

POSITION DESCRIPTION

SENIOR RESOURCE PLANNER

POSITION OVERVIEW

Location	Masterton
Business unit	Strategy and Development
Reporting to	Planning and Consents Manager
Direct reports	Nil
Delegated responsibility	As per delegations manual
Salary range	SP10 Grade 18

OUR COUNCIL

Working at Masterton District Council means being part of a motivated, professional, and customer-focused team in one of New Zealand's most beautiful districts. Our people play an integral role in delivering services for our community and we are focused on both 'what', and 'how' we achieve our goals. Our values help us build a workplace culture that is challenging but fun, because enjoying coming to work is important!

We want to be the best provincial council in New Zealand.

- We are an employer of choice in the Wellington Region
- Our staff recommend us to their family and friends

OUR VISION

Masterton/Whakaoriori: Providing the best of rural provincial living.

OUR VALUES

HĪKINA TE MĀNUKA	By figuratively lifting the mānuka we show that we are responding and rising to challenges by being innovative , hard-working, and collaborative .
MANA TĀNGATA	Our organisation recognises the diversity and individuality of each of our staff members. We act with integrity and respect each other's lived experiences and the value they bring to the workplace.
HE TOA TAKITINI	Every staff member is a crucial part of the team that makes up Masterton District Council. We trust and support each other to succeed by drawing on our collective strengths.

TE TIRITI O WAITANGI

The Treaty of Waitangi

We are committed to the principles of Te Tiriti o Waitangi / Treaty of Waitangi: partnership, participation, and pro-active protection. We recognise Tikanga Māori values in the workplace and community and know we can do more.

MY BUSINESS UNIT

The Strategy and Development Business Unit:

The Strategy and Development Business Unit role and functions includes the provision of support for transparent and open decision making; the development and review of strategies, policies, bylaws, and corporate plans; strategic advice and support to the Council; governance advice and support to our elected members; district planning policy and consenting; and the Building Consent Authority.

MY TEAM

The Planning and Consents team:

The Planning and Consents team supports Council to achieve its vision for Masterton. This is through efficient and effective management of planning and environmental compliance and monitoring functions.

MY ROLE

The Senior Resource Planner role is responsible for but not limited to:

- Supporting the implementation of the Wairarapa Combined District Plan, and other plans and policy statements, ensuring Council complies with all relevant legislation.
- Processing resource consent applications, notices of requirement, private plan change requests and related applications accurately and within required timeframes, including making decisions under appropriate delegated authority.
- Contributing to district plan review processes.
- Preparing submissions on behalf of the Council on proposed plans and policy statements, and various Government proposals for National Policy Statements, National Environmental Standards, National Planning Standards, etc.
- Ensuring compliance with, and enforcing the provisions of, the Wairarapa Combined District Plan and the Resource Management Act 1991
- Providing high quality reports, advice, guidance and support to Council staff, Council and other stakeholders and customers to maximise the effective implementation of the district plan and other related services, for example, LIM's, title information request and building consents.
- Producing planning evidence for hearings and proceedings under the RMA

- Building and maintaining effective relationships with key stakeholders that enable a high-quality service to be provided, including facilitating meetings and representing Council at hearings.
- Mentoring and supporting less experienced planners in the Planning & Consents Team.

MY KEY RESULT AREAS (KRAs)

District and other plan, administration

- The district plan, and other plans and policy statements, are effectively managed and implemented within statutory timeframes.
- Council complies with all relevant legislation. Any variance is reported with remedial actions identified.
- The review and on-going development of the district, and other plans, are supported to maximise Council's future plan administration.
- Changes to the district, and other plans, are supported to ensure on-going compliance with legislative requirements.
- Private Plan Change requests are processed with Statutory timeframes

Resource consent and associated processing

- All applications are processed in accordance with legislative requirements, and within required timeframes.
- Appropriate decisions are made in relation to consent and planning applications, under delegated authority.
- All relevant factors are taken into account during processing of applications, including legislation, the environment and sustainability.
- Risks are assessed and elevated appropriately to ensure compliance with consent conditions is achieved.
- Meetings are arranged and facilitated as appropriate with relevant stakeholders to ensure quality decision-making.
- Reports and notices are prepared and submitted within required timeframes.

<p>Advise and Support</p>	<ul style="list-style-type: none"> • High quality technical planning evidence, advice and guidance is provided to maximise effective implementation of the district plan and processing of resource consents. • Council customers receive accurate and timely advice in relation to resource consent applications, LIM's, title information and other planning related services. • Advice provided is based on legislative requirements, best practice, and the application of local knowledge relating to the Wairarapa environment. • Quality decision making by Council and staff, is supported through appropriate options and recommendations. • Decisions are made under appropriate delegated authority and recommendations made to manage those outside authority levels. • Plays a mentoring and knowledge sharing role in order to contribute to the development of other members of the Planning team.
<p>High quality service through relationships</p>	<ul style="list-style-type: none"> • A high-quality service is provided to all stakeholders and customers that enhances the reputation of Council. • Effective relationships are built and maintained with stakeholders to enable the provision of a quality resource planning service. • Council's reputation is enhanced through public consultation, effective communication, and liaison with stakeholders. • Meetings and hearings are facilitated and managed in a professional manner.
<p>Other duties</p>	<ul style="list-style-type: none"> • Participate in projects as required by the Manager Planning & Consents. • Any other relevant tasks may be undertaken in negotiation with the Manager Planning & Consents.

MY HEALTH AND SAFETY RESPONSIBILITIES

Health, Safety, Wellbeing

- Always ensure your own and the safety of others
- Comply with policies, procedures and safe systems of work
- Report all incidents/accidents, including nears misses, in a timely fashion
- Actively participate in the hazard management and identification process
- Escalate risk as per the Risk Management Policy

MY OTHER RESPONSIBILITIES

Self-Management, Training and Development

- Set realistic goals for own performance.
- Undertake change based on regular self-evaluation and feedback.
- Identify opportunities for personal and professional development and growth.
- Undertake both internal and external training identified as relevant to the role.

Policies and Procedures

- Comply with the Council's Code of Conduct, Staff Manual including its Policies and Procedures at all times.
- Ensure the implementation and compliance with the Council's Code of Conduct and Policies and Procedures, within all areas of responsibility.

Other duties

- All duties must be carried out to the prescribed timeframes, systems, quality, and standards and to the satisfaction of your (ELT) Manager.
- Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope of functions of the position. Duties and responsibilities can be amended from time to time to meet changing conditions.

Participate in the Council's civil defence emergency response

- Participation in relevant emergency response training and duties as requested by the Chief Executive.
- Such other duties as may be required from time to time by your (ELT) Manager.

MY KEY RELATIONSHIPS

Internal

- Line Manager and ELT Manager
- Immediate Team
- Masterton District Council Staff

External

- Council residents and customers
- Iwi and Tangata whenua
- Consultants
- Surveyors
- Lawyers
- Developers
- Other local authorities
- Government agencies
- Community groups and non-governmental organisations

MY COMPETENCIES/KNOWLEDGE/SKILLS/EXPERIENCE

Qualifications, Skills and Experience

- A tertiary qualification in planning or resource management is essential.
- Knowledge and demonstrated practical of the Resource Management Act 1991 and allied legislation, in particular those provisions relating to resource consent processes, subdivisions and plan changes.
- Significant knowledge and demonstrated practical application (5 + years).
- Membership or eligibility for membership of the New Zealand Planning Institute is desirable.
- Able to confidently operate with minimal or no supervision in employment duties.
- A high standard of analytical and report writing ability.
- Strong customer focus and excellent relationship management skills.
- Demonstrated analytical and planning skills with the ability to interpret and apply district and regional plans, policy statements, national environmental standards and legislation.
- Demonstrated ability to apply good judgement and to make informed decisions.
- Demonstrated ability to manage own workload, prioritising and planning effectively to ensure timely delivery of services.
- Comfortable to work individually and as part of a team.
- Strategic and lateral thinking - seeks innovation and imagines new and different futures that may lead to a change in how things are done.
- Current Full clean NZ Driver Licence.

Competencies

- **CUSTOMER SERVICE ORIENTATION:** Making efforts to listen to and understand customers (both internal and external); anticipating customer needs; giving high priority to customer satisfaction.
- **COMMUNICATION:** Expressing ideas effectively in individual and group situations (including non verbal communication); adjusting language structure or terminology both orally and in memoranda, letters and reports to the characteristics and needs of the audience.
- **WORKING CO-OPERATIVELY:** Working effectively with others inside and outside the organisation; taking actions that demonstrate consideration for the feelings

	<p>and needs of others and awareness of the impact of ones behaviour on others.</p> <ul style="list-style-type: none"> • HEALTH AND SAFETY: Committing to applying core safety knowledge, skills and attitudes to everyday work to optimise health and safety. Promoting safety through effective communication. Anticipating, recognising and managing situations that place individuals at risk. Recognising the occurrence of an incident or near miss, responding effectively to mitigate harm to individuals, ensuring proper reporting and preventing recurrence.
Personal Attributes	<ul style="list-style-type: none"> • Respectful, honest and open. • Operates with integrity, respecting diversity and other's needs. • Self-motivated with initiative. • Positively takes on challenges. • Takes accountability for own actions and works effectively as part of a team. • A strong communicator who can work collaboratively across a range of managers and teams.

POSITION DESCRIPTION AGREEMENT	
My name	
My signature	
Date	

POSITION DESCRIPTION VERSION CONTROL			
Author	Version	Comments	Date
Planning and Consents Manager	1	Create/Update PD	March 2025

ATTACHMENT A

Place in organisation

