



Strategic and District Planning Team Leader

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| Location | Thames-Coromandel District | |
| Reports to | Strategy and Policy Manager | |
| Group | Regulatory and Planning | |
| Direct Reports | 3 | |
| Financial Authority | Nil | |
| Functional Relationships | <i>Internal</i> Strategy & Policy Manager and team, GM Regulatory & Planning, Mayor & elected members, including Community Boards Executive Leadership Team, Area Managers and all staff | <i>External</i> Residents and ratepayers, Tangata whenua/iwi, Regional & Central Government, other stakeholders as appropriate |

Our Council

As one of the largest employers 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 **Strategic and District Planning Team Leader** contributes to the promotion and achievement of Council's strategic direction through leading Council's strategic and land use planning functions and processes.

The role is responsible for:

- Leading the development and implementation of Council's resource management and land use policy, in alignment with Council's wider strategic direction as set out in in other Council strategies and plans, spatial plans, community plans and the Long Term Plan.
- Leading development, maintenance, monitoring and review processes associated with the District Plan.
- Leading or contributing to the development and implementation of Council's strategic, spatial planning and placemaking initiatives across the District.
- Contributing to the development and maintenance of strong external relationships including with iwi, community groups and regional and central government.

Your responsibilities

| Accountable for | Successful when |
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| Operational management of Resource Management Policy Development, Monitoring and Review | <p>Council's resource management and spatial planning initiatives are effectively developed, managed and monitored.</p> <p>Council's planning documents, including its District Plan, Spatial and community plans are consistent with and give effect to the Council's strategic direction</p> <p>Leadership is provided within Council for all aspects of resource management, and spatial planning, including the development, management, amendment and strategic direction of the District Plan</p> <p>Sound and timely specialist planning policy advice is provided on regional and central government resource management, spatial planning and land use issues to inform decision-making, including submissions to proposed policy initiatives</p> <p>Council is represented appropriately in local, regional and national resource management forums</p> <p>Council's land-use and spatial planning, including the District Plan, is informed by robust research and analysis, provides a long-term direction for the organisation and promotes community involvement and wellbeing</p> <p>All aspects of the District Plan's management are supported, including scoping, researching, drafting and promoting plan changes in accordance with the agreed programme of work</p> <p>Private plan change requests to the operative District Plan are processed accurately and efficiently</p> <p>Reports for hearings and recommendations for decisions are well researched and prepared as required</p> <p>Expert evidence is prepared for Environment Court and High Court appeals and mediation, and supported by attendance at meetings and hearings as required</p> <p>Enquiries (internal and external) about resource management, spatial planning initiatives and the District Plan are responded to in a timely manner and the information provided is relevant and accurate</p> <p>Accurate, timely advice is provided to the community to assist them in understanding Council's resource management and land use policy direction and rationale for decision-making.</p> |

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| <p>Leadership</p> | <p>Direct reports are competent and effectively deliver to achieve identified outcomes with high quality performance across the team.</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> |
| <p>Relationship Management</p> | <p>Internal relationships are effectively managed and maintained where staff seek and / or receive advice and guidance in a timely manner with successful outcomes, including but not limited to:</p> <ul style="list-style-type: none"> - development of business plans, strategies and policies - environmental policy and the application of the District Plan - social, economic, environmental and cultural issues in the wider community - provisions of the Resource Management Act and related legislation - legislation and external agency policy that may impact the district and/or Council - legislative, regulatory and Treaty obligations to Māori - best practice partnership development. <p>Council has strong, effective professional external relationships, including with iwi, community groups and regional and central government, and its land use planning framework supports community well-being.</p> |
| <p>Organisational Support</p> | <p>Knowledge and skills are shared, and other staff are supported through mentoring and coaching.</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> |
| <p>Health, Safety & Wellbeing</p> | <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> |

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| | <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> |
| Te Tiriti o Waitangi | <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 *Strategic and District Planning Team Leader* will need the following to succeed:

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| Education / Training | <p>Relevant tertiary qualification in Resource Management, Policy Planning or similar.</p> |
| Experience | <p>Minimum of 7 years' experience in a planning, development or resource management policy related role.</p> <p>Experience with developing, managing and reviewing District Plans and spatial plans, community engagement and relationship management.</p> <p>Demonstrated experience in leading and mentoring a team.</p> <p>Has a good understanding and appreciation of the workings and functions of local government and the legislative framework within which it operates, including current and future business drivers and statutory requirements.</p> <p>Membership of NZPI or similar relevant professional body is desirable.</p> <p>Demonstrated experience with planning and delivering projects within agreed timeframes.</p> |
| Knowledge, skills and attributes | <p>Excellent understanding of the statutory and policy framework in Local Government.</p> <p>Highly organised, with strong project and programme management, prioritisation and time management abilities.</p> <p>Strong written and oral communication, analytic, critical thinking and problem-solving skills, with an ability to simplify complex issues into their component parts, exercise sound professional judgement and be accountable.</p> <p>Demonstrated public engagement and relationship management capabilities, understanding of the need for key relationships, acting with honesty, transparency and empathy for people and communities.</p> |

Strong capabilities to drive and influence change, using highly developed negotiation, advocacy, interpersonal and communication skills.

Innovative mind set, is an experienced, improvement focused team player who shows initiative, is committed to working with others to achieve Council outcomes.

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

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Date