

Principal Policy Planner – District Plan Position Description



Mackenzie
DISTRICT COUNCIL

Position:	Principal Policy Planner – District Plan
Incumbent:	TBC (insert name once appointed)
Reports to:	Planning Manager
Location:	Fairlie
Department	Operations
Business Unit:	Planning
Role Family:	Technical / Expert roles

Customer Relationships:	Who:
➤ External	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ Executive Leadership Team ➤ Senior Leadership Team ➤ Elected Members, Community Boards ➤ All other Mackenzie District Council employees

Position Contribution:

The Principal Policy Planner – District Plan, is responsible for leading the review of the Mackenzie District Plan, primarily consisting of the preparation of plan changes and the review of the District Plan, implementation of the Resource Management related initiatives arising from the Council's Land Strategy, ensuring Council's responsibilities for monitoring are met in accordance with the Resource Management Act 1991, and delegated powers.

The Principal Policy Planner – District Plan will also assist in the mentoring of planners with less experience.

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 environmental risks are minimised and infrastructure is run efficiently.

<i>Scope of Position</i>	<i>Dimensions of Position</i>
Delegated levels of authority	\$50,000
Span of Control	<p><u>Direct Reports:</u></p> <ul style="list-style-type: none"> • Nil, undertaking a mentoring role for planning team <p><u>Budget:</u></p> <ul style="list-style-type: none"> • Overall management of the \$2.5m District Plan Delivery Budget <p><u>Non-Financial Delegations:</u></p> <ul style="list-style-type: none"> • Same delegations as Planning Manager

<i>Key Result Areas (KRA's):</i>	
District Plan Review	<ul style="list-style-type: none"> • Manage the District Plan, principally the review of the Plan changes. • Effectively and efficiently action Council's responsibilities in preparing and reviewing the District Plan under the Resource Management Act 1991 (RMA) including: <ul style="list-style-type: none"> ○ Preparing and reviewing Council's District Plan, in accordance with legislative requirements and the agreed annual work programme and within agreed timeframes. ○ Implementing Resource Management related actions arising from the Council's Land Strategy and ensuring the relevant actions are implemented in accordance with agreed work programmes and within agreed timeframes. ○ Reviewing and preparing reports and submissions on relevant new and proposed legislative changes, national strategies, regional and district plans and policy documents. ○ Preparing reports and submissions in accordance with legislative requirements and within agreed timeframes. ○ Ensuring Council's RMA section 35 and 35A responsibilities are met, including undertaking monitoring, research, analysis and record-keeping for State of the Environment reporting, and District Plan reviews. ○ Negotiating and managing any appeals on Planning Policy matters in conjunction with the Manager Planning and General Manager Operations. ○ Ensuring that any out of court settlements are recommended where appropriate to Council in accordance with legislative requirements.

	<ul style="list-style-type: none"> ○ Preparing and presenting evidence on appeals on planning policy matters to the Environment Court in accordance with legislative requirements. ○ Initiating non statutory responses to achieve District Plan and Land Use Strategy objectives and policies. ○ Preparing and implementing a work programme of non-statutory responses to support the District Plan and the implementation of the Land Strategy, in accordance with the agreed work programme. ○ Providing information on planning matters, including advice, to Team Mackenzie, Elected Members, Chief Executive Officer and the Executive Leadership Team, the public and other organisations as needed.
Contract Management	<ul style="list-style-type: none"> ● Effectively manage contracts with external suppliers relating to the District Plan. ● Ensure that project briefs relating to the District Plan are specified clearly and unambiguously, setting out Council's requirements for the service to be provided. ● Ensure that contractors that are engaged for the District Plan Review are managed in accordance with Council's policies and within the agreed and accepted terms of engagement.
Public Consultation Process	<ul style="list-style-type: none"> ● Effectively manage and implement the Council's public consultation process for the District Plan review. ● Manage all consultation processes relating to the preparation/review of the District Plan and implementation of the Land Strategy. ● Consultation processes relating to the District Plan and Land Strategy are documented and in accordance with legislative requirements, ensuring that agreed timeframes are met. ● Participate in other consultation processes of Council as and when required.
General	<ul style="list-style-type: none"> ● Provide input into the development and / or review of the Mackenzie District Council's Land Use Strategy as and when required, ensuring all existing and emerging legislative requirements for plan development and monitoring are met. ● 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 Operations. ● Provide consultation, policy research, monitoring, analysis and submission services on specific projects as agreed with the Manager Planning, ensuring that agreed timeframes are met.
Health, Safety and Wellbeing	<ul style="list-style-type: none"> ● Ensure that all activities are undertaken in accordance with the Mackenzie District Council Health and Safety Policy, Plan and Procedures.

	<ul style="list-style-type: none"> • 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. • 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.
Self / Professional 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.
Confidentiality	<ul style="list-style-type: none"> • 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.

Qualifications, Technical Skills, Knowledge and Ability:

- A relevant tertiary qualification(s) in planning/resource management, or other relevant degree with demonstratable experience.
- At least 7-10 years experience in a similar role.
- Membership of the NZ Planning Institute or eligibility to apply for full membership.
- Experience in working with the community in partnership to achieve outcomes.
- 10 years of 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.
- An in-depth understanding of Health and Safety legislation.

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.

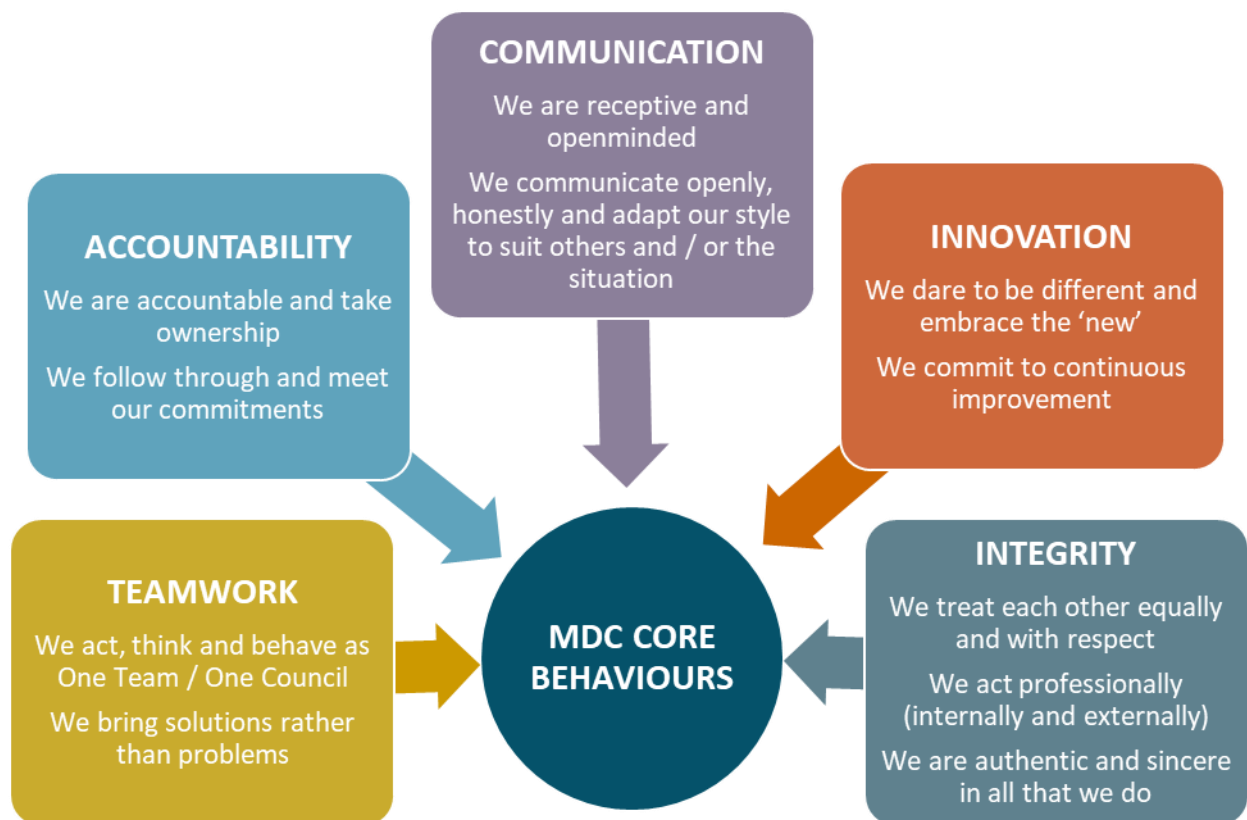
Peace and serenity matters

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



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

	<p>exceed those goals.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Establishes goals • Monitors progress • Accountability & Responsibility • Targets opportunities • Achieves goals • Champions Success
District and Customer Focus	<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"> • Seek to understand the District and customer • Identifies and manages customer service issues • Creates customer-focused practices • Leads customer excellence
Commercial Decision Making	<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 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 • Identifies opportunities for the growth of MDC / District and it's communities
Coaching and Development	<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"> • 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	<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"> • Determines talent gaps within MDC • Recruits for current and future needs • Support the learning and development of our people

	<ul style="list-style-type: none"> • Creates a learning environment • Delegates appropriately • Identifies and retains talented individuals • Develops an openness to change
Teamwork	<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"> • Identifies collaborative opportunities • Establishes relationships • Formulates action plans • Supports others • Considers impact of one's 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.

Employee Signature

Date

Leader Signature

Date