

WESTLAND DISTRICT COUNCIL

JOB DESCRIPTION

JOB TITLE

Senior Planner / Planning Team Leader

PURPOSE

- a) To support the Planning Team and wider Council in keeping up to date with, analysing and providing both written and verbal responses to policy documents produced by others as required by the Planning Manager.
- b) To process, peer review reports and oversee the processing of resource consents.
- c) Develop and identify process improvement opportunities.

SPECIFIC DUTIES & RESPONSIBILITIES

Key Tasks and Responsibilities:

Process Resource Consent applications and peer reviews.

Expected Results:

- a) Assessments decisions and conditions are robust, well thought out and defensible.
- b) 100% success rate for meeting your own processing timeframes.
- c) Supporting the Planning team to ensure processing timeframes are met.
- d) Peer reviewing reports and providing feedback when necessary.

Contribute to the development and review of all other Council plans/statements and planning documents as required. Keep up to date with industry best practice for resource management planning.

Expected Results:

- a) Timely review of plans and statements, ensuring RMA and other statutory processes are complied with.
- b) Plans and statements fulfil the requirements of the RMA and reflect the views of the Council.
- c) Reports, submissions, evidence and plan documentation are clear, accurate and complete, concise and appropriate to the audience.

Analyse and provide both written and verbal responses to policy documents produced by others as required by Planning Manager.

Expected Results:

- a) Responses are provided within deadlines and communicate Council's views in a clear and convincing manner.

Compliance and Enforcement

Expected Results:

- a) Support RMA Compliance Officer to ensure that upon complaints being received that investigation begins within 48 (working) hours.
- b) Support RMA Compliance Officer to follow processes, procedures and the Westland District Councils Compliance and Enforcement Policy accurately to ensure a consistent consideration of all compliance issues.
- c) Support RMA Compliance Officer to undertake concise monitoring of existing consents and identify unconsented activities.

Produce reports for Council as required by Planning Manager.

Expected Results:

- a) Relevant information is communicated to Council in a timely fashion and in a clear and concise manner.

Respond to general enquiries and requests for information from council staff, applicants, submitters and other parties both in a written and verbal capacity.

Expected Results:

- a) The correct advice is provided in a friendly but professional manner.
- b) Positive working relationships with customers are established.

Provide support to Planning Manager and Planning staff as required.

Expected Results:

- a) Allocate and support staff through tasks to ensure a consistent workload and consistent outcomes.
- b) Keep the Planning Manager informed of workload levels.
- c) Support the planning team to function well collectively
- d) The Council will be a positive place to work where all staff members feel valued and supported.

Other Duties.

Expected Results:

- a) Supporting the team by completing other duties as and when they arise

Health and Safety:

- To adhere to all Council and safety plans, policies and procedures including using protective equipment supplied.
- To identify existing or potential hazardous conditions and recommend appropriate corrective actions.
- To report all accidents and near miss events.
- To be familiar with emergency procedures.
- To ensure safe working conditions, develop safe working practices and wear protective clothing and equipment where necessary.
- To implement the removal of hazards where practicable and provide training in this area.
- To investigate accidents and near miss events.
- To ensure staff are trained and kept up to date with any new work safe policy changes.
- To ensure visitors and contractors operate under the Council health and safety policy and procedures.

To meet the Council's statutory responsibilities for civil defence and emergency management you will be expected to participate in any civil defence and emergency management training initiatives and undertake activities, as directed as part of Council's emergency response.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

Person Specification.

Qualifications/Experience:

- Holds a tertiary level qualification in resource management, planning or related fields.
- A minimum of 5 years' experience in resource management planning.
- Extensive knowledge and experience of the Resource Management Act, planning and consenting processes.
- Understanding of social and economic impacts of policy and proposals.
- Experience assessing policies promoted by other agencies and their implications.

Skills / Attributes:

- Excellent verbal and written communication skills.
- Ability to ensure that work is completed to a high standard and to meet deadlines.
- Ability to work cooperatively as part of a team demonstrating energy, vision and initiative.

- Excellent Customer Service skills.
- Ability to manage time, prioritise and organise workload.
- Ability to support a small team and support workload.

This job description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties. It may therefore be amended from time to time.