

Corporate Planner



Mackenzie
DISTRICT COUNCIL

Position Description

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Position:	Corporate Planner
Incumbent:	TBC
Reports to:	General Manager Corporate, Commercial and Planning
Location:	Fairlie
Department	Corporate
Role Family:	Technical / Expert roles

Customer Relationships:	Who:
➤ External	<ul style="list-style-type: none">➤ Community Members, community groups and other key stakeholders➤ Consultants and Contractors➤ Other Local Authorities and Government Agencies➤ Audit NZ➤ Iwi / Papatipu Rūnanga / Mana Whenua
➤ Internal	<ul style="list-style-type: none">➤ Executive Leadership Team➤ Elected Members➤ Senior Leadership Team➤ All Business Unit Leaders within the Mackenzie District Council➤ All other Mackenzie District Council employees

Position Contribution:

The Corporate Planner is primarily responsible for leading the analysis, support and development of local government plans, including statutory documents such as: the Council's Long-Term Plan, Annual Plans and Annual Reports. This includes significant project planning, delivery and coordination across the full range of Council activities. The Corporate Planner will also take a lead role in ensuring Council undertakes appropriate consultation and engagement processes with the community.

This role also includes implementing, and reviewing risks, risk reporting, and risk management policies and processes. The Corporate Planner will monitor and provide advice on legislative changes affecting Council.

This role is responsible for managing the Council’s policy registers, reviewing and developing Council’s policies and procedures, and providing policy advice.

The Corporate Planner will play a key role in the reports and presentations to both Council and its Committees, as well as external stakeholders, in relation to plans and reports, risk reporting and legislative policy advice.

The role is critical for assisting with the delivery of job specific responsibilities in line with the Mackenzie District Council’s various Business Unit programs of work, which includes ensuring environmental risks are minimised and infrastructure is run efficiently.

The Mackenzie District Council is focused on the delivery of best practise and innovation, collaboration and embracing kaitiaki principles in all that it does.

<i>Scope:</i>	<i>Dimensions:</i>
Delegated levels of authority	Refer to MDC Delegations Manual
Span of Control	Nil

<i>Expected Outcomes:</i>	<i>Primary Areas of Responsibilities / Measures:</i>
Corporate Planning	<ul style="list-style-type: none"> • Coordinate and manage the preparation and delivery of the Council’s Long-Term Plan and supporting documents whilst ensuring that the Mackenzie District Council meets its statutory requirements and activities are completed within statutory timeframes. • Ensure the effective management of the preparation and delivery of the Council’s Annual Plan, including all supporting documents whilst ensuring that all statutory requirements and timeframes are met. • Manage the preparation and delivery of Council’s Annual Report and Annual Report Summary and ensure that all statutory requirements and timeframes are met. <p><i>NB:</i> <i>This role is not responsible for the financial content of Council’s plans and reports, however, will work closely with the Council’s Finance Team to include the financial aspects within Council’s plans and reports.</i></p> <ul style="list-style-type: none"> • Deliver quality project management processes, templates and documentation to enable and support the delivery of Council’s plans and reports. • Provide reports on the progress of key statutory and corporate plans e.g. pre-election report. • Provide reports and policies to relevant managers, Executive and Senior Leadership Teams, Elected Members, Committees and Community Boards. • Administer and report on the non-financial performance of Council, in accordance with Council’s Long-Term Plan.

	<ul style="list-style-type: none"> • Research, draft and produce reports which are thorough, accurate and appropriate to the Council’s needs and ensure these are produced to a high standard. • Take a lead role in ensuring the continuous improvement of good practice statutory documents. • Provide regular reports as required to the Executive Team, and/or Council and its Committees.
<p>Community Engagement and Consultation</p>	<ul style="list-style-type: none"> • In conjunction with the Communications Team, plan, lead and deliver community engagement and consultation processes and activities related to the Council’s corporate plans. This includes preparing engagement and consultation documents / materials. • In conjunction with the Communications Team, ensure the consultation processes are appropriate to community needs, including those required for Long Term Plan, Annual Plans, policy development and reviews, in accordance with statutory requirements, and the Council’s Significance and Engagement Policy. • Analyse and report back on engagement activities and public consultation submissions to ensure the views of our community are known and considered. • Provide advice and support consultation and engagement processes of other functions of the Council. • Work with the Communications Team to engage annually with the community and ratepayers to solicit feedback on the Council’s performance and consenting activities and provide appropriate reports to Council. • Provide regular reports as required to the Executive Team, and /or Council and its Committees.
<p>Policy Review and Development</p>	<ul style="list-style-type: none"> • Assist with and undertake the development, implementation and / or review of the Mackenzie District Council’s policies and process. • Manage the Council’s policies register and ensure information is accurate, complete, and regularly reviewed. • Review all internal policies and procedures, ensuring that there is consistency across the Council’s policies and that they are within legislation and good practice guidelines. • Develop and review policies and procedures within agreed timeframes and ensure that they are in accordance with the relevant statutory requirements including: <ul style="list-style-type: none"> ○ S17a reviews under the Local Government Act ○ Significance and Engagement policy ○ Governance support ○ Delegations manual

	<ul style="list-style-type: none"> ○ Funding and financial policies ● Provide regular reports as required to the Executive Team, and/or Council and its Committees.
Policy Advice	<ul style="list-style-type: none"> ● Ensuring regular monitoring and analysis of external issues, proposals, legislative changes, and policies affecting Council, and drafting and presentation of submissions or other engagement on Council's behalf where required. ● Provide complete and accurate policy advice for external or internal processes or to other employees, Councilors or committees in a timely manner. ● Provide Managers and Council with practical advice on legal requirements and implications relating to local government and policy requirements. ● Represent the Council's interests effectively and appropriately in external forums. ● Maintain positive working relationships and networks and contribute to efficient and effective processes and outcomes for the Council through external forums. ● Draft submissions for Committee approval and lodge approved submissions within required timeframes. ● Liaise and collaborate with other authorities in a positive and effective manner, to achieve appropriate integration / efficiencies for Council. ● Assisting where required with the Council's other regulatory and planning functions, including bylaws, and / or other regulatory policies.
Organisational Risk Management	<ul style="list-style-type: none"> ● Developing and maintaining appropriate risk reporting, and risk management policies and processes relating to organisational risk/s. ● Responsible for maintaining the Mackenzie District Council's risk management reports and registers, including regular reviews with the Executive Team and CEO, and reporting to Council and / or Audit and Risk Committee. ● Provide regular reports as required to the Executive Team, and / or Council and its Committees.
Self / Professional Development	<ul style="list-style-type: none"> ● Continue to develop corporate planning and policy development experience proactively, learn about the Mackenzie District. ● Actively solicit feedback from customers, peers and your manager about your work performance to develop your skills. ● Build and maintain professional knowledge of best practice.

	<ul style="list-style-type: none"> • Actively learn and take a keen interest about all aspects of this field to enable you to provide support and cover for all areas within the team. • Be a willing and active participant in Mackenzie District Council's emergency management activities and responsibilities.
Health and Safety	<ul style="list-style-type: none"> • Ensure that all activities undertaken are in accordance with the Mackenzie District Council health and safety policy, plan and procedures. • Ensure compliance with responsibilities under the Health and Safety at Work Act (2015), Regulations 2016 and any amendments. • Ensure compliance with requirements of the Motor Vehicle Policy • Actively participate in the hazard identification and risk management process and report all accidents, incidents and near misses in a timely manner. • Raise any health and safety related issues or areas of concern with manager or Health, Safety and Wellbeing representative as soon as possible. • Engage in any Health, Safety and Wellbeing related training and complete all applicable course work. • Comply with all client site requirements.
Confidentiality and Record Keeping	<ul style="list-style-type: none"> • Ensure that all records are saved to Laserfiche. • Ensure that any confidential information that may be acquired, either directly or indirectly, is tagged and classified correctly, and is to be treated appropriately.

The key responsibilities described in this document should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of this position.

Key responsibilities may be amended from time to time following consultation. The position holder may also be required to perform duties outside of their normal responsibilities as and when required.

Qualifications, Technical Skills, Knowledge and Ability:
<ul style="list-style-type: none"> ➤ Relevant tertiary qualification in planning, policy, resource management or related field is desirable, or equivalent worked experience is required. ➤ 3 – 5 years' experience in the Local government sector of planning / policy development, and strong knowledge of legislative frameworks, especially the Local Government Act 2002, is preferred. ➤ High level of technical competence in statutory and policy frameworks and policy writing / development. ➤ A demonstrated interest in and sound understanding of local government and its role in communities. ➤ A working knowledge of Council activities would be advantageous. ➤ Good understanding of effective consultation processes and demonstrated relationship management skills. ➤ Proven and demonstrated written and verbal communication skills and abilities – clarity, fluency, balance, impact, and conciseness.

- High level of interpersonal skills.
- Excellent time management and strong project management skills is essential, including: being well organised, have a demonstrated ability to plan and prioritise important tasks.
- Decision making skills and sound professional judgement.
- Ability to work independently on own projects, as well as work collaboratively on large projects as part of a team.

Our Values:

Our current values are being refined as part of the transformation programme. The values will reflect the aspiration of Mackenzie District Council to reach its potential and capitalise on its strengths. We believe it is essential to always display leadership, to treat each other with respect and dignity, take responsibility for our own actions, and follow a positive, friendly and professional approach.

Dare to be different:

We show courage by taking managed risks. We are willing to try new approaches and to do things differently. We always look outside to see what others do better than we do and embrace new ideas and change in order to improve what we do, and how we do it. Fear of criticism will not hold us back from doing the right thing.

Do things with respect and trust:

Give people fair and realistic timeframes and deliver accordingly. We follow up with people and close the loop. We are honest in our communications and provide consistent messages. Communications are professional – treating people as equals and with impartiality and empathy – we can disagree but still maintain a professional relationship. Members of the community experience positive interactions with us. We choose to build strong relationships on a foundation of mutual trust and respect.

Be fair to everyone:

Consistency in decisions, service, advice and information. Everyone has the same opportunity to be heard, and to take advantage of the opportunities available to him or her.

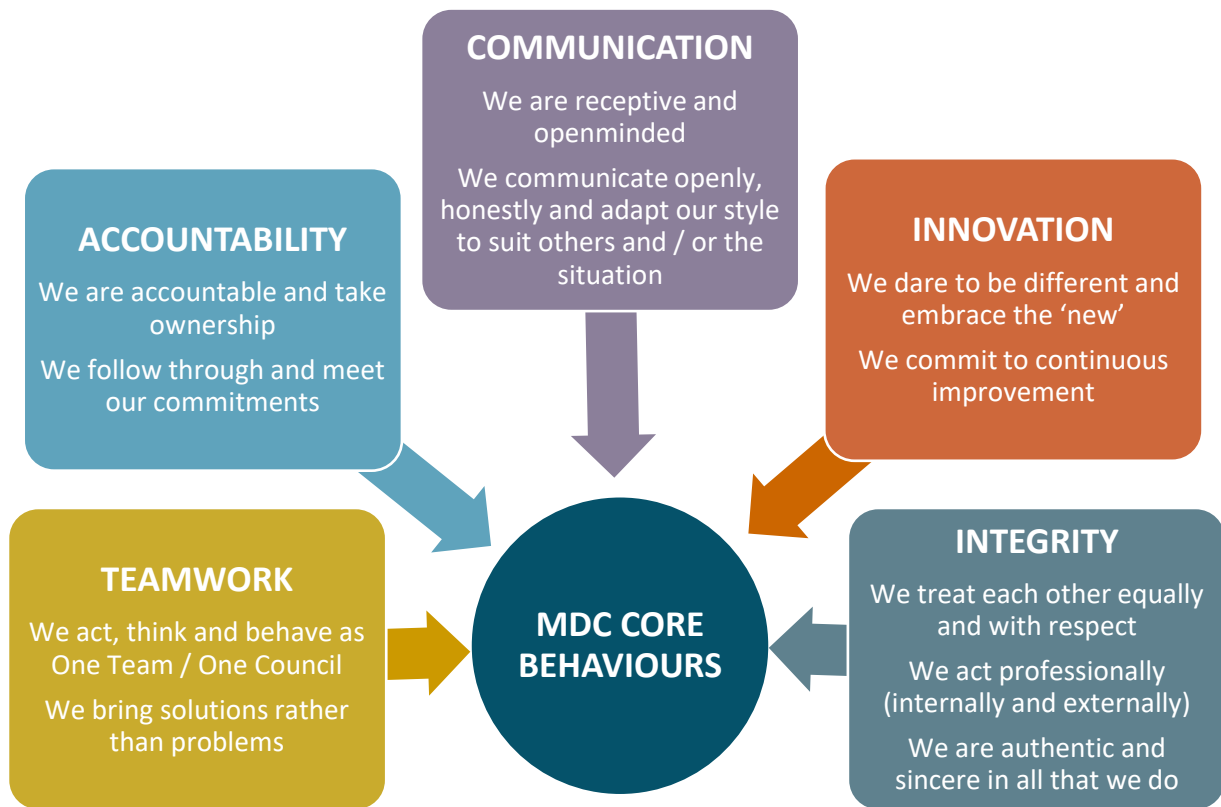
Peace and serenity matters:

These are the defining, unique, extremely special characteristics of our district (e.g. tranquil lakes, open spaces and dark skies) – and they need to be protected. Future development and decisions will be sensitive to this value.

Leave things better for the future:

We will carefully consider our actions, and do things with best practice in mind, challenging the short-term focus with long-term decisions. We will look ahead to understand the big picture and future needs of our district and future generations.

Our Core Behaviours – Expected of all our Employees (Linked to our Values):



Job Family specific Behaviours:	
Achieving Results	<p>Sets challenging goals for one self that assist with professional and personal development and growth, understands performance expectations, effectively manages own time and resources to ensure tasks and responsibilities are completed effectively, efficiently, safely and to a high standard.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Sets performance standards and goals. • Prioritises • Ensures high quality output. • Delivers • Leverages resources • Celebrates successes and achievements
Customer Focus	<p>Understands the customers of MDC and effectively meeting their needs, builds productive customer relationships and takes responsibility for customer satisfaction.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Establishes effective relationships. • Clarifies the situation. • Takes action. • Ensure customer satisfaction (win / win = public value) • Meets the needs of MDC
Commercial Decision Making	<p>Demonstrates a strong understanding of MDC's strategic goals / vision / values, business strategies, operations and functions; draws from experience and utilises industry information;</p>

	<p>recognises when further investigation is needed before decisions are made.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Applies commercial understanding to maximise results and MDC reputation. • Understands all aspects and functions of MDC. • Understands Local Government • Makes decisions strategically ensuring the impact is considered. • Identify opportunities for the growth of MDC / District and it's communities
Knowledge and Information sharing	<p>Actively shares and contributes own knowledge, skills and expertise to develop the knowledge, skills and expertise of others.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Identifies opportunities to share knowledge with others. • Ensures understanding. • Offers feedback. • Encourages application of information and knowledge shared
Ongoing Learning and Development	<p>Actively identifies new areas for learning needs to stay up to date and leading edge in area of expertise; regularly creates and takes advantage of learning opportunities; uses newly gained knowledge and skill son the job and learning through their application.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Targets learning and development needs. • Seeks learning and / or development activities. • Maximises learning. • Applies knowledge, skills or expertise. • Openness to change and challenge
Teamwork	<p>Identifies opportunities and takes action to build operational and strategic relationships between own area and other areas, teams, business units, or organisations to help achieve both business goals and Council goals.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Identifies collaborative opportunities. • Establishes relationships. • Formulates action plans. • Considers the impact of ones actions. • Monitors relationships and progress
Effective and Successful Communication	<p>Recognises one's role in MDC's communication; clearly and succinctly conveys information and ideas to individuals and Council, communicates in a focused, appropriate and effective manner.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Takes initiative to share information. • Communicates appropriately. • Listens to and comprehends communication from others. • Delivers clear messages.

	<ul style="list-style-type: none">• Communicates in an open, honest and professional manner.• Ensures understanding.• Follows up
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I have read and understood the above position description and accept all the above responsibilities incorporated herein.

Position holder

Date

Reporting Manager

Date