

WESTLAND DISTRICT COUNCIL

JOB DESCRIPTION

JOB TITLE

Planning Team Leader

PURPOSE

A leadership role that supports, manages and enhances the Planning Team and wider Council to ensure effective implementation of environmental planning.

SPECIFIC DUTIES & RESPONSIBILITIES

Team Leadership: Provide mentoring, development, leadership, supervision and training to the Planning Team and contractors. Expected Results:

- The Planning Team is supported and adhere to Council policies, processes, procedures and legislative requirements.
- Council's vision and values are upheld.
- Training plans are developed, implemented and identify any training gaps. A review of plans is undertaken to ensure outcomes are achieved.
- Contractor performance is monitored and follow up action worked through. Any issues are escalated to the Planning Manager.
- A positive workplace culture is fostered.
- Assuming higher duties when required (Acting Planning Manager) in the absence of the Manager so the department continues to work effectively.

Technical Support: Provide sound technical and legislative advice to the Planning Manager and Planning Team members where changes /amendments affect an area of responsibility. Expected Results:

- Legislative requirements are upheld and best practice methods are undertaken.
- The planning team are supported in report writing through proof reading and feedback.

Improvement Opportunities: Continually monitor and improve systems, methods, efficiency and the quality of service provided to customers, under the leadership of the Planning Manager. Expected Results:

- Strengths, weaknesses, threats and opportunities are identified within the Planning Team.
- Appropriate solutions focused advice is provided to the Planning Manager and efficiency is maintained.

Financial: Ensure that expenditure is monitored, remains within budget and variances reported to the Planning Manager. Expected Results:

- The Planning Department operates within the allocated budget.

Planning duties:

- Process Resource Consent applications.
- Provide Input into Proposed Te Tai o Poutini Plan
- Implement the Operative District Plan
- Provide guidance and education on various resource management issues relevant to the community
- Providing best practice policy and strategic counsel to our senior leadership team and Council.
- Address and respond to customer complaints for matters relating to the Planning department.

Other:

- Assume higher duties when required (Acting Planning Manager) in the absence of the Manager so the department continues to work effectively.
- Support the recruitment and selection of team members.

- Produce reports as required by the Planning Manager

Key Relationships

- Planning Team and Planning Manager
- Mayor and Councillors
- Other Westland District Council staff, in particular the building control team and planning/ regulatory staff, but also the Customer Service Centre, Finance staff and the District Assets team.
- Ratepayers, Residents and the General Public
- Consent and licence applicants and holders and their agents
- Central Government Departments and agencies
- Other Local Authorities
- Council Suppliers, Solicitors and Contractors
- Local Government New Zealand

Delegated Authority

- N/A

Staff management

- N/A

Reporting To:

- Planning Manager

Health and Safety

- Follow all safe work practices, procedures, guidelines and controls.
- Take all reasonably practicable steps to ensure their own safety at work and not cause harm or create hazards to other persons. Encourage others to do the same.
- Actively contribute to hazard identification and hazard management.
- Communicate health and safety issues or concerns directly to their manager or a health and safety representative.
- Report all accidents, injuries, incidents, pain or discomfort and near misses immediately or as soon as possible within 24 hours. This includes damage to property, vehicles and equipment.
- Actively participate in health and safety initiatives and participate in meetings and training.
- Take an active role in any personal treatment, rehabilitation plans or return to work programs if applicable.
- Wear Personal Protective Equipment (PPE) where required and be personally responsible for the use, care and storage of PPE
- Take responsibility for visitors and support visitors to comply with Council Health and Safety Policy and procedures at all times.

Civil Defence/Emergency Management

- To meet the Council's statutory responsibilities for Civil Defence and Emergency Management (CDEM) you will be expected to participate in CDEM 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.
- Prioritize 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 fulfillment 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:

- Tertiary qualification in Planning or related field
- Minimum 5 years of experience in a Planning role including policy and resource consents
- Previous leadership experience is desirable

Knowledge / Skills / Attributes:

- Expert knowledge of resource management law, processes and procedures
- Excellent Customer Service skills
- Leadership skills to ensure the team optimises performance with the customer front of mind
- Demonstrated logical thinking and ability to understand, troubleshoot and propose improvements to complex systems including policies and procedures
- Creative thinking and initiative
- Excellent verbal and written communication skills
- Ability to work to a high standard and within deadlines
- Ability to work cooperatively as part of a team demonstrating energy, vision and initiative
- Ability to manage time and prioritise 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.