

Westland District Council

JOB DESCRIPTION

Job title

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 and responsibilities

1. Processing Resource Consent applications.

Expected Results:

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

2. Processing Certificates.

Expected Results:

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

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

Expected Results:

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

4. Processing Land Information Memorandums

Expected Results:

- 100% success rate for meeting processing timeframes.
- Accurate and relevant information provided at all times.

5. Public Advice.

Expected Results:

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

6. Record Keeping.

Expected Results:

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

7. Other Duties.

Expected Results:

- 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.

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.

General duties

- 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 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.