

Position Description

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

Primary Objective

The Planning Support Officer is responsible for providing administrative planning assistance to the Planning Team and the Planning Manager on a daily basis.

The Officer will also undertake Governance duties for all Hearings Panel and/or commissioner/s hearings (consents and consent related matters) and work collaboratively with the Planning Team to ensure a seamless process with a positive customer service.

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

Principle Duties and Responsibilities

1. Provide administration support to all aspects of the resource consent process including public and limited notifications.
2. Ensuring all NCS templates are updated with current information.
3. Assist customers with planning enquiries, regarding the resource consent process, property enquiries and district plan reviews/ changes.
4. Reconciling invoices and raising purchase orders for the Planning Team.
5. Provide secretarial duties for monthly Hearings Panel and/or commissioner hearings (consents and consents related matters)
6. Provide administrative support as required to the District Plan Administrator for any District Plan review/ changes, including assistance to the hearing process.

7. Other duties as required by Planning Manager and/or Group Manager – Planning and Infrastructure.

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:

All enquiries are responded to in a timely manner.

1. All time requirements relating to resource consent processing are met.
2. Correspondence, reports, internal communications and invoicing/cost recovery are completed within an acceptable timeframe and are accurate.
3. To ensure all duties identified in the key tasks are carried out to the satisfaction of the Planning Manager and Group Manager – Planning and Infrastructure and Regulatory Services Manager

Delegations

Makes decisions within the authority delegated by the Group Manager – Planning and Infrastructure.

Personal Qualities and Qualifications

Experience/Knowledge

- Experience with Word and Excel
- Data processing, including supplier invoice processing and purchase orders
- Office administrative skills
- Public relations
- Experience in Resource Management, Regulatory or Local Government an advantage

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
- Preparing agendas and taking minutes
- Service orientated
- Drivers licence

Personal Qualities

- Conscientious and organised
- 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

Relationships

External

Public/ratepayers
Planning/Survey consultants
Consultants/applicants
Commissioners
Solicitors and engineers
After hours answer service

Internal

Chief Executive Officer
Group Manager – Planning and Infrastructure
Planning Manager
Planning team
Customer services
Mayor and Elected Members
Staff