Position Description

POSITION : **Team Leader - Planning**

REPORTS TO : Planning and Regulatory Services Manager

LOCATION : Alexandra/Cromwell

Purpose

To provide leadership and mentoring to the Planning Team, along with the day-to-day management of planners, planning technicians and PIM officers.

Ensure the timely processing of resource consents to ensure our statutory timeframes are met, providing robust advice that ensures good decision making, and work collaboratively across the organisation to enable the implementation of process improvements.

The provision of good and timely planning advice, with a focus on an excellent customer experience.

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.



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

Principal Duties and Responsibilities

1. Timely 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.
    - Appeals - assume the role of Council's planning expert and take a lead role overseeing any RMA related Court proceedings, including negotiating, and recommending out of court settlements where appropriate, and preparing expert evidence to the Environment Court on behalf of Council.
2. Allocation of resource management applications, peer reviews and decision making on resource consents.
    - Ensure that resource consents and other applications are appropriately allocated to internal staff and external contractors and properly peer reviewed to ensure consistent advice is being provided, and reports are meeting all relevant statutory requirements. Peer reviews shall include the provision of appropriate feedback to foster opportunities for learning and professional improvement in a positive manner.
3. The day-to-day management of contractors to ensure CODC requirements are upheld.
4. Provide good planning advice – to internal and external parties in relation to resource management matters.
5. Process improvement – review, recommend and help implement ways to improve resource management processes within the team.
6. Provide supportive leadership, mentoring and guidance to reporting staff and contractors representing CODC, to foster professional practices, improve standards and positive attitudes.
7. Foster professional practices and a customer focused attitude in the planning team.
8. To 'live' our values and to support the Planning Manager embedding our values throughout the Planning Team.
9. To assist the Planning Manager in all aspects of the teams' 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. To be responsible for the day-to-day operations of the planners, planning technicians and PIM officers in ensuring the planning services are met.
2. To provide good planning advice to other departments and consultants as required.
3. To ensure that all public enquiries relating to subdivisions, land uses and the interpretation of the District Plan are answered by staff in a correct and timely manner.
4. To respond to enquiries from the legal profession, planning consultants and surveyors relating to the provisions of the District Plan.
5. To prepare planning agendas, compile applications, supporting information and reports for agendas and attendance at planning hearings as required.
6. To approve survey plans for Section 223 certification.
7. To ensure resource consent conditions have been satisfied prior to signing Section 224 certification.
8. To liaise with Council's solicitors in respect to Bond preparation and other certificates.
9. To provide effective leadership, support and mentoring to the Planners, Planning Technicians and PIM Officers to enable the team to effectively deliver their work objectives.
10. Act as a role model, living our values and setting high standards for self and others.
11. Have in place effective performance review system with all staff in order to set clear performance objectives and provide appropriate advice on performance. This will tie in with the whole of organisation review process.
12. To attend Hearings Panel meetings and provide advice to the Chair and Planning Consultant when required.
13. To ensure the resource consent database is maintained by staff correctly.
14. Planning reports are consistently prepared to a high professional standard and provide balanced, unbiased, and objective planning advice that meets all relevant statutory requirements.
15. Continuing professional development is pursued to remain an effective planning professional including demonstrating a working knowledge of relevant and up to date caselaw.
16. Ensure Council's health and safety policies, procedure and practices are implemented, and staff supported.
17. To assist the Planning Manager in the teams' activities as required.

Delegations

Make decisions within the authority delegated by the Planning Manager.

RELATIONSHIPS

External	Internal
General Public Local Authorities Ministry for the Environment and other Central Government Departments 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	Chief Executive Officer Group Manager – Infrastructure, Planning and Regulatory Planning Manager Team Leader – Planning Support Principal Policy Planner All department staff Other Council staff having input to the RMA process Chair of Hearings Panel Hearings Panel

Personal Qualities and Qualifications

Experience/Knowledge

- A professional qualification in planning and resource management.
- A minimum of five years full time employment in the planning field.
- Ideally some experience and skills in tasks involving managerial, leadership, negotiation, and dispute resolution.
- Practical experience in the application of a District Plan and the Resource Management Act 1991.
- Membership or eligibility for membership with the New Zealand Planning Institute (NZPI) is desirable.

Specific Skills

- Communication - written and oral
- Ability to deal with "difficult" customers.
- Time management
- Must have the ability to retrieve information and produce accurate reports.
- Service orientated.
- Driver's licence

Personal Qualities

- Commitment to provide quality customer service and work excellence.
- Able to work under pressure.

- Initiative
- Self-confident
- Honesty
- Conscientiousness
- Supportive
- Ability to promote the desired image of the Central Otago District Council through good public relations.

People Management

- Demonstrate strong leadership of the Planning Team
- Clearly articulate expected outcomes for the team
- Decisions are made effectively (timely, substantively researched, pragmatic) and communicated clearly.
- Clearly articulate expectations for individual roles and performance levels so staff have clear context and purpose for their responsibilities.
- Staff are encouraged to communicate openly with colleagues at all levels in an environment that empowers them to do so.
- Staff are reviewed against performance expectations and given regular feedback on their level of achievement at 1:1 fortnightly meeting.
- Personal and staff learning, and development needs are identified, planned and monitored for achievement.
- Training and development plans are recorded, and coaching/training is implemented as appropriate.
- Annual performance appraisals are undertaken of direct reports.