

Senior Policy Planner

Reporting to: Planning Manager

Location: Hokitika

Date Reviewed: 9th May 2018

Position Purpose

To facilitate the development and implementation of resource management and environmental and Council policy.

Functional Relationships

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

Limitations of Authority:

As defined in the Delegations Manual.

Financial: N/A

Staff: N/A

Operational:

Key Tasks and Responsibilities

1. Manage all stages of the plan change and review process in relation to specific plans with limited supervision. Contribute to the development and review of all other Council plans/statements and planning documents as required. Keep up to date with industry best practice for resource management planning.

Expected Results:

- a) Timely review of plans and statements, ensuring RMA and other statutory processes are complied with.
- b) Plans and statements fulfil the requirements of the RMA and reflect the views of the Council.
- c) Reports, submissions, evidence and plan documentation are clear, accurate and complete, concise and appropriate to the audience.

2. Analyse and provide both written and verbal responses to policy documents produced by others as required by Planning Manager.

Expected Results:

a) Responses are provided within deadlines and communicate Council's views in a clear and convincing manner.

3. Produce reports for Council as required by Planning Manager.

Expected Results:

a) Relevant information is communicated to Council in a timely fashion and in a clear and concise manner.

4. Respond to general enquiries and requests for information from council staff, applicants, submitters and other parties both in a written and verbal capacity.

Expected Results:

a) The correct advice is provided in a friendly but professional manner.

b) Positive working relationships with customers are established.

5. Provide support to Planning Manager and more junior members of staff as required.

Expected Results:

a) The planning team will function well collectively

b) The Council will be a positive place to work where all staff members feel valued and supported.

6. 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 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

- Holds a tertiary level qualification in resource management, planning or related fields.
- A minimum of 5 years’ experience in resource management planning, including plan preparation processes.
- Extensive knowledge and experience of the Resource Management Act, planning and consenting processes.
- Understanding of social and economic impacts of policy and proposals.
- Experience assessing policies promoted by other agencies and their implications.

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