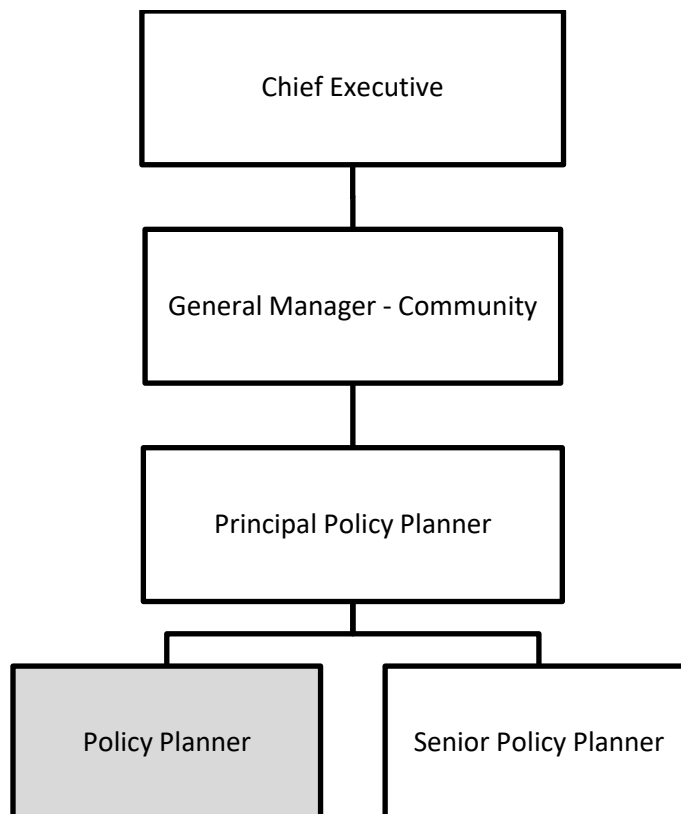


## JOB PROFILE

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<b>Job title</b>	<b>Policy Planner</b>
<b>Area</b>	Community Team
<b>Reporting line</b>	Principal Policy Planner
<b>Job purpose</b>	To support Council's strategic planning functions by: <ul style="list-style-type: none"><li>• Leading landuse planning projects as required by Resource Management Act or the replacement RMA legislation</li><li>• Providing strategic planning advice and technical expertise to Council</li><li>• Supporting Council's growth planning and strategy projects</li></ul>
<b>Location</b>	Feilding

### Reporting relationship



### About us

Here at the Manawatū District Council (MDC), we strive to be a successful, future-oriented organisation providing services that benefit our communities to support a connected, vibrant, and thriving Manawatū. Kia papa te tū, kia rangi te tiro. This whakataukī (proverb) describes our connection to our proudly rural roots, our beautiful town, villages, and countryside, and describes our aspirations for our community.

## **The role**

The Policy Planner plays an important role contributing to Council's district planning functions. The core focus of the role is to lead landuse planning projects as required by the Resource Management Act or the replacement RMA legislation. Being part of a small team, the role also includes a variety of work associated with our growth planning programme, advising elected members on strategic planning matters, structure planning, and policy development.

## **Key relationships**

- Strategy, Policy, and Infrastructure staff at MDC
- Other local authorities
- Members of the public
- Mayor and Elected Members
- Local Iwi and Hapū
- Stakeholders

## **Key responsibilities**

### *District Plan Development and Implementation*

- Lead landuse planning projects including District Plan changes, variations and designations under the RMA or replacement RMA legislation.
- Undertake monitoring District Plan effectiveness
- Prepare and present evidence at hearings as required
- Ensure Council's statutory requirements under the RMA are effectively and efficiently delivered
- Assist Council adapt and respond to new national and regional direction
- Attend and present to Council and Council Committee meetings when required
- Attend Environment Court proceedings when required

### *Develop, Implement and Review Strategy and Policy*

- Contribute to, and assist as directed, Council planning, growth, environmental and other policy issues
- Contribute to, and assist as directed, Council's participation in regional spatial planning projects
- Carry out assigned policy research, analysis and investigations as required by the Principal Policy Planner, Strategy Manager and / or General Manager - Community
- Contribute to, and assist as directed, the implementation of planning policy which will include updating the State of Environment report
- Contribute to, and assist as directed, the development of non-regulatory environmental guidelines and information
- Provide sound policy advice to the general public, elected members and other relevant key stakeholders as required and in consultation with the Principal Policy Planner
- Contribute to and assist with strategy development work across Council
- Contribute to and assist with the development of the Long-Term Plan and Annual Plan as required
- Help prepare submissions on behalf of Council on resource management, planning and policy matters

### *Project Management and Support*

- Ensure projects assigned to the Policy Planner are aligned with Council's strategic direction, policies and plans
- Manage and support projects in line with Council's corporate project management systems and processes
- Provide written project progress reports as required and directed, noting key activities, highlights and issues

### *Relationship Management*

- Establish, maintain, and enhance constructive and effective working relationships within and across Council as well as externally with organisations and / or groups that have relevance to the Policy Planner's portfolio of responsibilities.

### **Qualifications, knowledge, and experience**

#### *Essential*

- Tertiary planning qualification that will qualify the holder to full membership to the NZ Planning Institute
- At least 3 years post qualification experience in a planning or policy development role
- Experience with policy and plan development processes under the Resource Management Act 1991
- Effective networking skills
- Attention to detail
- Ability to work as part of a team or alone as needed
- Effective report writing and verbal presentation skills
- The ability to prepare evidence and present at hearings
- Current full driver's licence

#### *Preferred*

- Practical experience of delivering projects, policies, and strategies in a public sector environment
- Demonstrated budgeting and financial acumen
- Demonstrable computer skills in corporate and project management systems and applications
- Demonstrated skill in establishing and enhancing relationships
- Experience in or knowledge of the local government sector

### **Personal attributes**

- Able to deal with pressure and maintain professionalism in a public environment
- Ability to be flexible in re-prioritising and re-organising work
- Mental agility
- A tolerance for ambiguity and change
- Sense of humour
- Ability to work under pressure, and outside normal hours
- Self-motivated and has initiative
- Ability to work in a multi-disciplinary team or alone as needed
- Effective communicator
- Pragmatic
- Conceptual thinker

## Emergency Management

All staff are required to support Council's response supporting the community during an emergency event. Your manager and the CDEM staff will work with you to identify what your specific role in the CDEM structure will be.

You will be required to:

- Undertake civil defence/emergency management training, as appropriate to your CDEM role
- Engage in exercises and other preparation activities
- Carry out any reasonable work during an emergency event as directed by the Controller or MDC/CDEM management, which may include tasks that are outside your normal responsibilities or working hours.

## Other requirements

- Demonstrate our values of being professional, progressive, positive and people-focussed
- Demonstrate a customer service ethic, both internally and externally
- Contribute to MDC being a safe and healthy workplace for all our staff and visitors
- If we have an emergency management situation, undertake activities as directed, as part of our MDC response
- Be open to changes in your duties and updates to this job profile as things in the organisation change
- Actively participate in our performance systems and professional development opportunities

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Employee name  
Policy Planner

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Date

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Lyn Daly  
General Manager – Community

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Date