



Position Description

Position Description

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

Customer Relationships:	Who:
➤ External	➤ Residents and community groups ➤ Iwi / Papatipu Rūnanga / Mana Whenua ➤ Key stakeholder groups ➤ Government Agencies and other local authorities ➤ Relevant professional bodies ➤ Developers ➤ Suppliers, contractors, consultants and partners
➤ Internal	➤ Senior Leadership Team ➤ District Planning and Policy Team members ➤ Customer Services Officers ➤ Engineering Team members ➤ Executive Leadership Team ➤ Elected Members ➤ All other Mackenzie District Council employees

Position Contribution:

The Planner is primarily responsible for assisting the District Planning and Policy Team to fulfil Council's statutory planning obligations under the Resource Management Act and Local Government Act to ensure best practice and regulatory processes are followed.

This role is responsible and accountable for the delivery of job specific responsibilities in line with Planning Team's program of work, which includes ensuring statutory obligations are met in relation to processing resource consents and checking other applications such as LIMS and building consents. The Planner is responsible for providing a high level of customer service both internally and externally, with a key requirement being the provision of timely and accurate advice.

Opportunities for growth may become available in the Resource Management Reform process. The Planner will be exposed to policy work by supporting and assisting senior employees and / or consultants as statutory processes are followed.

Mackenzie District Council is focused on the delivery of best practise and innovation, community driven place and plan making, collaboration and embracing kaitiaki principles in all that it does. This is particularly relevant in this Planner role.

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

Scope:	Dimensions:
Delegated levels of authority	Refer to delegation manual
Span of Control	<u>Direct Reports:</u> Nil <u>Budget:</u> Nil

Expected Outcomes:	Primary Areas of Responsibilities / Measures:
Resource Consent Applications	• Process planning applications such as (but not limited to) land use and subdivision applications, including the drafting of recommendation reports and appearing in front of hearing commissioners where necessary. • Assisting the processing of section 223 and 224 applications and other certifications required for the completion of subdivisions. • Ensure that all reporting is accurate and completed in a timely manner.
Provide Planning Advice	• Respond to customer enquiries (phone, email and in person) ensuring communication occurs in a timely, courteous, and professional manner in accordance with legislation and Council's policies.

	• Provide input into the building consent process, such as project information memorandums (PIMs) and other input as required. • Provide planning input into land information memorandums (LIMs). • Accurately interpret the Mackenzie District Plan and other statutory documents.
Support the implementation of plans, policies and bylaws	• Ensure that any breaches of the District Plan, policies and bylaws or opportunities for improvements are identified early and any necessary action formulated quickly and recommended to the Planning Manager • Carry out monitoring of resource consents and the District Plan as and when required. • Assist with environmental policy and plan implementation work as necessary. • Assist in the development of policies and bylaws. • Ensure procedures and practices within Planning are up to date and ensures they are based on Council's policies, programmes, and rules. • Support the District Plan Review process through assisting senior staff and / or consultants.
Other	• Respond to customer complaints in an accurate timely manner. • Carry out Council's responsibilities in relation to monitoring and enforcement. • Be able to work independently on tasks and seek assistance and / or assistance when necessary.
Health and Safety	• Engage and participate in all aspects of health, safety and wellbeing whilst actively contributing to the overall health safety and wellbeing culture within Mackenzie District Council. • Demonstrate behaviour that endorses safety as a core value of the business and promotes a positive health and safety culture at Mackenzie District Council. Show authentic commitment to continuous improvement to Health and Safety policies and procedures. • Ensure compliance with responsibilities under the Health and Safety at Work Act (2015) and any amendments. • Ensure that any contractors engaged by the Planning business unit are 'Health and Safety Approved' and all activities are undertaken in accordance with Mackenzie District Councils Health and Safety Management system and related procedures. • Actively participate in the hazard identification and risk management process and report all accidents, incidents and near misses in a timely manner through the online reporting system (MackSafe / Assure). • 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. • Maintain, update, and disseminate Health and Safety material as may be relevant to their area of work. • Regular contribution to Health and Safety discussions within your business unit. • Support and co-operate with the Happy Healthy and Safe Committee and Health and Safety Representatives. • Carry out safety observations, inspections and audits when required. • Ensure compliance with requirements of the Motor Vehicle Policy
Mackenzie District Council Policies, Procedures, Processes and Guidelines	• Understand, be familiar with and comply with all Council policies and procedures.
Self-Development / Ongoing / Professional Learning and Development	• Actively solicit feedback from customers, peers, and your manager about your work performance in order to develop your skills. • Build and maintain professional knowledge of best practice. • Actively learn and take a keen interest about all aspects of planning to enable you to provide support and cover for all areas within the team. •
Emergency Operations Centre	• To be actively involved in Civil Defence Emergency Management when required. • To assist or fulfill a role within the EOC as required.
Confidentiality and Record Keeping	• Ensure that all records are saved to the EDRMS. • 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.

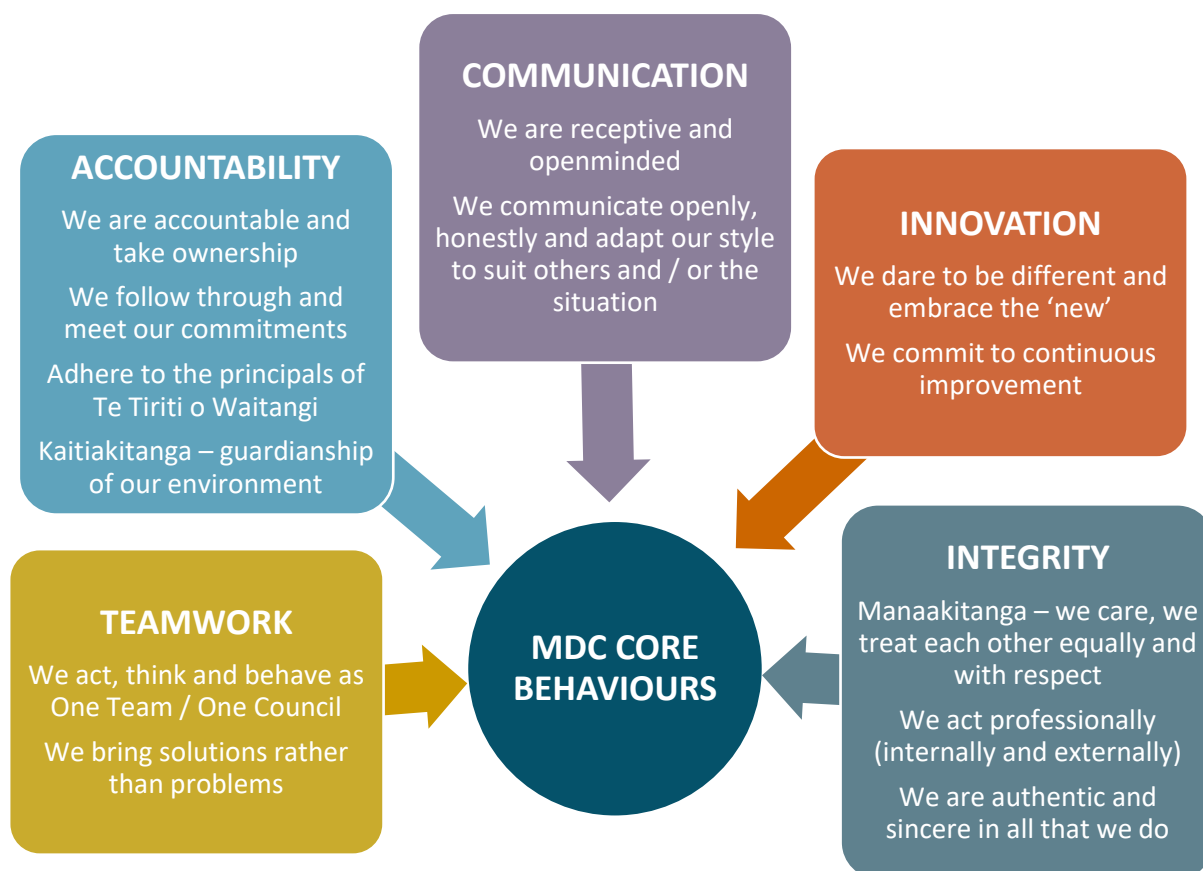
Qualifications, Technical Skills, Knowledge, and Ability:

- A relevant tertiary qualification(s) in Planning/Resource Management, or other relevant degree.
- Membership of the NZ Planning Institute or eligibility to apply for membership is desirable.
- Knowledge of the Resource Management Act, Local Government Act and other relevant legislation.
- Knowledge of and respect for the principles of Te Tiriti o Waitangi.
- An understanding of Health and Safety legislation.
- Previous experience working with the Resource Management Act is desirable.
- Demonstratable time management skills and experience working within a high-paced environment.
- Demonstratable experience within a forward-facing customer focused role is desirable.

Our Values and Why they are Important to Us:

	<i>Integrity</i> Integrity is essential in local government because it is the cornerstone to build and maintain trust and confidence in public organisations, safeguard the public interest and promote high standards of behaviour.
	<i>Community Focused</i> We believe in being community-focused as this is essential for ensuring that the needs and desires of the community are heard and addressed, building trust and collaboration between the community and local government, promoting economic development, and improving the quality of life for all citizens. We do this by providing better service delivery for higher community satisfaction and increasing trust in government.
	<i>Collaborative</i> Collaboration is important to us at the Mackenzie District Council as it leads to increased productivity, better problem-solving, and improved employee satisfaction. We work with key stakeholders to build trust and develop relationships that lead us to solutions that will leverage the strengths of our Treaty partners and stakeholders.
	<i>Responsive</i> Agility is important to us because it will enable our communities to adapt to changing circumstances and respond quickly to new opportunities. • Faster response times: Ability to respond more quickly to changes in the market, customer needs, and technology. This allows us to stay ahead of the competition and take advantage of new opportunities. • Improved innovation: Agility fosters a culture of learning and systems thinking. • Better customer satisfaction: Delivery of products and services that meet or exceed customer expectations, and higher levels of satisfaction. • Increased efficiency: Optimise processes and resources, reducing waste and increasing efficiency. • Greater resilience: Better equipped to handle unexpected challenges and disruptions, such as natural disasters, cyberattacks, or economic downturns.
	<i>Forward Looking</i> Be forward looking taking a long-term view allows us to anticipate future needs, manage resources effectively, and promote sustainable development for future generations. It also helps to address complex challenges such as climate change, growth. Ensure that we consider the long-term consequences and impacts of threats and opportunities, integrated proactive solutions can be developed.

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



Job Family specific Behaviours:

Achieving Results	Sets challenging goals for oneself 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. <u>Core Behaviours:</u> • Sets performance standards and goals. • Prioritises • Ensures high quality output. • Delivers • Leverages resources • Celebrates successes and achievements
Customer Focus	Understands the customers of MDC and effectively meeting their needs, builds productive customer relationships and takes responsibility for customer satisfaction. <u>Core Behaviours:</u> • Establishes effective relationships. • Clarifies the situation.

	• Takes action. • Ensure customer satisfaction (win / win = public value) • Meets the needs of MDC
Commercial Decision Making	Demonstrates a strong understanding of MDC's strategic goals / vision / values, business strategies, operations and functions; draws from experience and utilises industry information; recognises when further investigation is needed before decisions are made. <u>Core Behaviours:</u> • 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 its communities
Knowledge and Information sharing	Actively shares and contributes own knowledge, skills and expertise to develop the knowledge, skills and expertise of others. <u>Core Behaviours:</u> • Identifies opportunities to share knowledge with others. • Ensures understanding. • Offers feedback. • Encourages application of information and knowledge shared
Ongoing Learning and Development	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 skills on the job and learning through their application. <u>Core Behaviours:</u> • Targets learning and development needs. • Seeks learning and / or development activities. • Maximises learning. • Applies knowledge, skills or expertise. • Openness to change and challenge
Teamwork	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. <u>Core Behaviours:</u> • Identifies collaborative opportunities. • Establishes relationships. • Formulates action plans. • Considers the impact of one's actions. • Monitors relationships and progress
Effective and Successful Communication	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.

	<u>Core Behaviours:</u> • Takes initiative to share information. • Communicates appropriately. • Listens to and comprehends communication from others. • Delivers clear messages. • Communicates in an open, honest and professional manner. • Ensures understanding. • Follows up
--	--

I have read and understood the above position description and accept all the above responsibilities incorporated herein.

Position holder signature

Date

Line Manager Name

Date

Line Manager Signature

Date