**GRADUATE PLANNER**

**Position Description**

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| Post Number: | EMV 622  |
| PD Created / Modified: | July 2021 |
| Department/Group: | Planning / Regulatory & Planning |
| Responsible To: | Team Leader Planning  |
| Location: | Municipal Building, 101 Guyton Street, Whanganui  |
| Position Purpose: | **This position exists to**: * Assessment, management and monitoring of applications for land use and subdivision consent
* Provide advice on planning, land use and subdivision matters pertinent to the District Plan
* Assist with compliance related to District Plan matters.
* Contribute to the development of policy to ensure that the Whanganui District Plan is up-to-date and relevant.
* Assist with providing planning related information for building consent applications and other instruments (such as land information memoranda, vehicle crossing permit applications, alcohol licensing, etc.)
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***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:****(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.)* |
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| External |  |
| * Public
* Applicants
* Developers
* Planning and Technical Consultants e.g. Surveyors, Engineers
* Interest and community groups
* Iwi
* Central government, other Councils and colleagues throughout NZ
* Lawyers
 | * Co-operation, courtesy, exchanging routine information, explaining things to people, clarifying and understanding needs.
* Gaining co-operation, advising and resolving minor conflicts.
 |
| Internal |  |
| * Mayor and Councillors
* Chief Executive
* Executive Leadership Team
* Group Manager Regulatory & Planning
* Compliance Team Leader
* Principal Policy Planner
* Other staff
 | * Co-operation, courtesy, exchanging routine information, explaining things to people, clarifying and understanding needs.
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***Responsible For:***

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

***Financial Responsibility:***

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| Delegated Authority: | In accordance with delegated authority guidelines. |

***Key Task Summary:***

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

1. Assessment, management and Monitoring of planning approvals for land use and subdivision
2. Advisory Service on Planning Matters
3. Compliance with conditions set by Council as the Consent Authority
4. Providing advice for activities requiring Building Consent
5. Land Information Memoranda
6. District Plan development
7. Providing support to the whole Planning team by working collaboratively
8. Customer Service
9. Long Term and Annual Planning Process
10. Emergency Management
11. Risk Management
12. Health and Safety
13. Professional Development and Training
14. Other

| ***Key Result Area:*** | ***Job holder is successful if:*** |
| --- | --- |
| 1. **Assessment, management and Monitoring of planning approvals for land use and subdivision**
 |
| * Assess applications for planning approval for land use and/or subdivision with guidance from the Team Leader Planning.
* Assist in preparing delegate reports to Council, for the Team Leader Planning, on matters concerning resource consent applications, designations and other planning matters.
* Participate in regular team meetings to help foster an informed and motivated team.
* With guidance from the Team Leader Planning undertake monitoring of consent conditions for compliance
 | * Applications are assessed and determined in an accurate and timely manner, meeting all of the requirements of the governing statute.
* Clear and succinct reports are produced in a timely manner.
* Input is valued by the team. – Perhaps it should read as: Input is confidently expressed to the team and adds value to conversations/ outcomes.
* All resource consents requiring monitoring are monitored and if non-complying, the appropriate action is taken to achieve compliance.
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| 1. **Advisory Service on Planning Matters**
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| * Develop the appropriate level of knowledge and understanding of the governing legislation for land use planning and subdivision and other related legislation (e.g. including the Reserves Act 1977, Historic Places Act and the Building Act 2004.)
* Provide quality advice to telephone, counter and written enquiries on matters relating to designations, land use and the subdivision provisions of the District Plan.
 | * Council is supplied with the appropriate advice regarding its functions and responsibilities under the law, and the actions required by Council, to fulfil those functions and responsibilities are identified and completed.
* Advice is accurate, timely, constructive and courteous.
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| 1. **Compliance with conditions set by Council as the Consent Authority**
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| * Assist with enforcement action, allocated by the Team Leader Planning.
 | * Appropriate techniques are used in an effort to resolve the matter.
* Enforcement action and any advice provided, is carried out in a timely and professional manner and the parties involved in the enforcement are treated with courtesy.
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| 1. **Providing advice for activities requiring Building Consent**
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| * With guidance from the Team Leader Planning, process Planning Assessments on applications for building consent in accordance with the statutory requirements of the Building Act 2004.
 | * The work is undertaken in a co-operative manner with the Customer Services and Building Team staff and that any advice provided is accurate, constructive and courteous.
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| 1. **Land Information Memoranda**
 |
| * With guidance from the Team Leader Planning, complete the research and planning data entry into requests for Land Information Memoranda (LIM).
 | * Land Information Memoranda are accurate and completed within the time period specified.
 |
| 1. **District Plan development**
 |
| * Identify issues and assist in the preparation of reports for Variations and Plan Changes where the required.
* Assist in informing Council of the approach and progress on any issues relating to the District Plan.
* Develop and implement District Plan methods, including investigations and assessment of performance.
 | * Contribution is made to ensure the District Plan remains relevant and effective.
 |
| 1. **Providing support to the whole Planning team by working collaboratively**
 |
| * Accept specific tasks within the Planning team to assist other members of the team.
* Regularly brief the Team Leader Planning and Group Manager Regulatory & Planning on major development and enforcement matters arising.
 | * The Planner plays a constructive part in the Planning team, working cohesively and collaboratively to achieve the set goals.
* The Team Leader Planning and the Group Manager Regulatory & Planning receive timely and accurate information relating to major development and enforcement matters.
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| 1. **Customer Service**
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| * 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.
 | * There is demonstrated application of being customer driven.
* 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.
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| 1. **Long Term and Annual Planning Process**
 |
| * Support and participate in the Long Term and Annual Planning Process for the Council when required.
 | * The Project Manager receives effective support in achieving the Council’s statutory obligations in the development of the plans.
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| 1. **Emergency Management**
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| * Support and participation in Emergency Management for Council when required.
 | * 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.
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| 1. **Risk Management**
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| * Compliance with Risk Management.
 | * 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.
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| 1. **Health and Safety**
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| * 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.
 | * 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 Health and Safety electronic reporting.
* Participate in all Whanganui District Council Health and Safety Induction programmes and updates as and when required.
* Demonstrate commitment to Health & Safety for yourself and your work colleagues.
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| 1. **Professional Development and Training**
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| * Professional Development/Training Needs.
 | * 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.
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| 1. **Other**
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| * 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.
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***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** |
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| Examples of the most challenging duties typically undertaken:  |
| * Understanding the Resource Management Act and keeping up to date with amendments and other developments in the profession.
* Assisting with the interpretation of the requirements of the governing law and the planning instruments made thereunder for the assessment of applications for planning permissions.
* Undertaking with guidance all aspects of consent processing in the role of application manager within the statutory timeframes set by law.
* Giving evidence at Hearings where appropriate.
* Dealing with difficult customers during the undertaking of enforcement and monitoring duties and being able to understand and resolve opposing perspectives on issues.
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| **Levels of Assistance to Solve Problems** |
| The level of assistance required varies based on the complexity of the problem faced: |
| * 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.
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| ***Person Specification:*** |
| ***Qualifications*** |
| Essential: | Desirable: |
| * Degree in Planning or allied discipline recognised by the New Zealand Planning Institute.
* A current NZ Driver’s Licence.
 | * Graduate Member of the New Zealand Planning Institute.
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| ***Knowledge/Experience*** |
| Essential: | Desirable: |
| * Knowledge of the principles of town planning and land development .
 | * Local Government Experience.
* Experience with corporate computer systems.
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| ***Key Skills/Attributes/Job Specific Competencies****The following levels would typically be expected for the 100% fully effective level:* |
| **Core competencies** | * **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.
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| **Technical competencies** | * **Resource Management** - knowledge of the principles and associated legislation.
* **Environmental Awareness** - considers impact of proposed actions/decisions on the natural and built environments.
* **Working to deadlines** - planning and overseeing the achievement of a goal or objective within a certain timeframe by dividing it into a set of sequenced and inter-related actions or tasks, monitors and troubleshoots the achievement of tasks.
* **Report Writing** - expressing ideas clearly in reports or other documents that have appropriate organisation and structure, correct grammar, language and terminology, adjusted to the characteristics and needs of the audience.
* **Oral Communication** - expressing ideas effectively in individual and group situations; adjusting language or terminology to the characteristics and needs of the audience.
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|  | * **Quality and Accuracy** - accomplishing tasks with concern for the standard produced, checking own or others work to ensure accuracy, adherence to procedures and completeness.
* **Interpersonal skills/Team Player** - establishing and maintaining relationships with staff, customers and suppliers to improve the overall effectiveness of the position.
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| **Working Knowledge** | **Council Policy*** Understands and follows Council policies and procedures and how they affect the tasks and responsibilities in one’s job.

Computer Aptitude* 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.

**Community Awareness*** Considers impact of proposed actions/decisions on local community; develops relationships with, consults with and involves community in areas of interest/impact.

**Political Awareness*** Understands the workings of local government and/or territorial authorise; recognises the boundaries between governance and management/administration and acts accordingly, applies understanding of organisational culture and climate to decisions and actions.

**Legislation*** Understands relevant laws and regulations and how they affect the tasks and responsibilities in one’s job (e.g. H&S, ERA etc.)

**Treaty of Waitangi and Iwi Protocols*** Understands the principles of the Treaty of Waitangi and the local protocols for liaising with Iwi.
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| **Awareness** | **Health and Safety*** Understands Health and Safety in the Workplace and hazard identification.
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***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: