakeholders are well informed and consulted, with input and influence from Council in relevant decision making</p> <p>Technical advice received from consultants is robust, fit for purpose and meets established timeframes.</p> <p>Relevant risks and / or issues are identified in a timely manner with consistent, effective, sustainable solutions implemented</p> <p>Systems and processes are embedded to ensure the Group Manager Regulatory &amp; Planning receives accurate and timely reports, and policy advice and support.</p> <p>Internal, operational and contractual audits are completed regularly to meet compliance and quality standards, with high success rates</p> <p>Audit outcomes and / or non-conformance investigations are completed and addressed within priority timeframes</p> <p>New innovations are identified for ongoing system improvement</p> <p>Budgets are managed to agreed requirements, including meeting determined percentage of billable time for each position.</p>

<b>Staff Leadership</b>	<p>Direct reports are competent and effectively deliver to achieve identified outcomes with high quality performance.</p> <p>Team environment promotes and enables an effective, high performing, engaged and connected team.</p> <p>Responsibilities of a good employer is always demonstrated.</p> <p>A safety awareness culture is led by example.</p> <p>A customer focused approach in all activities and communications is promoted and modelled.</p> <p>Business improvements are identified, developed and implemented for service delivery to enhance service and staff development and a customer and business friendly culture.</p>
<b>Relationship Management</b>	<p>Internal relationships are effectively managed and maintained where Managers and staff seek advice and guidance in a timely manner with successful outcomes</p> <p>Internal training is coordinated, as required, to ensure staff are competent and confident in environmental planning and associated legislative practice</p> <p>Key stakeholders and customers receive high quality responses to information requests in a timely manner; including but not limited to:</p> <ul style="list-style-type: none"> <li>- Processes are embedded to enable proactive and positive customer interactions</li> <li>- Appropriate and timely consultation and meetings with individuals, community groups and stakeholders</li> <li>- Cultural protocols and safety practices are observed to support initiatives, consultation and relationships with local iwi</li> </ul>
<b>Organisational Support</b>	<p>Knowledge and skills are shared and other staff are supported.</p> <p>Procedures, information systems and policies are documented and complied with.</p> <p>Appropriate and agreed continuous professional development is undertaken.</p> <p>Civil Defence and Emergency Management training and activities are participated in.</p> <p>Other duties may be requested by the manager to support the business unit.</p>

<b>Health, Safety &amp; Wellbeing</b>	<p>All reasonably practicable steps are taken to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction.</p> <p>All reasonable workplace health and safety policy and procedures are followed.</p> <p>Any reasonable instructions given are complied with.</p> <p>A personal commitment to Health, Safety and wellbeing is demonstrated, in accordance with TCDC's Health and Safety Policy.</p>
<b>Te Tiriti o Waitangi</b>	<p>Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Māori.</p>

## About you

Honesty, Enthusiasm, Accountability, Respect and Teamwork are considered core competencies for all staff.

A successful *Development Planning Manager* will need the following to succeed:

<b>Education / Training</b>	<p>Tertiary qualification in planning or related relevant field</p> <p>Full membership of, or eligibility for, the New Zealand Planning Institute or full membership of a related professional association or institution.</p>
<b>Experience</b>	<p>Demonstrated experience in a senior environmental planning and / or compliance role</p> <p>Demonstrated understanding and application of key local government legislation</p> <p>Demonstrated leadership and management experience of both employees and contractors</p> <p>Demonstrated experience of embedding a continuous improvement culture in business processes.</p>

<b>Knowledge, skills and attributes</b>	<p>Strong strategic ability, able to drive and influence decisions confidently with highly developed interpersonal and communication skills</p> <p>Solution focused, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities</p> <p>Innovative mind set, is an improvement focused team player that shows initiative and inspires commitment to achieve Council outcomes</p> <p>Strong decision making and problem solving skills, can confidently analyse and apply key information with good judgement and takes accountability.</p>
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I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

- a) This position description may be amended by the employer following reasonable notice to me
- b) I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

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Employee

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Date

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Employer

.....  
Date