

CENTRAL OTAGO DISTRICT COUNCIL

JOB DESCRIPTION

POSITION	:	Team Leader - Planning
REPORTS TO	:	Planning and Regulatory Services Manager
LOCATION	:	Alexandra

PRIMARY OBJECTIVE

To provide leadership and operational management for the planning team to ensure effective delivery of functions under the Resource Management Act 1991 and related legislation. This includes overseeing workloads to ensure the delivery of a quality planning service, to develop and implement training plans, and to provide mentoring to the planning team, while maintaining strong relationships with key stakeholders.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To provide leadership and mentoring for the day-to-day operations of the planning team.
2. To provide 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 assist in the preparation of planning agendas, compile applications, supporting information and reports for agendas and attendance at planning hearings as required.
6. To advise applicants and submitters of planning timetables and provide planning reports.
7. To approve survey plans for Section 223 certification.
8. To ensure resource consent conditions have been satisfied prior to signing Section 224 certification.
9. To liaise with Council's solicitors in respect to Bond preparation and other certificates.
10. Have in place effective performance review system with all staff to set clear performance objectives and provide appropriate advice on performance.
11. To attend Hearings Panel meetings and provide advice to the Chairman and Planning Consultant when required.
12. To ensure the Council Chambers are booked and set up for hearings meetings.
13. To ensure the resource consent database is maintained by staff correctly.
14. To assist the Planning and Regulatory Services 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:

Leadership of planning team

Expected Outcome: Provide leadership and operational management of the planning team to develop a collegial team that uphold our values and ensure the effective delivery of functions under the Resource Management Act 1991 and related legislation.

1. To provide leadership and mentoring for the planning team to support their individual and team development.
2. Identify the training needs of the planning team and ensure these are implemented, to assist in the development of individual career paths
3. Develop and implement a succession plan.
4. Allocate consents and manage workloads, aiming for all resource consents to be processed within statutory timeframes.
5. Resource consents and other work is allocated to an appropriately skilled planner, providing each planner with variation and the opportunity to expand their technical skills. Consent processing progress is monitored, and guidance and coaching are provided when needed.

Resource Consent Processing and Monitoring

Expected outcome: Resource consent decisions and section 42A reports are accurate, technically sound and processed within statutory timeframes.

6. Approve planning reports and issue decisions on resource consents for non-notified resource consents, under delegated authority.
7. Process complex technical resource consents, providing processing relief when there are high workloads, and provide good examples of consent processing.
8. Procedures and practices are documented, up-to-date and based on Council's policies and programmes.
9. To work with the monitoring and enforcement team to ensure monitoring is carried out as required and appropriate actions are taken.
10. Accurate records are kept, enabling reporting and statistical information for Council and the National Monitoring System.

Providing Advice

Expected Outcome: Responses to requests for advice are made in a timely, courteous, and professional manner in accordance with legislation and Council's policies.

11. Provide technical support to planning team ensuring enquiries are accurate and responded to in a timely manner.
12. Provide advice and guidance on all aspects of development and implementation of District Plan provisions.

Self-Development

Expected Outcome: To proactively develop and grow planning expertise, learn about the Central Otago District Council, and actively contribute across all functions of Council.

Key responsibilities:

13. Actively seek to expand planning knowledge, including keeping up-to-date with new or proposed policy/legislative changes.
14. Build and maintain professional relationships and knowledge of best practice in planning.
15. Manage personal Health and Safety and take appropriate action to identify and address workplace hazards, accidents, and incidents.
16. Actively solicit feedback from customers, peers, and your manager about your work performance to develop your skills.
17. Be a willing and active participant in Central Otago District Council's emergency management activities and responsibilities.

DELEGATIONS

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

RELATIONSHIPS

External

Surveyors
Solicitors
Customers / public
Planning & Engineering Consultants

Internal

Planning Team
Planning and Regulatory Services Manager
Executive Team
Mayor and Elected Members
Monitoring and Enforcement team
Other Council Staff

PERSONAL QUALITIES AND QUALIFICATIONS

Experience/Knowledge

- A tertiary qualification in planning or resource management.
- A minimum of five years full time employment in the planning field, with recent Local Government experience

- Practical experience in the application of a District Plan and the Resource Management Act 1991.
- Previous experience in managing a team.
- Processing of notified resource consents and attendance hearings.

Specific Skills

- Excellent communication – written and oral communication has clarity, fluency, balance, impact, and is concise.
- Ability to deal with “difficult” customers
- Time management
- Ability to retrieve information and produce accurate reports.
- Sound decision making
- Customer centric attitude
- Full NZ drivers 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

VALUES

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 fētahi ki fētahi, me pakihwitahi te tū – kia haere tahi ai tātou

Respect each other, stand shoulder to shoulder - So that we may travel on this journey together