

Position Description

POSITION	:	Planning Officer (intermediate)
REPORTS TO	:	Team Leader - Planning
LOCATION	:	Alexandra (main Council offices)

Purpose

To support the Planning Team by processing resource consents in a timely and robust manner that ensures statutory timeframes are met and ensures defensible decisions are made and by ensuring a high level of service and sound planning advice is provided to our customers. This includes supporting the Planning Manager on projects, including the District Plan Review, and mentoring less experienced members of the team.

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

Principal Duties and Responsibilities

1. Preparation of planning reports in relation to applications made under the RMA, including;
 - a. Non-notified resource consents - ensure all statutory timeframes are met, and robust advice is provided in a manner that meets all relevant legislative requirements.
 - b. Notified resource consents – ensure all statutory timeframes are met, and robust advice is provided in a manner that meets all relevant legislative requirements, assume the role of Council's planning expert at hearings and provide expert evidence to the Environment Court when required.
2. Public enquiries – Assist with public enquiries, pre-application meetings, the planning contribution to LIMS, PIMs and building consents.
3. 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.

4. To provide advice and assistance to Council's monitoring and compliance officers in regard to resource consent and District Plan compliance, as required.
5. To assist with plan review, and changes relating to the District Plan, including any changes resulting from National Planning Standards, ePlan requirements or otherwise directed by Government, as required.
6. To actively look for and contribute to improvement of in-house systems.
7. To provide mentoring and support to less experienced members of the Team.
8. To check applications for correctness prior to Sections 221-226 RMA certifications.
9. 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. Reports that are balanced, unbiased, objective; encompass and interpret all relevant planning information to a point where professional opinion can be given.
2. Contributing to the operation of the planning team in a manner that facilitates professional and prompt decision-making. Records are maintained in accordance with standard operating procedures and in a timely manner.
3. Continuing professional development is pursued to remain an effective planning professional including demonstrating a working knowledge of relevant and up to date caselaw.
4. Public enquiries, applications for building consent and LIM's are assessed against planning requirements, and they are responded to in accordance to legislative requirements and to a high professional standard.
5. All timeframe requirements relating to the processing of RMA processes are met, while ensuring that the planning advice provided is robust.
6. The Planning Manager is briefed on major development proposals, potentially controversial proposals or applications, and other relevant matters.
7. Staff from other council departments are consulted over planning issues.
8. Processes intended to implement the goals of the District Plan and related resource management documents are improved, which includes looking for opportunities for improvement.
9. A contribution to the planning team that is seen to be of a high professional standard and there is an active contribution to the maintenance of a professional and collegial team.
10. Mentoring and support is provided to other members of the team.
11. Council's health and safety policies, procedure and practices are implemented, and staff supported.

12. Other duties as required by the Planning Manager as are reasonably necessary for the proper performance of the Council, and to accept changes in duties and responsibilities brought about by organisational and legislative change.
13. Correspondence, reports and internal communications are completed within an acceptable timeframe and are accurate.

Delegations

Makes decisions within the authority delegated by the Planning and Regulatory Services Manager.

Position Requirements

Experience/Knowledge

- A degree in planning, resource management, surveying or a related discipline.
- Three + years of recent resource management experience.
- Ideally some experience and skills in tasks involving negotiation, and the ability to communicate in a clear and professional manner.
- A working knowledge of the Resource Management Act 1991 and its practical implementation, District Plans and an ability to read and interpret maps and plans, which includes building plans and specifications, and subdivision plans.
- An awareness and understanding of the relationship of the Resource Management Act 1991 with other legislation, particularly National Environmental Standards, the Local Government Act 2002, the District Plan and the Long-Term Community Plan.
- An intermediate member of the New Zealand Planning Institute, or eligible to become an intermediate member.
- Experience with computer systems.
- Hold a current valid driver's licence.

Specific Skills

- The ability to work within a team, with professionals in other disciplines
- The ability to get tasks done without the need for close management
- Customer service and negotiation skills
- Initiative to contribute solutions
- Able to see the "big picture" and be able to co-ordinate, assess and balance wide ranging and often conflicting points of view
- An effective communicator in both report writing and public presentations for hearings and the Environment Court
- Able to read and interpret the Resource Management Act 1991, other legislation, case law and the District Plan

Personal Qualities

- Conscientious and tidy
- Honesty and integrity
- Self-motivated
- 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 and have confidence in dealing with people in difficult circumstances
- Ability to be firm and resolute when necessary
- Ability to promote the desired image of the Central Otago District Council through good public relations

Relationships

External

General Public

Local Authorities

Ministry for the Environment and other Central Government Departments

Iwi

Historic Places Trust

New Zealand Transport Authority

Planning consultants and contract planners

Developers

Council's solicitors and legal advisors

Environment Court, High Court, Disputes Tribunal

Internal

Chief Executive Officer

Group Manager – Planning and Infrastructure

Planning and Regulatory Services Manager

All department staff

Other Council staff having input to the RMA process

Chair of Hearings Panel and Panel

Consent hearing commissioner

Planning and Environment Committee