

Senior Planner



Mackenzie
DISTRICT COUNCIL

Position Description

Position:	Senior Planner
Incumbent:	TBC (insert name once appointed)
Reports to:	Planning Manager
Location:	Fairlie
Department	Corporate, Commercial and planning
Business Unit:	Planning
Role Family:	Technical / Expert roles

Customer Relationships:	Who:
➤ External	➤ Residents and community groups ➤ Iwi / Runanga / Mana Whenua ➤ Key stakeholder groups ➤ Government agencies and local governments ➤ Relevant professional bodies ➤ Developers ➤ Suppliers, contractors, consultants and partners
➤ Internal	➤ Executive Leadership Team ➤ Senior Leadership Team ➤ Elected Members, Community Boards ➤ All other Mackenzie District Council employees

Position Contribution:

The Senior Planner is responsible for taking a lead role within the Planning Team and the Council as a whole to ensure that the Council's responsibilities under the Resource Management Act 1991 are administered appropriately including the delivery of Council's resource management functions, assisting the Manager Planning through senior leadership and guidance.

As a Senior member of the Planning Team the Senior Planner plays a key role in the District Plan Review work program, and has key responsibilities for the delivery of the Planning Team's program of work, which includes:

- Resource consents processing

- Researching complex resource management issues, and their implementation
- Planning advice to public, consultants and MDC employees
- Provide expert advice at hearings
- Developing policies and practices
- Other planning and resource management related services

This role will be exposed to a wide variety of work and provides opportunities for growth and development which can be adapted to suit individual employees, including guidance and supervision of planning employees and projects.

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 key role.

The role is also responsible and accountable for the delivery of job specific responsibilities in line with their Business Units program of work which includes ensuring statutory obligations are met, robust environmental outcomes are achieved in-line with relevant legislation and a District Plan is produced which provides for the community moving forward.

<i>Scope of Position</i>	<i>Dimensions of Position</i>
Delegated levels of authority	As per Council Delegation register
Span of Control	<u>Direct Reports:</u> • Nil - however this position will undertake a mentoring role for less experienced members of the Planning Team. <u>Budget:</u> • Nil <u>Non-Financial Delegations:</u> • TBC

<i>Key Result Areas (KRA's):</i>	
Resource Consent and associated processing	• Ensure all applications are processed in accordance with legislative requirements, and within required timeframes. • Ensure appropriate recommendations are made in relation to consent and planning applications, to the Manager Planning. • Ensure relevant factors are taken into account during processing of applications, including legislation, the environment and sustainability. • Assess risks and elevate appropriately to ensure compliance with consent conditions is achieved. • Arrange meetings with relevant stakeholders and ensure they're facilitated appropriately to ensure quality decision-making. • Provide reports and notices within the required timeframes.
District Plan Review and Implementation	• Assist the Manager Planning with the review and implementation of the District Plan. • Ensure a high degree of compliance with the District Plan and where appropriate assist with formal action.

	• Prepare reports relating to the District Plan including processing resource consents and Background Reports, Preferred Approach Reports, Section 32 Reports and Section 42A Reports as part of the District Plan Review. • Provide advice to the Council on the implications of the forthcoming environmental legislation review. • Provide guidance and oversight to the Planning Team, and consultants processing resource consents, designations, outline plan and other consenting processing.
Advice and Support	• Ensure high quality technical planning evidence, advice and guidance is provided to maximise effective implementation of the district plan and processing of resource consents. • Ensure Council customers receive accurate and timely advice in relation to resource consent applications, LIM's, title information and other planning related services. • Provide advice based on legislative requirements, best practice, and the application of local knowledge relating to the Mackenzie environment. • Ensure quality decision making by Council and employees, is supported through appropriate options and recommendations. • Ensure decision are made under appropriate delegated authority and recommendations made to manage those outside authority levels. • Play a mentoring and knowledge sharing role in order to contribute to the development of other members of the Planning team. • Respond to inquiries and provide advice to members of the public and professionals. • Identify aspects of good and best practice that could be adopted by the Council to improve its resource management performance and processes. • Advise on the implementation of non-regulatory initiatives that assist the Council to carry out its resource management functions.
Relationships and Stakeholder engagement	• 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. • Develop and maintain relationships with the Council's Treaty of Waitangi partners.
Contract Management	• Assist with the effective management of contracts with external suppliers relating to the District Plan and the management of Council's consenting workload.
General	• Ensure that as Central and Regional Government legislation and policy emerges, provide input into Council

	submissions, and ensure the Council understands any new requirements that will need to be met. • Participate in regular meetings of the Planning team. • Undertake any projects to a standard and timeframe agreed with the Manager Planning and General Manager Corporate, Commercial and Planning. • Provide consultation, policy research, monitoring, analysis, and submission services on specific projects as agreed with the Manager Planning, ensuring that agreed timeframes are met. • Contribute to the review of other operational Policies and Bylaws.
Health, Safety and Wellbeing	• 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 Council's 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.
Self / Professional 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. • Be a willing and active participant in Mackenzie District Council's emergency management activities and responsibilities.

Confidentiality	• Ensure any information that may be acquired either directly or indirectly that is deemed to be confidential and is to be treated in the strictest of confidence.
Emergency Operations Centre	• To be actively involved in Civil Defence Emergency Management when required. • To assist or fulfill the role of Public Information Manager role as required.

Qualifications, Technical Skills, Knowledge and Ability:

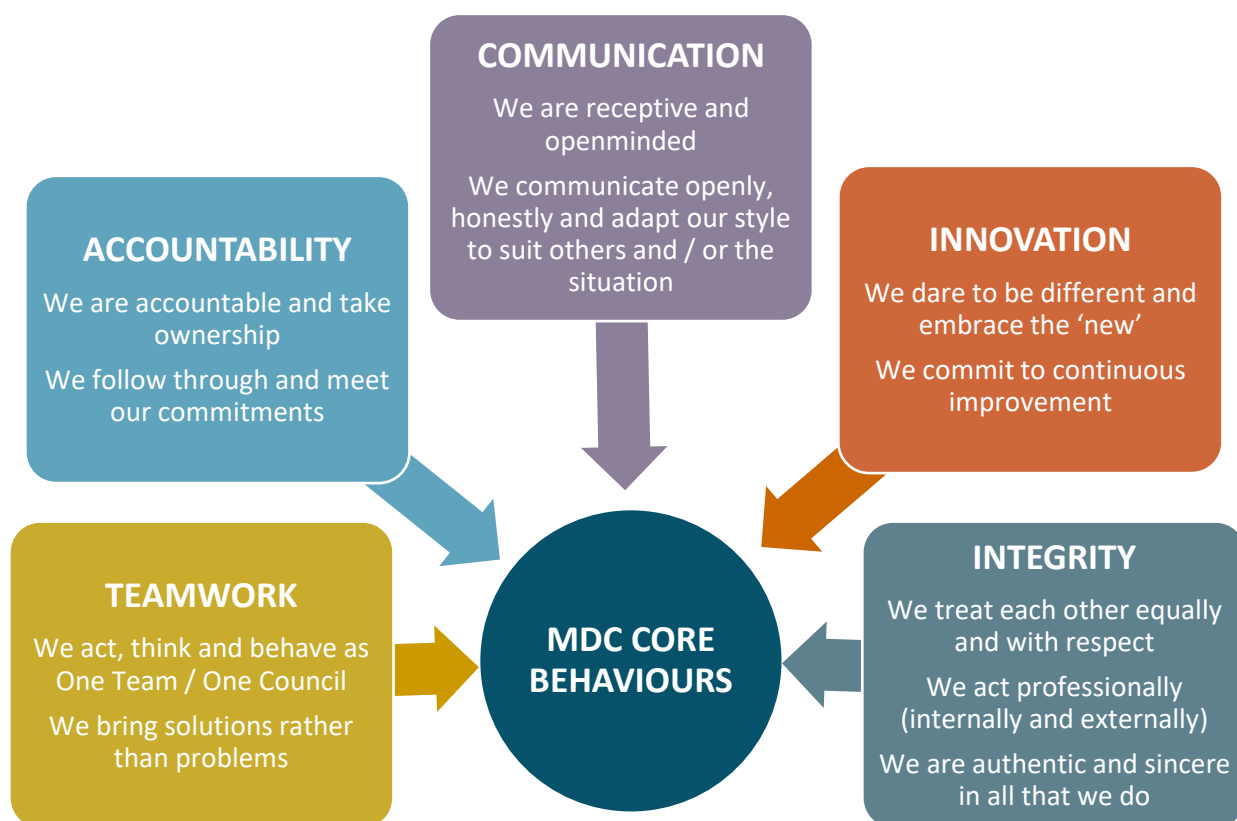
- A relevant tertiary qualification(s) in planning/resource management, or other relevant degree with demonstratable experience.
- At least 5 years experience in a planning role.
- Membership of the NZ Planning Institute or eligibility to apply for full membership.
- An understanding and ability to work with communities to achieve outcomes.
- Experience mentoring and developing less experienced team members is desirable.
- Experience managing complex consent applications.
- Local Government experience desirable and / or working within a complex environment.
- Knowledge of the Local Government Act and other relevant legislation.
- Knowledge of and respect for the principles of the Treaty of Waitangi.

Our Values:

	<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.	

	Responsive 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.
	Forward Looking 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.

**Core Behaviours – Linked to our Values:
Expected of all our Employees**



Job Family Specific Behaviours:

Delivering Results	Sets goals and drives high performance standards that are aligned to MDC strategic goals / vision / values (teams and individuals); uses measurement methods to monitor progress of objectives / goals; actively drives team members to meet or exceed those goals. <u>Core Behaviours:</u> • Establishes goals • Monitors progress • Accountability & Responsibility • Targets opportunities • Achieves goals • Champions Success
District and Customer Focus	Ensures that the District / customer perspectives are considered and linked to all business decisions and activities; develop and implement service practices that meet or exceed the District / customer and MDC's needs. <u>Core Behaviours:</u> • Seek to understand the District and customer • Identifies and manages customer service issues • Creates customer-focused practices • Leads customer excellence
Commercial Decision Making	Demonstrate a strong understanding of MDC's strategic goals / vision / values, business strategies, operations and functions; draw from experience and utilises industry information; recognise 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 • Identifies opportunities for the growth of MDC / District and it's communities
Coaching and Development	Plans and supports the development of individual, team and the overall Council capability ensuring alignment to MDC's strategic goals /vision / values; provides support, coaching and feedback regularly to help our people excel in their current or future job requirements; adapts coaching approach to suit individuals' career drivers and learning styles. <u>Core Behaviours:</u> • Clearly states performance expectations and implications • Provides timely feedback and celebrates success • Clarifies performance and evaluates capability gaps • Guides learning and development • Leads change
Building and Strengthening Organisational Talent	Identifies, attracts, develops, motivates, engages, and retains talented individuals so as to achieve MDC's strategic goals; creates a learning environment with the Council where our

	people can grow and develop to meet current and future objectives. <u>Core Behaviours:</u> • Determines talent gaps within MDC • Recruits for current and future needs • Support the learning and development of our people • Creates a learning environment • Delegates appropriately • Identifies and retains talented individuals • Develops an openness to change
Teamwork	Identifies opportunities and takes action to build operational and strategic relationships between all areas and teams within MDC to ensure that MDC's strategic goals are achieved. <u>Core Behaviours:</u> • Identifies collaborative opportunities • Establishes relationships • Formulates action plans • Supports others • Considers 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.

Employee Signature

Date

Leader Signature

Date