

# WESTLAND DISTRICT COUNCIL

## JOB DESCRIPTION

### JOB TITLE

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Intermediate Planner

### PURPOSE

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- a) To process resource consents and provide resource consent advice to customers and the broader team;
- b) To support the Planning Team and wider Council to keep up to date with, analysing and providing both written and verbal responses to policy documents produced by others as required by the Planning Manager.

### SPECIFIC DUTIES & RESPONSIBILITIES

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Key Tasks and 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.

Provide robust planning and consenting advice.

Expected Results:

- c) Investors and ratepayers receive relevant and up to date information on proposed developments.
- d) Accurate advice is provided regarding central and regional legislation, in addition to the Westland District Plan.
- e) Direction provided for consent application preparation.
- f) Continuing to enhance the Planning Department's relationships with the public through timely and good-natured correspondence.

Performing Planning Checks for Building Consent Applications and Project Information Memorandums (PIMs).

Expected Results:

- a) Utilising Alpha One to provide accurate planning advice to the Building Department 100% success rate for meeting your own processing timeframes.
- b) Accurate and relevant information provided at all times.
- c) Liaising with applicants regarding resource consent requirements.

Represent the Council and RMA interests in pre-applications meeting and hearing meetings.

Expected Results:

- a) Council is well-represented in public meetings. Documentation and background information researched is sound.
- b) Provide accurate and legislatively correct information and advice on the RMA and associated legislation.

Provide sound, expert and robust advice on resource management matters including land development and implementation of the resource consents sections working programmes.

Expected Results:

- d) Queries on resource management matters are responded to in a timely manner.
- e) Ratepayer and investor queries are provided with accurate information

Develop and manage effective relationships with stakeholders in the District.

Expected Results:

- a) Industry stakeholders have trust and reliance on Planners and Council process and information
- b) Compliance is achieved in a way that supports positive relationships
- c) Respectful and positive relationships support effective discussion with stakeholders.

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 health 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

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- 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

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Person Specification:

Qualifications/Experience.

- A tertiary qualification in resource management planning or a related qualification with experience working in the resource management profession;
- Three to five years' experience in the planning field
- Proven experience and expertise with mapping software such as GIS.
- Proven experience delivering under pressure and working within time constraints.

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
- Practise an understanding of tikanga and te ao Maori, within a planning framework.
- Be comfortable running pre-application meetings, engaging with the public and presenting at hearing committees.
- Ability to turn complex legislation into plain English for everyday understanding

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.