

HAWKE'S BAY REGIONAL COUNCIL

Job Description

Position Title:	Planner		
Group/Section Details:	Group: Strategic Planning	Section: Policy & Planning	
Responsible to:	Gavin Ide		
Responsible for:	N/A		
Salary Range:*	\$63,039 (85%)	\$74,163 Mid-Point	\$85,287 (115%)
* <i>Note: Progress above the Mid-Point is based on sustained individual performance.</i>			

Section Aims

The Policy & Planning team provides the following role and functions as part of the Strategic Planning Group:

- To manage Hawke's Bay Regional Council's (HBRC) responsibilities as set out in the Resource Management Act in relation to the preparation and review of the Regional Policy Statement, Regional Coastal Environment Plan and the Regional Resource Management Plan and other planning documents / strategies as may be required.
- A particular focus is the preparation of catchment-based changes to regional plans to improve the way land and freshwater resources are managed.
- To advocate regional resource management policies in relation to district planning documents and resource consent applications notified by the territorial local authorities.
- To engage with central government ministries and agencies on development and review of legislation and other policies relating to management of the region's natural and physical resources.
- To analyse and review the effectiveness of various existing resource management planning documents.
- To provide sound advice on options for the development of resource management policy to the Regional Planning Committee and Council.
- Contribute to the development of future strategies and strategic planning for the region.

Current resource management plan development projects are wide ranging. These include the Greater Heretaunga and Ahuriri catchments (Tutaekuri, Ahuriri, Ngaruroro and Karamu Catchments collectively referred to as the TANK catchments); the Mohaka River Catchment; outstanding freshwater bodies; regulation of oil and gas activities; implementation of water management strategies within the Tukituki River catchment; energy and climate change; coastal hazard management; urban development; economic development and biodiversity.

Role of Planner

The role of Planner is to contribute to robust resource management plan development and implementation processes in order that project milestones and objectives are achieved to an appropriate standard and within budget. The role will also involve assisting with the engagement of stakeholders in the planning process, policy option evaluation and reporting (e.g. as required by Section 32 of Resource Management Act).

The Planner will participate in a variety of groups and project teams as required to represent the interests of the Regional Council and/or the regional policy planning discipline. The Planner will be able to lead or manage smaller projects and will contribute to larger projects with other staff. Those projects will relate to a wide range of resource management issues and practices.

In particular, the 'Statutory Advocacy'¹ dimensions of the role will involve the co-ordination of work outputs required from a range of staff/disciplines across the organisation as well as ensuring that those outputs are fit for purpose for policy implementation. Those staff make up the project team.

Expectations will be regularly discussed with you and expectations will be fair and reasonable and within the broad requirements outlined in the previous section.

Role Expectations

- The plan development process will meet industry best practice for resource management planning under the Resource Management Act.
- Project team members will know what is expected of them and by when, and how it fits into the plan development process.
- Consistently good support and assistance is provided when requested to leaders and co-ordinators of Council's planning and policy development projects.
- 'Statutory Advocacy' submissions are prepared which meet deadlines and other requirements of the RMA, & satisfactorily reflect Council's resource management policies.
- Co-ordination of staff input into statutory advocacy projects in a manner which ensures Council is adequately involved and represented.
- Reports, technical analysis and research papers are prepared within timeframes as requested by Manager and from time to time, other members of the Policy Team.
- Contracts are managed in accordance with HBRC processes.
- Risks and issues that may impact on project outcomes are managed, by identifying potential opportunities and threats, analysing and problem solving and deciding when escalation is appropriate.
- The management of the project will result in the successful delivery of project outcomes to agreed scope, schedule, budget, and quality standards.
- Excellent relationships are developed and maintained with key internal and external stakeholders.
- Attendance at relevant HBRC meetings, including the Regional Planning Committee, and where appropriate produce relevant reports of a high standard.
- Personal responsibility and accountability is taken for decisions made in the course of the role.

¹ 'Statutory Advocacy' refers to one of the Council's activities which involves promoting (advocating, typically via written comments and formal submissions) Council's policies to other organisations, agencies and resource users. For example, a consent application to a district council for a proposed subdivision or a rezoning proposal; or a draft strategy or plan prepared by another council relating to how land and natural resources might be managed in the future. The 'Statutory Advocacy' activity can also involve responding to proposals from Central Government (e.g. legislation such as Bills, proposed national policy statements, proposed Regulations, discussion documents, etc).

Continuous Improvement

All HBRC staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace as assessed by your peers and Manager.
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your Manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your Manager.
- Showing a strong team commitment, as indicated by peer feedback and your Manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging others ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager.
- Active involvement in decision making processes when the opportunity is made available.

Health and Safety

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- Where appropriate, advise other organisations you are working with of the known risks in the work being undertaken.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Maintaining a clean and tidy workspace.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

Emergency Management

All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

Key Skills and Qualifications for the role

To be successful in this role, you will have:

- An understanding of local government and resource management planning processes.
- Knowledge of the Resource Management Act, particularly in relation to planning processes.
- A tertiary qualification in resource management planning, public policy or a related field.
- Experience in a local government environment would be an advantage.
- Good project management skills including:
 - Ability to co-ordinate tasks and work programmes across a variety of teams and professional disciplines (including technical subject matter experts).
 - Ability to prepare and work within budgets.
 - Excellent organisational skills and an ability to meet deadlines.
- Effective interpersonal skills to develop and maintain positive working relationships with others.
- A high standard of written and verbal communication.
- Enthusiasm and innovation, with the ability to handle change.
- An ability to work under pressure, deal with ambiguity and work in a political environment.
- Strong research skills, including locating information in relation to resource management research papers, reports & good practice examples from a wide range of sources
- Ability to think laterally and develop innovative solutions.
- An ability to use modern technology in the workplace, and an awareness of emerging trends.
- Proficiency working with Microsoft Word, Excel, Powerpoint and general software database administration.

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- Have a positive approach to change by responding to changes in job demands, adapt new strategies and create a commitment to change in others.
- A commitment to continuous improvement.
- An alignment with HBRC's vision and values.

HBRC's Vision, Purpose and Values

Our Vision: A healthy environment, a vibrant community and a prosperous economy.

Our Purpose: We work with our community to protect and manage the region's precious tāonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

Our Values:

Partnership and collaboration	we work with our community in everything we do
Accountability	we hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
Transparency	we report on what we do and the value this delivers for our community
Excellence	we set our sights and expectations high, and never stop striving to do better