

## Position Description

|            |   |                                 |
|------------|---|---------------------------------|
| POSITION   | : | Planning Officer (Intermediate) |
| REPORTS TO | : | Team Leader – Planning          |
| LOCATION   | : | Alexandra                       |

## Purpose

To support the Planning Team by processing resource consents in a timely and robust manner that ensures statutory timeframes are met and ensures defensible decisions are made and by ensuring a high level of service and sound planning advice is provided to our customers. This includes supporting the team with planning functions, including the District Plan Review, and mentoring less experienced members of the team.

## Our Values

Our values embody the culture of the Central Otago District Council, how we behave and how decisions are made. They are built by staff, for staff, ensuring that all employees are on the same page so we can achieve and deliver our vision.

 **Be**  
**Respectful**
 **Work**  
**together**
 **Be**  
**courageous**

  
**Me manaaki tētahi ki tētahi, me**  
**pakihiwitahi te tū – kia haere tahi ai tātou**

  
 Respect each other, stand shoulder to shoulder – so that we may travel on this journey together

## Principal Duties and Responsibilities

- Preparation of planning reports in relation to applications made under the RMA, including;
  - Non-notified resource consents - ensure all statutory timeframes are met, and robust advice is provided in a manner that meets all relevant legislative requirements.
  - Notified resource consents – ensure all statutory timeframes are met, and robust advice is provided in a manner that meets all relevant legislative requirements, assume the role of Council's planning expert at hearings and provide expert evidence to the Environment Court when required.
- Public enquiries – Assist with public enquiries, pre-application meetings, the planning contribution to LIMS, PIMs and building consents.
- To liaise with Council's Building Control Officers/Administrators and to peruse building consent applications to determine compliance with the rules of the District Plan.

4. To provide advice and assistance to Council's monitoring and compliance officers in regard to resource consent and District Plan compliance, as required.
5. To assist with plan review, and changes relating to the District Plan, including any changes resulting from National Planning Standards, ePlan requirements or otherwise directed by Government, as required.
6. To actively look for and contribute to improvement of in-house systems.
7. To provide mentoring and support to less experienced members of the Team.
8. To check applications for correctness prior to Sections 221-226 RMA certifications.
9. To assist in all aspects of the department's activities as required.

### Key Result Areas

Key result areas have been identified to assist in formulating performance objectives. The duties of the position are being carried out to a satisfactory standard when:

1. Reports that are balanced, unbiased, objective; encompass and interpret all relevant planning information to a point where professional opinion can be given.
2. Contributing to the operation of the planning team in a manner that facilitates professional and prompt decision-making. Records are maintained in accordance with standard operating procedures and in a timely manner.
3. Continuing professional development is pursued to remain an effective planning professional including demonstrating a working knowledge of relevant and up to date caselaw.
4. Public enquiries, applications for building consent and LIM's are assessed against planning requirements, and they are responded to in accordance to legislative requirements and to a high professional standard.
5. All timeframe requirements relating to the processing of RMA processes are met, while ensuring that the planning advice provided is robust.
6. The Team Leader is kept informed of major development proposals, potentially contentious applications, and other matters of significance.
7. Staff from other council departments are consulted over planning issues.
8. Processes intended to implement the goals of the District Plan and related resource management documents are improved, which includes looking for opportunities for improvement.
9. A contribution to the planning team that is seen to be of a high professional standard and there is an active contribution to the maintenance of a professional and collegial team.
10. Mentoring and support is provided to other members of the team.
11. Council's health and safety policies, procedure and practices are implemented, and staff supported.

12. Other duties as required as are reasonably necessary for the proper performance of the Council, and to accept changes in duties and responsibilities brought about by organisational and legislative change.
13. Correspondence, reports and internal communications are completed within an acceptable timeframe and are accurate.

### **Delegations**

Make decisions under delegated authority, ensuring compliance with applicable legislation, Council policies and procedures, and regulatory best practice.

### **Position Requirements**

#### **Experience/Knowledge**

- A degree in planning, resource management, surveying or a related discipline.
- Three + years of recent resource management experience.
- Ideally some experience and skills in tasks involving negotiation, and the ability to communicate in a clear and professional manner.
- A working knowledge of the Resource Management Act 1991 and its practical implementation, District Plans and an ability to read and interpret maps and plans, which includes building plans and specifications, and subdivision plans.
- An awareness and understanding of the relationship of the Resource Management Act 1991 with other legislation, particularly National Environmental Standards, the Local Government Act 2002, the District Plan and the Long-Term Community Plan.
- An intermediate member of the New Zealand Planning Institute, or eligible to become an intermediate member.
- Experience with computer systems.
- Hold a current valid driver's licence.

#### **Specific Skills**

- The ability to work within a team, with professionals in other disciplines
- The ability to get tasks done without the need for close management
- Customer service and negotiation skills
- Initiative to contribute solutions
- Able to see the "big picture" and be able to co-ordinate, assess and balance wide ranging and often conflicting points of view
- An effective communicator in both report writing and public presentations for hearings and the Environment Court
- Able to read and interpret the Resource Management Act 1991, other legislation, case law and the District Plan

#### **Personal Qualities**

- Conscientious and tidy
- Honesty and integrity
- Self-motivated
- Punctual

- Positive attitude
- Well-presented professional image
- Able to work with a minimum of supervision
- Initiative to contribute solutions
- Must be adaptable and able to cope with a variety of situations and have confidence in dealing with people in difficult circumstances
- Ability to be firm and resolute when necessary
- Ability to promote the desired image of the Central Otago District Council through good public relations

## Relationships

### External

General Public  
Local Authorities  
Central Government Agency  
Iwi  
Historic Places Trust  
New Zealand Transport Authority  
Planning consultants and contract planners  
Developers  
Council's solicitors and legal advisors  
Environment Court, High Court, Disputes Tribunal  
Independent Commissioners

### Internal

Chief Executive Officer  
Group Manager – Infrastructure, Planning and Regulatory  
Planning Manager  
All department staff  
Other Council staff having input to the RMA process  
Chair of Hearings Panel and Panel  
Consent hearing commissioner  
Planning and Environment Committee