

WESTLAND DISTRICT COUNCIL

JOB DESCRIPTION

JOB TITLE

Graduate Planner

PURPOSE

To contribute towards a range of resource management related responsibilities of the Westland District Council, while supporting the Planning Department to achieve ongoing improvements and environmental outcomes.

SPECIFIC DUTIES & RESPONSIBILITIES

Processing Resource Consent applications.

Expected Results:

- a) 100% success rate for meeting your own processing timeframes.
- b) Open, transparent communication with applicants to ensure the best all round outcome.

Processing Certificates.

Expected Results:

- c) 100% success rate for meeting your own processing timeframes.
- d) Applications processed in accordance with Legislative requirements.

Planning Information Memorandums (PIMs) & Building Consent RMA Checks.

Expected Results:

- a) Utilising Alpha One to provide accurate planning advice to the Building Department applications and 100% success rate for meeting your own processing timeframes.
- b) Accurate and relevant information provided at all times.

Public Advice.

Expected Results:

- a) Providing considered and consistent Planning advice to the public.
- b) Continuing to enhance the Planning Department's relationships with the public through timely and good-natured correspondence.

Record Keeping.

Expected Results:

- a) A high level of systematic record keeping for both hard copy and electronic records.
- b) Contribution to integrating new systems, updating existing systems and looking for efficiencies within systems.

Other Duties.

Expected Results:

- a) The team is supported by the completion of 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.

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

Qualifications/Experience

- A tertiary qualification in resource management planning or a related qualification.
- Experience in customer service.
- Ability to manage time and prioritise and organise workload.
- An understanding of the Council environment, policies and processes.
- Advanced computer literacy.

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 and prioritise and organise workload.