

Planner

Reporting to: Planning Manager

Location: Hokitika

Date Reviewed: 9/11/17

Position Purpose

To support the Senior Planner and Planning Manager to achieve ongoing improvements and environmental outcomes within the Planning Department while aiming to exceed Ministry for the Environment's requirements.

Functional Relationships

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> • Chief Executive • Executive Team • Mayor and Councillors • Westland District Council staff 	<ul style="list-style-type: none"> • Ratepayers, Residents and the General Public (including industry stakeholders) • Government Departments • Local Authorities • Local Government New Zealand

Limitations of Authority:

As defined in the Delegations Manual.

Financial: As per Delegations Manual [As of 16 November 2015: Contractual Authority for capital or non-capital expenditure provided for in estimates = \$2000 per item, and authority for the return of any bond taken for the performance of a condition of consent = the full amount.].

Staff: None

Key Tasks 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 Land Information Memorandums

Expected Results:

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

3. Planning Information memorandums

Expected Results:

- Utilising Alpha One to provide accurate planning advice to the Building Department.

4. Compliance and Enforcement

Expected Results:

- a) Act upon complaints to begin investigation within 48 (working) hours.
- b) Follow processes, procedures and Compliance and the Westland District Council Enforcement Policy accurately to ensure a consistent consideration of all compliance issues.
- c) Undertake concise monitoring of existing consents and identify unconsented activities.

5. Contribute to the District Plan review

Expected Results:

- a) Help in running a well-attended District Plan process by encouraging public input and being present for stakeholder input.
- b) Providing professional input.

6. Public Advice

Expected Results:

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

7. Record Keeping

Expected Results:

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

8. Other Duties

Expected Results:

- a) Supporting the team by performing 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.

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

- Degree in planning or resource management or appropriate relevant experience
- Minimum of 2 years experience in a similar role
- Computer literate with software proficiency covering a variety of applications.
- Good overall knowledge of Resource Management policy, legislation and procedures

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

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