

CENTRAL OTAGO DISTRICT COUNCIL

JOB DESCRIPTION

POSITION : **Planning Officer**
REPORTS TO : **Planning Manager**
LOCATION : **Alexandra**

PRIMARY OBJECTIVE

To provide planning advice to Council staff and the public in respect to the policies, objectives and rules of the Central Otago District Plan and the provisions of the Resource Management Act 1991(RMA).

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. 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.
2. To provide planning advice to other departments and consultants as required.
3. Preparation of planning reports in relation to applications made under the RMA, including seeking advice from other Council departments and external consultants.
4. To assist with plan changes and review of the District Plan.
5. To respond to enquiries relating to relating to the provisions of the District Plan and RMA.
6. To undertake monitoring of resource consents and District Plan provisions.
7. To check applications for correctness prior to Sections 221-226 RMA certifications.
8. To assist the Planning Manager 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. All enquiries are responded to in a timely manner.
2. All time requirements relating to the processing of RMA applications are met.
3. Correspondence, reports and internal communications are completed within an acceptable timeframe and are accurate.

DELEGATIONS

Makes decisions within the authority delegated by the Planning Manager and the Executive Manager - Planning and Environment.

RELATIONSHIPS

External

Surveyors
Solicitors
Customers / public
Planning Consultants
Council's consulting engineers

Internal

Chief Executive Officer
Executive Manager – Planning and Environment
Planning Manager
Staff

PERSONAL QUALITIES AND QUALIFICATIONS

- A professional qualification in planning and resource management.
- Practical experience in the application of a district plan and the RMA (not essential).

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 licence

Personal Qualities

- Conscientious and tidy
- Honesty and integrity
- Sense of humour
- Self motivated
- Friendly and pleasant
- 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
- Patient and supportive
- Ability to promote the desired image of the Central Otago District Council through good public relations



OUR STAFF VALUES



Be Respectful

- Listen to learn and understand
- Respect our differences
- Act with integrity
- Be patient and kind



Work together

- Collaborate
- Communicate
- Cooperate
- Think across the organisation



Be courageous

- Speak up
- Deliver the best
- Take smart risks
- Be open to change



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