

Position Description

POSITION	: Planning Manager
REPORTS TO	: Group Manager – Planning and Infrastructure
LOCATION	: Alexandra

Purpose

To provide management and leadership to the planning services team.

Provide planning advice to Council staff and the public in respect to the policies, objectives and rules of the Central Otago District Plan and the provisions of the Resource Management Act 1991, and to be responsible for policy development and changes to the Central Otago District Plan, and the receiving and processing resource consent applications within the statutory timeframes.

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.



**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

General

1. Responsible for the day-to-day operations of the planning services team.
2. Provide effective leadership and direction to direct reports, so they can effectively deliver their work objectives in support of this role.
3. Act as a role model and setting high standards for self and others and living our values..
4. Encouraging and mentoring staff to develop their skills and abilities.
5. Have in place effective performance appraisal system with all staff, to set clear performance objectives and provide appropriate advice on performance.

6. Focus on tasks from a customer perspective and take all practical steps to facilitate outcomes by taking a whole or organisation approach.
7. Responsible for policy development in relation to the Central Otago District Plan
8. Responsible for processing all applications and requests in relation to the district plan and Resource Management Act
9. Responsible for providing planning advice to other departments and consultants as required.
10. 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.
11. Responsible for managing the hearings process including preparation of agendas; advice to applicants and submitters of hearings; provision of planning reports, and attendance at hearings to provide advice to the panel as appropriate.
12. Responsible for managing Section 223 and Sections 224(c) certification processes.
13. Ensure the resource consent database is maintained by staff correctly.
14. Ensure that a strong health and safety culture exists across the teams, and they meet the appropriate standards.
15. Assist the Executive Manager - Planning and Infrastructure in all aspects of the department's activities as required.

Key Result Areas

Leadership of planning team

Expected Outcome: Provide positive leadership, mentoring 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, along with the team leaders and ensure these are implemented, to assist in the development of individual career paths.
3. Working closely with the Planning Team Leaders to develop and implement a succession plan for all areas of the team.
4. Ensure resource consents and other work is allocated to an appropriately skilled planners, providing each planner with variation and the opportunity to expand their technical skills.
5. Ensure 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. Develop and implement 'value' focussed and 'customer' focused processes.
7. Approve planning reports and issue decisions on resource consents for non-notified resource consents, under delegated authority.
8. Process complex technical resource consents, providing processing relief when there are high workloads, and provide good examples of consent processing.
9. Procedures and practices are documented, up-to-date and based on Council's policies and programmes.
10. To work with the monitoring and enforcement team to ensure monitoring is carried out as required and appropriate actions are taken.
11. Accurate records are kept, enabling reporting and statistical information for Council and the National Monitoring System.

Policy

Expected outcome: To work with the Principal Policy Planner to review, develop and implement the policy work programme.

Key responsibilities

12. Timely delivery of council-initiated plan changes.
13. Undertaking good spatial planning and ensuring timely implementation of Council approved spatial plans.
14. Organisational communication to inform positive policy planning.

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.

15. Provide technical support to planning team ensuring enquiries are accurate and responded to in a timely manner.
16. 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:

17. Actively seek to expand planning knowledge, including keeping up-to-date with new or proposed policy/legislative changes.
18. Budget management to ensure the service is undertaken in the most cost effective manner.
19. Build and maintain professional relationships and knowledge of best practice in planning.
20. Manage personal Health and Safety and take appropriate action to identify and address workplace hazards, accidents, and incidents.
21. Actively solicit feedback from customers, peers, and your manager about your work performance to develop your skills.
22. Be a willing and active participant in Central Otago District Council's emergency management activities and responsibilities.

Key result areas have been identified to assist in formulating performance objectives.

Delegations

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

Personal Qualities and Qualifications

Experience/Knowledge

- A degree in planning, resource management or a related discipline. An alternative qualification can be balanced against relevant experience
- Seven to ten years of recent resource management experience
- Financial understanding and have worked with budgets
- Experience in leading a team

Specific Skills

- Leadership skills with experience in developing and mentoring staff
- Experience in mediation and conflict resolution
- Good interpersonal skills
- Excellent communication skills
- Able to meet targets and work to deadlines in a busy work environment
- Time management skills

Personal Qualities

- Commitment to provide quality customer service and work excellence
- Able to work under pressure
- Initiative
- Self-confident
- Honesty
- Conscientiousness
- Supportive
- Ability to promote the desired image of the Central Otago District Council through good public relations.

Relationships

External

Surveyors
Solicitors
Customers / Public
Consultants and Contractors
Government Agencies
Property Owners

Internal

Chief Executive Officer
Group Manager – Planning and Infrastructure
Executive Team
Mayor and Elected Members
Hearings Panel
Planning Team
Regulatory Team
Staff