



Position Description

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

Customer Relationships:	Who:
➤ External	<ul style="list-style-type: none"> ➤ Residents and community groups ➤ Iwi / Papatipu Rūnanga / Mana Whenua ➤ Key stakeholder groups ➤ Government Agencies and other local authorities ➤ Relevant professional bodies ➤ Land owners and developers ➤ Suppliers, contractors, consultants and partners ➤ Planning and other consultants
➤ Internal	<ul style="list-style-type: none"> ➤ Senior Leadership Team ➤ Planning Team ➤ 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 Planning 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, and planning services are community and customer focused, efficient and effective.

This role is responsible and accountable for the delivery of job specific responsibilities in line with Planning Team's program of work, which includes:

- Resource consents processing
- Processing land information memorandums (LIMs)
- Providing input into building consent processes such as project information memorandums (PIMs), and other input as required
- Other planning and resource management related services
- Assistance with the District Plan review, as well as review and monitoring of implementation
- Provide planning advice to public, consultants and MDC employees

This role will be exposed to a wide variety of work from simple through to complex under the guidance and supervision of experienced Planning Manager and other Planning Team members. The role provides opportunities for growth and development which can be adapted to suit individual employees.

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.

Scope:	Dimensions:
Delegated levels of authority	\$5,000
Span of Control	<u>Direct Reports:</u> Nil <u>Budget:</u> Nil

Expected Outcomes:	Primary Areas of Responsibilities / Measures:
Resource Consent Applications	<ul style="list-style-type: none">• 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. The range of applications will vary from simple to the complex and appropriate training and guidance will be provided by Senior Planning Team members.• 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.

<p>Other Planning requirements</p>	<ul style="list-style-type: none"> • 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).
<p>Provide Planning Information and Assistance</p>	<ul style="list-style-type: none"> • 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 • Accurately interpret the Mackenzie District Plan and other statutory documents • Develop and maintain a positive working relationship with the public and private sector professionals who seek assistance, advice and information from the Council. • Work collaboratively with members of the planning team and other Council employees • Contribute to and represent the Council in the Mackenzie district resource management initiatives, including regional studies, and the resource management processes (plans, strategies, and consents) undertaken, or processed, by Environment Canterbury
<p>Support the implementation of plans, policies and bylaws</p>	<ul style="list-style-type: none"> • 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 Manager Planning. • Assist with the 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.
<p>Health and Safety</p>	<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

	<p>training and complete all applicable course work.</p> <ul style="list-style-type: none"> • Comply with all client site requirements.
Mackenzie District Council Policies, Procedures, Processes and Guidelines	<ul style="list-style-type: none"> • Understand, be familiar with and comply with all Council policies and procedures.
Self-Development / Ongoing / Professional Learning and Development	<ul style="list-style-type: none"> • 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. • Be a willing and active participant in Mackenzie District Council's emergency management activities and responsibilities.
Emergency Operations Centre	<ul style="list-style-type: none"> • To be actively involved in Civil Defence Emergency Management when required. • To assist or fulfill the role of Public Information Manager role as required
Confidentiality and Record Keeping	<ul style="list-style-type: none"> • Ensure that all records are saved to Lazerfiche • 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
- Previous experience working with the Resource Management Act is desirable
- Demonstrable time management skills and experience
- Experience working in a customer focused role is desirable
- A team player with a willingness to learn and a can-do attitude
- Knowledge of the Local Government Act and other relevant legislation is desirable
- Knowledge of and respect for the principles of the Treaty of Waitangi

Our Values:

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 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; 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. • 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