



WHANGANUI DISTRICT COUNCIL

Te Kaunihera a Rohe o Whanganui

POLICY PLANNER Position Description

Post Number: EMV 312

PD Created / Modified: July 2019

Department/Group: Planning / Strategy Group

Responsible To: Planning Manager

Location: Municipal Building, 101 Guyton Street, Whanganui

Position Purpose: **This position exists to:**

- Prepare plan changes and variations to the District Plan and other associated planning policy work to ensure it remains up-to-date and effective.
- Prepare strategies and policy documents in relation to community and environmental issues.
- Provide advice on matters concerning the Resource Management Act and the District Plan.
- Assist the Resource Management team.

Whanganui District Council Vision

Whanganui: Leading Edge:

- A deeply united community
- Connected
- Innovative and creative
- Safeguarding our place
- Works for everyone

Whanganui District Council Purpose

SUSTAINING *the safety and welfare of our community*

SUPPORTING *richness and opportunity through education, lifestyle and commerce*

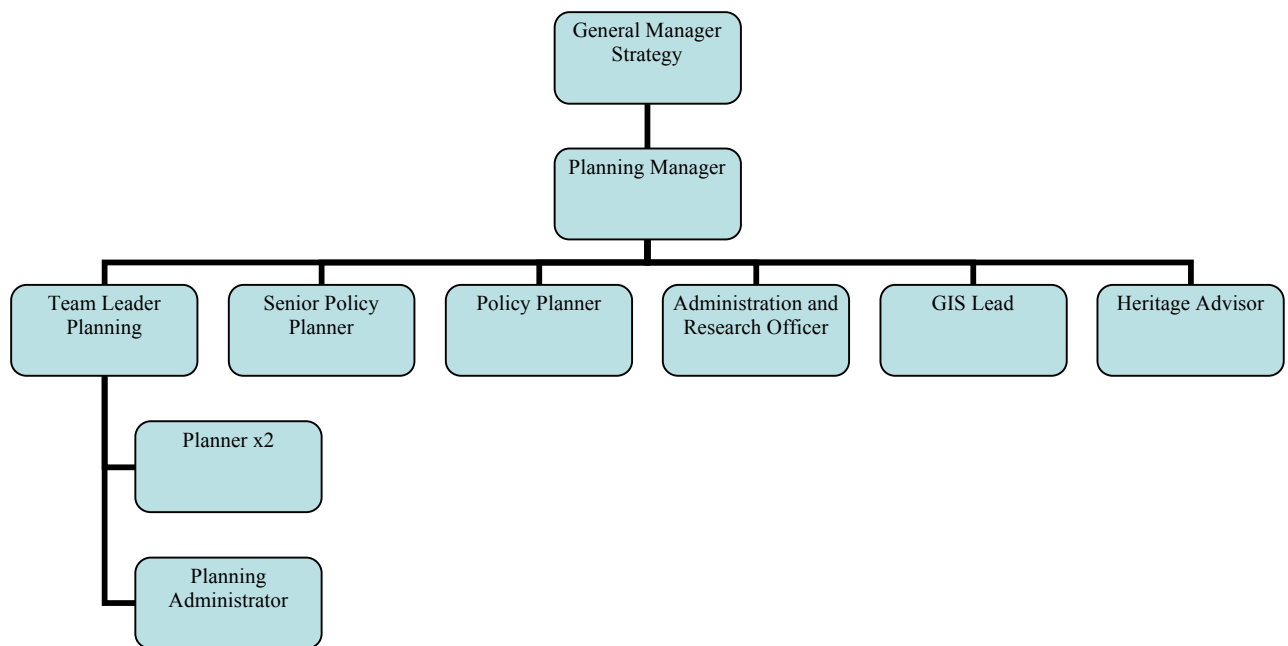
PRESERVING *our exceptional heritage and infrastructure*

PROTECTING *our environment and Awa*

Our Values

- Positive and encouraging
- Collaborative brilliance
- Make great happen

Department Structure



Functional Relationships

Key Internal and/or external contacts	Nature of the contact most typical: <i>(e.g. courtesy, understanding others, giving/receiving information, explaining things, liaising, advising, gaining cooperation, facilitating, influencing and persuading, resolving minor conflicts, mediating, negotiating, formal negotiation, supervising, leading.)</i>
External	
<ul style="list-style-type: none"> • Regional Council • District and City Council colleagues throughout NZ • Central government, other Councils and colleagues throughout NZ • Interest and community groups • Developers • Iwi • Lawyers • Environment Court • Heritage New Zealand • Working party groups • Public 	<ul style="list-style-type: none"> • Co-operation, courtesy, exchanging routine information, explaining things to people, clarifying and understanding needs. • Gaining co-operation, advising and resolving minor conflicts. • Facilitating, motivating and persuading.
Internal	
<ul style="list-style-type: none"> • Mayor and Councillors • Chief Executive • Executive Leadership Team • General Manager Strategy • Strategy team • Planning Manager • Other Council staff 	<ul style="list-style-type: none"> • Co-operation, courtesy, exchanging routine information, explaining things to people, clarifying and understanding needs. • Gaining co-operation, advising and resolving minor conflicts. • Facilitating, motivating and persuading.

Responsible For:

Direct Management of Staff:	Nil
Indirect Management of Staff:	Nil

Financial Responsibility:

Delegated Authority:	In accordance with delegated authority guidelines
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Key Task Summary:

The position of **Policy Planner** encompasses the following major functions or Key Result Areas:

1. District Plan Development
2. Policy Development
3. Policy Advice
4. Resource Management Plans
5. Liaison and Coordination
6. Commitment to the Treaty of Waitangi and its Principles
7. Reserves Management Plans
8. Policy Procedures
9. Customer Service
10. Long Term and Annual Planning Process
11. Emergency Management
12. Risk Management
13. Health and Safety
14. Professional Development and Training
15. Other

Key Result Area:	Job holder is successful if:
1. District Plan Development	
<ul style="list-style-type: none">• Monitor the effectiveness of the District Plan.• Contribute to the District Plan review by undertaking Variations, Plan Changes and associated work as allocated.	<ul style="list-style-type: none">• Co-ordination and support services are provided within the District Plan process to ensure the requirements of the Resource Management Act are met.• The relevance of the District Plan is maintained through the development and incorporation of new environmental policy issues into the planning framework.• Variations and changes to the District Plan are undertaken and processed as required.• Environmental results projected within various planning documents are monitored and variations reported on.• Appropriate consultation processes are followed.

2. Policy Development	
<ul style="list-style-type: none"> • Undertake evidence based research as part of policy development projects on environmental and community issues. • Work with community groups on research projects. • Prepare reports for Council and committee meetings. • Attend Council and committee meetings to present reports and answer questions. • Evaluate policy development processes. • Monitor policy implementation and undertake reviews. 	<ul style="list-style-type: none"> • Research is effective and supports policy development. • Positive relationships are established and maintained with the community during research processes. • Policy documents meet the tests of policy quality. • Report commentary is clear and appropriate. • Sound recommendations are drafted, where appropriate, based on research findings. • No justified complaints are received about the timelines or quality of the written or verbal information provided. • Commissioning officer is kept well informed through process and happy with outcome. • Appropriate consultation processes are followed. • The Council has a coherent set of strategies and policies that are current and comply with statutory requirements.
3. Policy Advice	
<ul style="list-style-type: none"> • Provide advice to Council on District Plan and policy matters at Council and committee meetings and at hearings. • Provide policy advice to other Council staff. • Provide advice to developers and the general public on District Plan and general planning enquiries. 	<ul style="list-style-type: none"> • No justified complaints are received regarding the quality of advice given. • Advice is relevant, accurate, well documented and timely. • Advice meets duty of care regarding facts, assumptions and proper process, balance in argument, frankness of advice and if necessary of warning(s). • Statutory process is followed. • High level of knowledge and understanding of the Resource Management Act (and related resource management and environmental planning legislation) is maintained (including the Reserves Act, Historic Places Act and Building Act).
4. Resource Management Plans	
<ul style="list-style-type: none"> • To provide assistance and advice to the Resource Management team as required which may include: <ul style="list-style-type: none"> ○ Administrative functions ○ Planning information systems ○ Customer enquiries ○ Processing resource consent applications ○ LIMs ○ Enforcement ○ Monitoring 	<ul style="list-style-type: none"> • Work is undertaken in accordance with legislative requirements and standard operating procedures.

5. Liaison and Coordination	
<ul style="list-style-type: none"> • Liaise with other statutory and non-governmental organisations. 	<ul style="list-style-type: none"> • A coordinated approach (and active networks) with other agencies and organisations (Regional Council, territorial authorities, DOC, Government Departments, community groups etc.) is developed and maintained in terms of achieving environmental and community goals. • Cross boundary issues are appropriately and effectively handled. • Whanganui District Council's position on issues is effectively advocated where required. • A collaborative approach to environmental policy development is encouraged amongst interested groups. • Submissions to legislative changes, policy developments and planning issues are developed which accurately reflect environmental issues faced in the Whanganui District.
6. Commitment to the Treaty of Waitangi and its Principles	
<ul style="list-style-type: none"> • To demonstrate sensitivity to Maori cultural issues when dealing with clients. 	<ul style="list-style-type: none"> • Knowledge of the principles of the Treaty and the obligations under the RMA are put into practice.
7. Reserves Management Plans	
<ul style="list-style-type: none"> • Provide advice to Council and other Council staff on reserves managed under the Reserves Act 1977. 	<ul style="list-style-type: none"> • Reserves are accurately classified. • Effective analysis is completed of the impact of the Reserves Act on current, and potential future use of Council reserves. • Applications for activities on reserves are researched and thoroughly analysed, recommendations for action drafted and reports completed in an appropriate timeframe. • Positive interaction with the Department of Conservation and other allied institutions. • Public notification processes are initiated and managed to ensure compliance with all statutory and legislative requirements. • Council is fully apprised and advised of all requirements prior to any lease, sale or purchase of reserve land.

8. Policy Procedures	
<ul style="list-style-type: none"> Contribute to the maintenance of policy systems and procedures. 	<ul style="list-style-type: none"> Responsibilities for project management and to maintain project information in the Interplan database are met. Participation in the Policy Team is positive with effective input.
9. Customer Service	
<ul style="list-style-type: none"> Demonstrate a “customer first” culture within the team, group and in the wider organisation. Act as a Customer Advocate in the team, group and in the wider organisation. See customer feedback as an opportunity to improve service. Develop partnerships within the organisation to meet customer needs. Contribute to the development of customer focused policies and procedure. 	<ul style="list-style-type: none"> There is demonstrated application of the Customer First and associated guidelines. Availability for customers is ensured. There is evidence of understanding of the needs of the customer. Evidence of improving customer service. Any appropriate Service Level Agreement requirements are met. CRM and correspondence are responded to in required timeframe. (Where appropriate) Customer queries/requests are followed through in manner that ensures closure.
10. Long Term and Annual Planning Process	
<ul style="list-style-type: none"> Support and participate in the Long Term and Annual Planning Process for the Council when required. 	<ul style="list-style-type: none"> The Project Manager receives effective support in achieving the Council’s statutory obligations in the development of the plans.
11. Emergency Management	
<ul style="list-style-type: none"> Support and participation in Emergency Management for Council when required. 	<ul style="list-style-type: none"> The Emergency Manager receives effective support in achieving the Council’s statutory and community obligations in emergency and risk management. Effective and active participation, and, where appropriate, the release of staff for emergency response situations and planned training.
12. Risk Management	
<ul style="list-style-type: none"> Compliance with Risk Management. 	<ul style="list-style-type: none"> Best practice risk management procedures apply to all projects and activities. Compliance with Council risk management policies and procedures. Risks associated with functions managed/policies being developed are accurately identified, evaluated and reduced.

13. Health and Safety	
<ul style="list-style-type: none"> • Comply with all safe work procedures, policies and instructions. • Report all incidents, hazards/risks and injuries to supervisors in a timely manner. • Actively participate in the ongoing development of safe workplace practices in the Whanganui District Council. • Take personal responsibility for own safety without putting others at risk. 	<ul style="list-style-type: none"> • Comply with any reasonable instruction that is given to you by the PCBU or your Manager. • Timely, full and accurate completion of incidents on the H & S electronic reporting. • Participate in all Whanganui District Council Health & Safety Induction programmes and updates as and when required. • Demonstrate commitment to Health & Safety for yourself and your work colleagues.
14. Professional Development and Training	
<ul style="list-style-type: none"> • Professional Development/Training Needs. 	<ul style="list-style-type: none"> • Own training needs are identified through appraisal and training needs analysis. • Agreed training programmed/development opportunities are taken up. • Knowledge of both management and professional areas remains up to date.
15. Other	
<ul style="list-style-type: none"> • Special projects are completed from time to time, meeting quality standards and deadline requirements. • Ability to travel away overnight and to respond to emergency situations. 	

Note:

The above performance standards are provided as a guide only. The precise performance objectives and measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

Work Complexity
Examples of the most challenging duties typically undertaken:
<ul style="list-style-type: none"> • Having a good understanding of the District Plan and providing that information to customers. • Good understanding of the Resource Management Act and keeping up to date with amendments and other developments in the profession. • Clear analytical thinking to enable research, analysis, policy development and evaluation across a broad range of environmental issues. • Exercising professional judgment on often complex and controversial planning issues. • Interpreting the requirements of the Resource Management Act for the processing of resource consents.

Level of assistance to solve problems
The level of assistance required varies based on the complexity of the problem faced:
<ul style="list-style-type: none"> • Precedents and broad guidelines, drawn from experience, allowing room for judgment and initiative. • Precedents not necessarily well defined, but a range of varied, but established methods within the discipline from which to choose. • Team support or availability of others to help solve the problem.

Person Specification:

Qualifications	
Essential:	Desirable:
<ul style="list-style-type: none"> • Degree in Planning or Resource Management • Member of the New Zealand Planning Institute • Current and valid NZ driver's licence 	
Knowledge/Experience	
Essential:	Desirable:
<ul style="list-style-type: none"> • At least three years relevant experience • Up-to-date knowledge of Resource Management Act legislation 	<ul style="list-style-type: none"> • Local government experience • Policy development experience

Key Skills/Attributes/Job Specific Competencies	
The following levels would typically be expected for the 100% fully effective level:	
Core competencies	<ul style="list-style-type: none"> • Live our values – keeping the organisation's values at the forefront of decision-making and action. • Improve ways of working – taking action to improve existing conditions and processes; identifying improvement opportunities, generating ideas and implementing solutions. • Focus on customer service – ensuring that the customer and stakeholder perspective is a key consideration behind decision-making and action.
Technical competencies	<ul style="list-style-type: none"> • Technical skill: Planning/Resource Management practice • Understanding of the District Plan process and the provisions of the Resource Management Act. • Environmental awareness – considers the impacts of proposed actions/decisions on the natural and built environments. • Analytical thinking - clear analytical thinking demonstrated and all relevant information secured.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

	<ul style="list-style-type: none">• Political awareness – understands the workings of local government, recognises the boundaries between governance and management and acts accordingly, applies understanding of organisational culture and climate to decisions and actions.• Understands the workings of local government, recognises the boundaries between governance and management and acts accordingly, applies understanding of organisational culture and climate to decisions and actions.• Oral communication – express ideas effectively in individual and group situations, adjusting for a range of audiences.• Interpersonal skills – able to establish and maintain a high standard of professional relationships with staff and customers to improve the overall effectiveness of the position.• Report writing – expresses ideas clearly in reports or other documents that meet the needs of the audience.
Working Knowledge	<p>Community Awareness</p> <ul style="list-style-type: none">• Considers impact of proposed actions/decisions on local community; develops relationships with, consults with and involves community in areas of interest/impact. <p>Political Awareness</p> <ul style="list-style-type: none">• Understands the workings of local government and/or territorial authorities; recognises the boundaries between governance and management/administration and acts accordingly; applies understanding of organisational culture and climate to decisions and actions. <p>Council Policy</p> <ul style="list-style-type: none">• Understands and follows Council policies and procedures and how they affect the tasks and responsibilities in one's job. <p>Computer Aptitude</p> <ul style="list-style-type: none">• Understands PC operations such as operating systems, common spreadsheets and word processing software. Uses this knowledge to improve one's ability to perform job duties. <p>Legislation</p> <ul style="list-style-type: none">• Understands relevant laws and regulations and how they affect the tasks and responsibilities in one's job (e.g. H&S, ERA etc.) <p>Treaty of Waitangi and Iwi Protocols</p> <ul style="list-style-type: none">• Understands the principles of the Treaty of Waitangi and the local protocols for liaising with Iwi.
Awareness	<p>Health and Safety</p> <ul style="list-style-type: none">• Understands Health and Safety in the Workplace and hazard identification.

Variation

From time to time it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

Acceptance of Position Description:

I have read the attached Position Description and agree that it represents the duties I will perform for the above position.

Employee: _____ Dated: _____

Manager: _____ Dated: _____
Planning Manager