

# Senior Planner



**Mackenzie**  
DISTRICT COUNCIL

## Position Description

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

<b>Customer Relationships:</b>	<b>Who:</b>
➤ <b>External</b>	<ul style="list-style-type: none"><li>➤ Residents and community groups</li><li>➤ Iwi / Runanga / Mana Whenua</li><li>➤ Key stakeholder groups</li><li>➤ Government agencies and local governments</li><li>➤ Relevant professional bodies</li><li>➤ Developers</li><li>➤ Suppliers, contractors, consultants and partners</li></ul>
➤ <b>Internal</b>	<ul style="list-style-type: none"><li>➤ Executive Leadership Team</li><li>➤ Senior Leadership Team</li><li>➤ Elected Members, Community Boards</li><li>➤ All other Mackenzie District Council employees</li></ul>

### **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>
<b>Delegated levels of authority</b>	As per Council Delegation register
<b>Span of Control</b>	<p><b><u>Direct Reports:</u></b></p> <ul style="list-style-type: none"> <li>• Nil - however this position will undertake a mentoring role for less experienced members of the Planning Team.</li> </ul> <p><b><u>Budget:</u></b></p> <ul style="list-style-type: none"> <li>• Nil</li> </ul> <p><b><u>Non-Financial Delegations:</u></b></p> <ul style="list-style-type: none"> <li>• TBC</li> </ul>

<i>Key Result Areas (KRA's):</i>	
<b>Resource Consent and associated processing</b>	<ul style="list-style-type: none"> <li>• Ensure all applications are processed in accordance with legislative requirements, and within required timeframes.</li> <li>• Ensure appropriate recommendations are made in relation to consent and planning applications, to the Manager Planning.</li> <li>• Ensure relevant factors are taken into account during processing of applications, including legislation, the environment and sustainability.</li> <li>• Assess risks and elevate appropriately to ensure compliance with consent conditions is achieved.</li> <li>• Arrange meetings with relevant stakeholders and ensure they're facilitated appropriately to ensure quality decision-making.</li> <li>• Provide reports and notices within the required timeframes.</li> </ul>

<p><b>District Plan Review and Implementation</b></p>	<ul style="list-style-type: none"> <li>• Assist the Manager Planning with the review and implementation of the District Plan.</li> <li>• Ensure a high degree of compliance with the District Plan and where appropriate assist with formal action.</li> <li>• 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.</li> <li>• Provide advice to the Council on the implications of the forthcoming environmental legislation review.</li> <li>• Provide guidance and oversight to the Planning Team, and consultants processing resource consents, designations, outline plan and other consenting processing.</li> </ul>
<p><b>Advice and Support</b></p>	<ul style="list-style-type: none"> <li>• Ensure high quality technical planning evidence, advice and guidance is provided to maximise effective implementation of the district plan and processing of resource consents.</li> <li>• Ensure Council customers receive accurate and timely advice in relation to resource consent applications, LIM's, title information and other planning related services.</li> <li>• Provide advice based on legislative requirements, best practice, and the application of local knowledge relating to the Mackenzie environment.</li> <li>• Ensure quality decision making by Council and employees, is supported through appropriate options and recommendations.</li> <li>• Ensure decision are made under appropriate delegated authority and recommendations made to manage those outside authority levels.</li> <li>• Play a mentoring and knowledge sharing role in order to contribute to the development of other members of the Planning team.</li> <li>• Respond to inquiries and provide advice to members of the public and professionals.</li> <li>• Identify aspects of good and best practice that could be adopted by the Council to improve its resource management performance and processes.</li> <li>• Advise on the implementation of non-regulatory initiatives that assist the Council to carry out its resource management functions.</li> </ul>
<p><b>Relationships and Stakeholder engagement</b></p>	<ul style="list-style-type: none"> <li>• Develop and maintain a positive working relationship with the public and private sector professionals who seek assistance, advice and information from the Council.</li> <li>• Work collaboratively with members of the planning team and other Council employees</li> <li>• 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.</li> <li>• Develop and maintain relationships with the Council's</li> </ul>

	Treaty of Waitangi partners.
<b>Contract Management</b>	<ul style="list-style-type: none"> <li>Assist with the effective management of contracts with external suppliers relating to the District Plan and the management of Council's consenting workload.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Participate in regular meetings of the Planning team.</li> <li>Undertake any projects to a standard and timeframe agreed with the Manager Planning and General Manager Corporate, Commercial and Planning.</li> <li>Provide consultation, policy research, monitoring, analysis, and submission services on specific projects as agreed with the Manager Planning, ensuring that agreed timeframes are met.</li> <li>Contribute to the review of other operational Policies and Bylaws.</li> </ul>
<b>Health, Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>Ensure that all activities are undertaken in accordance with the Mackenzie District Council Health and Safety Policy, Plan and Procedures.</li> <li>Ensure compliance with responsibilities under the Health and Safety at Work Act (2015), Regulations 2016 and any amendments.</li> <li>Ensure compliance with requirements of the Motor Vehicle Policy.</li> <li>Actively participate in the hazard identification and risk management process.</li> <li>Report all accidents, incidents and near misses in a timely manner.</li> <li>Raise any health and safety related issues or areas of concern with manager or Health, Safety and Wellbeing representative as soon as possible.</li> <li>Engage in any Health, Safety and Wellbeing related training and complete all applicable course work.</li> <li>Comply with all client site requirements.</li> </ul>
<b>Self / Professional Development</b>	<ul style="list-style-type: none"> <li>Actively solicit feedback from customers, peers, and your manager about your work performance in order to develop your skills.</li> <li>Build and maintain professional knowledge of best practice.</li> <li>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.</li> <li>Be a willing and active participant in Mackenzie District Council's emergency management activities and responsibilities.</li> </ul>
<b>Confidentiality</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>Emergency Operations Centre</b>	<ul style="list-style-type: none"> <li>To be actively involved in Civil Defence Emergency Management when required.</li> <li>To assist or fulfill the role of Public Information Manager</li> </ul>

### ***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:***

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 display leadership at all times, 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**

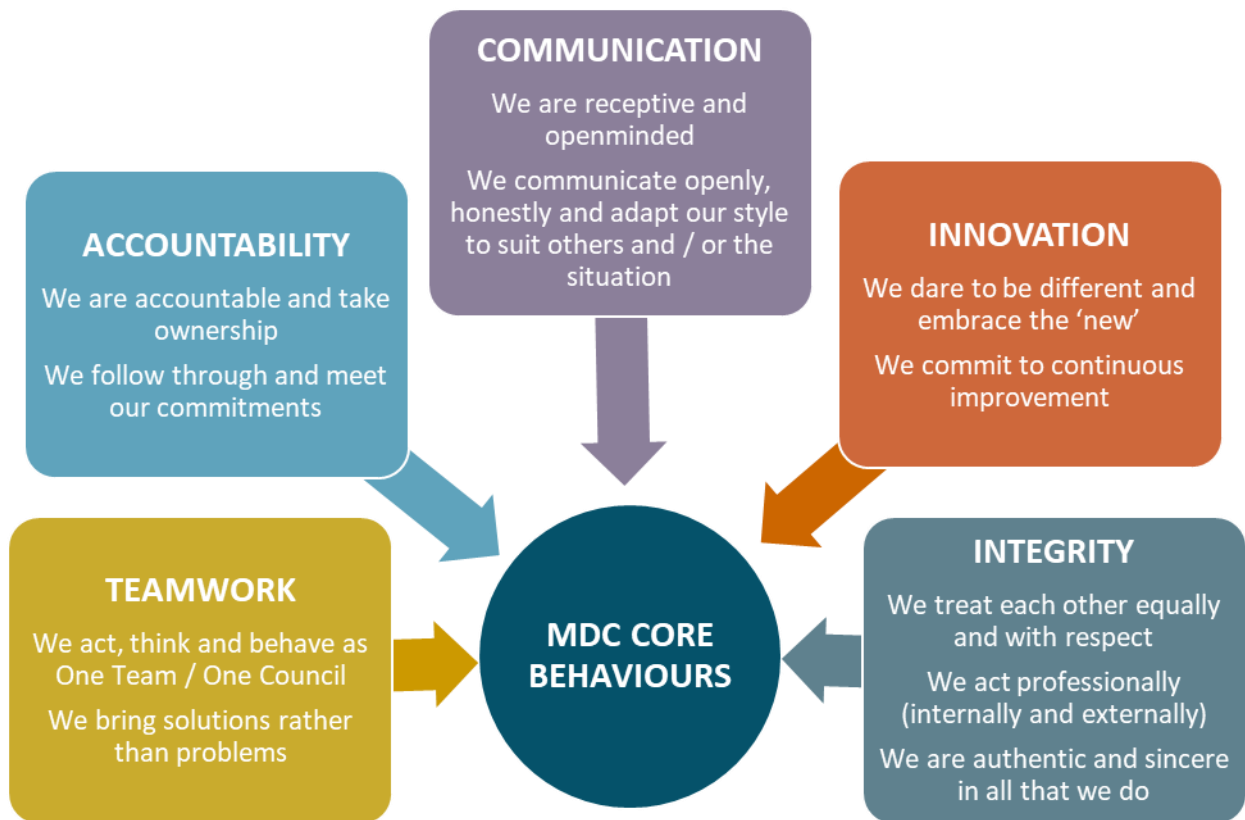
These are the defining, unique, extremely special characteristics of our district (e.g. tranquil lakes, open spaces and dark skies) – and they need to be protected. Future development and decisions will be sensitive to this value.

#### **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.

### ***Core Behaviours – Linked to our Values:***

#### ***Expected of all our Employees***



<b>Job Family Specific Behaviours:</b>	
<b>Delivering Results</b>	<p>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.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> <li>• Establishes goals</li> <li>• Monitors progress</li> <li>• Accountability &amp; Responsibility</li> <li>• Targets opportunities</li> <li>• Achieves goals</li> <li>• Champions Success</li> </ul>
<b>District and Customer Focus</b>	<p>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.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> <li>• Seek to understand the District and customer</li> <li>• Identifies and manages customer service issues</li> <li>• Creates customer-focused practices</li> <li>• Leads customer excellence</li> </ul>
<b>Commercial Decision Making</b>	<p>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</p>

	<p>decisions are made.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> <li>• Applies commercial understanding to maximise results and MDC reputation</li> <li>• Understands all aspects and functions of MDC</li> <li>• Understands Local Government</li> <li>• Makes decisions strategically ensuring the impact is considered</li> <li>• Identifies opportunities for the growth of MDC / District and it's communities</li> </ul>
<b>Coaching and Development</b>	<p>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.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> <li>• Clearly states performance expectations and implications</li> <li>• Provides timely feedback and celebrates success</li> <li>• Clarifies performance and evaluates capability gaps</li> <li>• Guides learning and development</li> <li>• Leads change</li> </ul>
<b>Building and Strengthening Organisational Talent</b>	<p>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.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> <li>• Determines talent gaps within MDC</li> <li>• Recruits for current and future needs</li> <li>• Support the learning and development of our people</li> <li>• Creates a learning environment</li> <li>• Delegates appropriately</li> <li>• Identifies and retains talented individuals</li> <li>• Develops an openness to change</li> </ul>
<b>Teamwork</b>	<p>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.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> <li>• Identifies collaborative opportunities</li> <li>• Establishes relationships</li> <li>• Formulates action plans</li> <li>• Supports others</li> <li>• Considers impact of one's actions</li> <li>• Monitors relationships and progress</li> </ul>
<b>Effective and Successful Communication</b>	<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"> <li>• Takes initiative to share information</li> <li>• Communicates appropriately</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Listens to and comprehends communication from others</li><li>• Delivers clear messages</li><li>• Communicates in an open, honest and professional manner</li><li>• Ensures understanding</li><li>• Follows up</li></ul> |
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I have read and understood the above position description and accept all the above responsibilities incorporated herein.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Leader Signature

\_\_\_\_\_  
Date