



POSITION DESCRIPTION SENIOR RESOURCE PLANNER

Reports to	Manager Planning & Regulatory Services
Location	Masterton District Council
Vision	Masterton District Council to build and maintain a reputation for providing superb service and excellent community support.
Values	A – Accountability C – Creativity T – Teamwork I – Integrity O – Open communication N – No excuses S – Service
Treaty of Waitangi	Masterton District Council is committed to the principles of the Treaty of Waitangi, particularly those of partnership, participation and protective protection, and recognises Tikanga Maori values as being the key to Maori outcomes that are appropriate, accessible and affordable. There is an expectation that the principles will be applied in a measured and reasonable manner.
Salary Range	TBA - dependant on experience

Position Overview

Primary Function of Position	To administer the Wairarapa Combined District Plan, and other plans, in a wise and sustainable way ensuring Council complies with all relevant legislation, including making consent and planning decisions. To provide advice and a high-quality service to Council, its stakeholders and customers, in relation to resource planning, including the processing of resource consent applications.
Responsibilities	<ul style="list-style-type: none"> • Administer the Wairarapa Combined District Plan, and other plans, ensuring compliance with relevant legislation. • Process resource consent applications accurately and within required timeframes, including making decisions under appropriate delegated authority. • Provide high quality advice, guidance and support to Council staff, Councillors and other stakeholders and customers to maximise the effective administration of the district plan and other related services, for example, LIM's, title information requests, building consents. • Build and maintain effective relationships with key stakeholders that enable a high-quality service to be provided, including facilitating meetings and representing Council at hearings.

Budget	N/A
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Key Relationships

Direct Reports	N/A	
Others	<u>Internal</u> Chief Executive & Senior Management Team Managers Mayor and elected members Planning and other associated committee members Building consents team Regulatory teams	<u>External</u> Council residents and customers Consultants Surveyors Lawyers Developers Other local authorities Government agencies Community groups

Accountabilities

KEY RESULT AREAS	EXPECTED OUTCOMES
District, and other plan, administration	<ul style="list-style-type: none"> • The district, and other plans, are effectively managed and administered accurately, within required 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 written to ensure on-going compliance with legislative requirements.
Resource consent processing	<ul style="list-style-type: none"> • Resource consent 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 decision-making, including legislative, environmental, sustainability and political factors. • Meetings are arranged and facilitated as

	<p>appropriate with relevant stakeholders to ensure quality decision-making.</p> <ul style="list-style-type: none"> • Risks are assessed and monitored to ensure compliance with consent conditions is achieved. • Reports and notices are prepared and submitted within required timeframes.
Advice and support	<ul style="list-style-type: none"> • High quality technical advice and guidance is provided to maximise the administration of the plans and processing of resource consents. • Council customers receive accurate and timely advice relating 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 manager outside authority levels.
High quality service through relationships	<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 identified stakeholders to enable the provision of a quality resource planning service. • Council's reputation is enhanced through public consultation, effective communication, and liaison with identified stakeholders. • Meetings and hearings are facilitated and managed to ensure effective relationships are built and maintained.
Health, Safety and Risk	<ul style="list-style-type: none"> • Ensures own and others safety at all times • Complies with policies, procedures and safe systems of work • Reports all incidents/accidents, including near misses, in a timely fashion • Actively participates in the hazard management and identification process • Escalates risk as per the Risk Management Policy.
Other Duties	<ul style="list-style-type: none"> • Participate in, and lead, projects as required

	<p>by the Manager Planning & Regulatory Services.</p> <ul style="list-style-type: none"> Any other relevant tasks may be undertaken in negotiation with the Manager Planning & Regulatory Services.
To act within legal boundaries and the Masterton District Council policies	<ul style="list-style-type: none"> Ensure that all records are maintained accurately and in accordance with legislation and Masterton District Council policy Provide appropriate information in accordance with the Privacy Act, other relevant legislation and Masterton District Council policy.

Person Specification

Education and Qualifications	<p>A tertiary qualification in planning or resource management is essential.</p> <p>Significant knowledge and demonstrated practical application (5+years) of the Resource Management Act 1991 and allied legislation, in particular those provisions relating to resource consent processes, subdivisions and plan changes.</p> <p>Full membership or eligibility for full membership to the New Zealand Planning Institute is desirable.</p>
Key Job Competencies	<ul style="list-style-type: none"> Have a strong customer focus and excellent relationship management skills. Proven analytical skills and the ability to interpret legislation. Quality decision-making skills. Have the ability to manage own workloads, prioritising and planning effectively to ensure timely delivery of services. Be comfortable working alone, including working well under pressure. Be adaptable to manage a number of tasks concurrently. Be able to write reports that are concise and accurate.

Performance Development Review

An initial review of performance will be conducted after three months, with an annual performance development planning session annually thereafter. This is in the context of regular discussions and a 'no surprises' annual review.

Acceptance

Acceptance of the position implies acceptance of the position description:

Position Title	
Signature of Employee	
Date	