

Planning Manager

Reporting to: GM – Regulatory, Planning and Community Services

Location: Hokitika

Date Reviewed: May 2022

Position Purpose

To manage Council’s planning department function, which is responsible for:

- Providing excellent customer service in all interactions with the public
- Resource management consenting, compliance monitoring and enforcement
- Policy development and implementation including review of the District Plan, and connecting RMA functions to wider community visioning and concept planning exercises.
- Advising Council on a variety of planning matters such as central government legislation, regional plans and policies, and future growth scenarios.

This management role includes:

- leading, managing, supervising and developing the planning team
- performing a variety of technical functions at a senior level
- developing and maintaining strong working relationships with all stakeholders in the resource management process

Functional Relationships

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> • Chief Executive • Executive Team • Mayor and Councillors • Westland District Council staff • Council Controlled Organisations • Planning Contractors working on behalf of WDC • “One District Plan” Project Team 	<ul style="list-style-type: none"> • Ratepayers, Residents and the General Public • Government Departments • Local Authorities • Local Government New Zealand • Engineering Consultants and Suppliers • Developers, property managers. • Environment Court Professionals • Council Solicitors and consultants.

Limitations of Authority:

As defined in the Delegations Manual.

Financial: Contractual Authority for non-capital and capital expenditure provided for in estimates: \$5,000 per item. The return of any bond taken for the performance of a condition of consent: The full amount.

Staff: 5

Operational: As Instructed by Managers

Key Tasks and Responsibilities

1. **The Planning Manager is a key member of the Regulatory, Planning and Community Services Team and is expected to input into the strategic direction of the council and to ensure council performance is optimised.**

Expected Results:

- a) To uphold the Council's vision and values
- b) Be an active participator in all senior team meetings and forums
- c) To represent the Planning team input into the annual plan and long term plan (LTP)
- d) Provide leadership and direction to the planning team to ensure team performance delivers the business needs.
- e) Establish and lead a culture of continuous improvement and development of people and processes.
- f) Regular coaching of staff performance – providing feedback on performance standards, setting goals and action plan, and reviewing achievements.
- g) Motivate staff to provide the highest level of service and to work in a team environment.

2. The Planning Manager leads the planning functions within council.**Expected Results:**

- a) Optimising the team workload and daily tasks.
- b) Process, monitor and enforce resource consents on behalf of Westland District Council.
- c) All Planning processes are in accordance with the relevant legislation and statutory timeframes, and response to complaints or breach of conditions is provided in a timely and defensible manner.
- d) Provide advice to members of the public on the Resource Management Act and the District Plan as required, including whether their proposed activity will require consent or how their proposal could be modified to comply with the Plan.
- e) Take ownership of the departments planning, budgeting and reporting as required to meet business requirements
- f) Review building consents (as part of the Project Information Memorandum (PIM) process) and liquor licence applications, for compliance with the District Plan.
- g) Maintain and review best practice procedures relating to the processes of the planning department,
- h) Maintain an up to date knowledge of changes to legislation and interpretation of that legislation by the courts through working knowledge of case law.
- i) Represent Council on external committees with links to planning, review external policy documents such as regional policy statements and plans or other West Coast District Plans, and make or recommend submissions on behalf of Council's interests, including attending for Council at any hearing or Environment Court proceedings.
- j) Contribute to effective recruitment to attract and retain the best person for the position and then ensure a complete and comprehensive induction takes place.

3. The Planning Manager leads WDC involvement for the review of the "One District Plan"**Expected Results:**

- a) Take a lead in regards to WDC involvement in the One District Plan program and assign staff activities as required
- b) Attend project meetings and provide feedback back to council staff
- c) Ensure Westland planning requirements are promoted for the betterment of Westland and council's vision
- d) Ensure the project outcomes are implemented back into BAU as effectively as can be expected
- e) Raise concerns back to CE and if required to WDC Joint Committee members under a no-surprises philosophy.

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.

Person Specification

Qualifications/Experience

- Tertiary qualification in Planning or related field
- Post Graduate qualification in Planning or related field
- Minimum 5 years of experience in a Planning role including policy and resource consents
- Previous management experience desired
- Expert knowledge of resource management law, processes and procedures

Skills / Attributes

- 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 ensure that work is completed to a high standard and to meet deadline
- Ability to work cooperatively as part of a team demonstrating energy, vision and initiative
- Ability to manage time and prioritise and organise 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.

Employee's Signature

Date

Manager's Signature

Date