



Senior Resource Management Planner

Dear Senior Planner

We are a team of young, reasonably inexperienced but ambitious people who are looking for a leader to work with us and who would like to invest in our development. We would like you to be our mentor by sharing your skills and passing on your knowledge.

We are a sociable group and like to see the funny side of things and would welcome a planner who has some experience in managing a team. We would like to think you have excellent communication skills, are innovative, positive and have a "can-do" attitude.

This is also a hands-on role where you would need to be prepared to get stuck in and work with us, plus you would have the exciting opportunity to influence policy development. As a medium sized local authority, you will get exposure to a wide range of planning and policy issues.

If this sounds like you, we'd love you to put in an application!

Regards

The WDC Regulatory Planning Team

Enquiries about this vacancy can be made to Shane McGhie, Principal Planner, on 06 3490001 or email shane.mcghie@wanganui.govt.nz

Please visit our website www.wanganui.govt.nz for more information and to apply for this role.

Applications close on Monday, 9 August 2010.

The Wanganui District Council is an Equal Employment Opportunity employer.



Wanganui District Council Position Description

SENIOR RESOURCE MANAGEMENT PLANNER

Position Title:	Senior Resource Management Planner
Post Number:	31
PD Created / Modified:	16 July 2010
Department:	Strategy and Development
Responsible To:	Principal Planner
Location:	Municipal Building, 101 Guyton Street, Wanganui

Position Purpose:	This position exists to: <ul style="list-style-type: none">• Lead the staff in the Resource Management team.• Process Resource Consent applications through all stages of the process.• Provide quality planning advice to the Council including acting as Senior Advisor to the Planning Hearings Committee.• Provide advice to customers and key stakeholders on more complex Resource Management and planning matters, particularly in a pre-application capacity.• Undertake research and planning projects as required to ensure that Council plans are up-to-date and effective.
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Wanganui District Council Vision

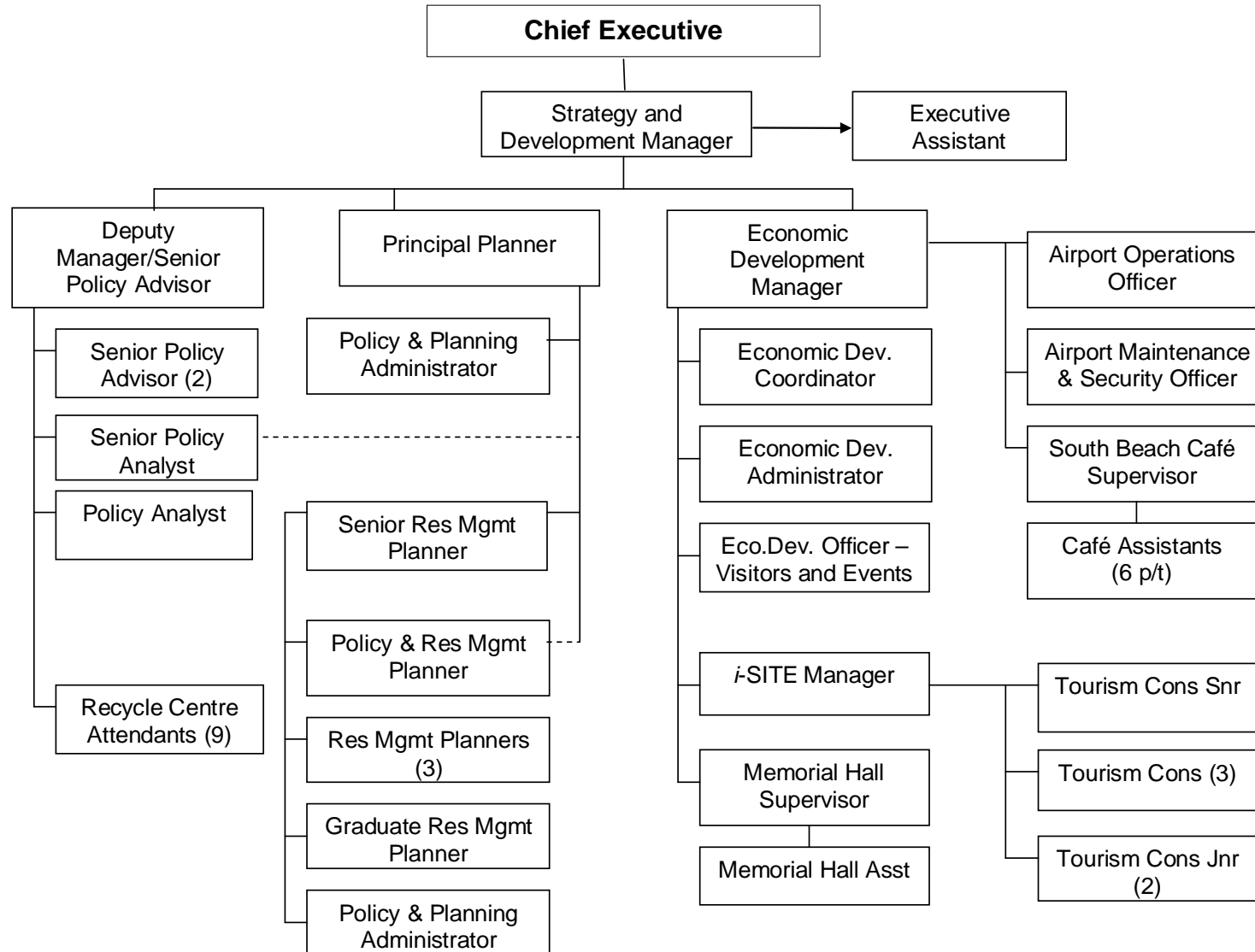
Family-friendly Wanganui – the preferred place for my family home where the community enjoys:

1. Economic opportunities
2. A good image and sense of identity
3. A safe community
4. Good health care services
5. Connectivity
6. Community networks
7. Quality educational opportunities
8. Quality and affordable housing in contemporary family neighbourhoods
9. Access to recreational and cultural activities

Wanganui District Council Mission

To make Wanganui an attractive place for families and to ensure a quality of life for all.

Organisation Structure Strategy and Development



Functional Relationships:

Key internal and/or external contacts	Nature of the contact most typical
External	
<ul style="list-style-type: none"> • Public • Applicants • Developers • Planning and Technical Consultants eg Surveyors, Engineers • Interest and community groups • Iwi • Central government, other Councils and colleagues throughout NZ • Lawyers • Environment Court 	<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. • Mediating, negotiating
Internal	
<ul style="list-style-type: none"> • Mayor and Councillors • Chief Executive • Management Team • Strategy and Development Manager • Principal Planner • Resource Management Team • Strategy and Development Team • Council lawyer • 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 supervising and leading staff.

Responsible For:

Direct Management of Staff:	5 staff
Indirect Management of Staff:	Nil

Key Task Summary:

The position of **Senior Resource Management Planner** encompasses the following major functions or Key Result Areas:

- Provide Leadership and manage the day-to-day work and staff requirements of the Resource Management team
- Process Resource Consent Applications
- Ensure statutory compliance
- Monitoring and Enforcement
- Policy and plan development
- Environment Court processes such as mediation and hearings
- Customer Service
- 10-Year and Annual Planning Process including setting and monitoring budgets
- Emergency Management
- Risk Management
- Health and Safety
- Professional Development
- Other

Key Result Area:	Job holder is successful if:
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Provide Leadership and manage the day-to-day work and staff requirements of the Resource Management team	
<ul style="list-style-type: none"> • Manage and supervise the day to day workload of the Resource Management Team, including the responsibility for day to day allocation of duties. • Review reports produced by Planning Team for accuracy and consistency and exercise all Council Senior Resource Management Planner delegations, including responsibility for the s95 decision under the Resource Management Act. • Assist with training, coaching and mentoring of the consents team members. • To deputise for the Principal Planner in his/her absence. • Manage external consultants reporting on Resource Consent applications, including reviewing expenditure on a project basis. • To actively participate in organisational projects and on teams where appropriate. 	<ul style="list-style-type: none"> • Work is completed accurately and within statutory timeframes. • Planning Team are assisted on Resource Consent processing issues and interpretation of planning matters. • Council's statutory obligations are met. • Staff performance issues are handled and if required, referred to the Principal Planner as they arise. • The integration of the policy and consents planners is facilitated. • Consent processes are regularly reviewed and developed. • The Planning Team develop, professionally and as individuals. • Expectations and standards are clearly communicated to staff and staff are focussed on the correct outcomes.

<ul style="list-style-type: none"> • Preparing monthly reports on Consent processing numbers and timeliness. • To organise regular team meetings for consent planners to help foster an informed, motivated and capable team. • Manage staff requirements and deal with staff performance issues as and when required, including : <ul style="list-style-type: none"> ◊ Allocating work ◊ Reviewing work ◊ Granting time off ◊ Conducting performance appraisals ◊ Assessing training/development needs ◊ Coaching and counselling ◊ Providing on-job training ◊ Setting objectives and performance standards 	<ul style="list-style-type: none"> • Monthly reports are accurate and are received by the Strategy and Development Manager to meet the require timeframes. • Positive feedback is given to staff as close to the positive event as possible. • Any staff shortfalls in standards and expectations are corrected at the time. • Staff are developed and become better at their job.
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Process Resource Consent Applications	
<ul style="list-style-type: none"> • Provide information to customers on matters concerning the Resource Management Act, the District Plan, on Resource Consent applications and their responsibilities. • Organise and attend pre-application meetings to provide advice on more complex Resource Consent applications. • Prepare reports on resource management issues. • Undertake all aspects of consent processing in the role of application manager, particularly the processing of more complex resource consent applications. • Prepare reports for Council on matters concerning Resource Consent applications and other planning matters. • Preparing for and involvement in pre-hearing meetings and hearings. • Undertake the role of advisory officer to the Hearings Committee and drafting decisions on behalf of the Hearings Committee. 	<ul style="list-style-type: none"> • Information provided is accurate, clear and easily understood. • No justified complaints received regarding the quality of advice given. • Resource Consent processes are facilitated by providing appropriate pre-application advice. • Reports are accurate, clear, concise, timely and meet customer expectations. • Resource Consent applications are processed accurately, meeting the statutory requirements of the Resource Management Act 1991, the subdivision code of practice and the district plan. • Reports to Council are accurate, clear, concise, timely and meet Council expectations. • Attendees are satisfied with the process conducted and feel they have had a fair hearing.

Ensure statutory compliance	
<ul style="list-style-type: none"> • Ensuring the planning team comply with statutory obligations under the following legislation: <ul style="list-style-type: none"> ◊ Resource Management Act ◊ Building Act ◊ Local Government Act ◊ Historic Places Act ◊ Hazardous Substances and New Organisms Act • Assist in ensuring the risk of environmental legal action against the Council is minimised/reduced where possible. 	<ul style="list-style-type: none"> • There is no avoidable legal action taken against Council.

Monitoring and Enforcement	
<ul style="list-style-type: none"> • Manage and supervise the day to day workload of the Resource Management team's caseload in terms of monitoring and enforcement under the Resource Management Act 1991. • Undertake the more complex monitoring and enforcement work as required by the Resource Management Act. • Take an active role in ensuring the Resource Management team resolve customer issues and complaints. 	<ul style="list-style-type: none"> • Matters are resolved to satisfactorily achieve environmental objectives in the District Plan. • Compliance outcomes are achieved. • No justified complaints are received regarding the process and manner of enforcement undertaken.

Policy and plan development	
<ul style="list-style-type: none"> • Assist the Principal Planner by : • Undertaking research, consultation and development of plan changes to the Council's District Plan. • Monitoring the effectiveness of the District Plan and undertake variations and plan changes as necessary. • Providing advice to Council and other Council staff on reserves managed under the Reserves Act 1977. 	<ul style="list-style-type: none"> • The activities and actions taken will ensure that the District Plan is an effective planning tool that meets the needs of the community. • 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.

	<ul style="list-style-type: none"> • Appropriate consultation processes are followed. • 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.
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Environment Court processes such as mediation and hearings	
<ul style="list-style-type: none"> • Attend prehearing meetings. • Prepare planning evidence for the Environment and District Courts. 	<ul style="list-style-type: none"> • Those attending a pre-hearing meeting leave knowing that their views were listened to and that they were treated with courtesy and respect. • Evidence prepared is impartial, factual, logical and kept to within your area of expertise.

Customer Service	
<ul style="list-style-type: none"> • Ensure a high quality internal and external customer service is provided by the team. • Positive profile of the Council is enhanced and maintained. • Team members are coached and developed in providing excellent customer service. • Monitor and assess customer service delivery. 	<ul style="list-style-type: none"> • Customer service focussed behaviour is modelled and reinforced to ensure that internal and external customers are satisfied with the service received. • Team members are able to address, and where possible resolve, customer requests for service. • An environment is fostered where a professional, quality service is provided to customers (both internal and external). This service includes: <ul style="list-style-type: none"> ○ Customer needs are clearly identified. ○ Requests for information are met in an accurate and timely manner. ○ Meeting all commitments made for, or on a customer request. ○ The Wanganui District Council 'code of conduct' for customer service is implemented, which would include confidentiality of all information. • Customer service standards are achieved. • Regular feedback from key stakeholders is sought and acted upon. • Team members are encouraged to identify better ways of doing things to improve customer service.

10–Year and Annual Planning Process	
<ul style="list-style-type: none"> • Support and participate in the 10-Year & Annual Planning Processes for the Council when required. • Ensure actions arising from the 10-Year and Annual Planning processes are implemented. • Provide input into the development of the Resource Management budget and monitor actual against approved budgets. 	<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. • Budget is managed within approved limit.

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.

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.

Health and Safety	
<ul style="list-style-type: none"> • Comply with all safe work procedures, policies and instructions. • Report all incidents, hazards and injuries to supervisors in a timely manner. • Actively participate in the ongoing development of safe workplace practices in the Wanganui District Council. 	<ul style="list-style-type: none"> • Completed the Wanganui District Council Health and Safety Induction course and updates. • Timely, full and accurate completion of accident and hazard forms if and when required.

Professional Development	
<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.

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
<ul style="list-style-type: none"> Ensuring workloads are managed to meet statutory timeframes under the Resource Management Act and correct processes are followed. Mentoring staff with less experience through review of reports and advice about the practical application of the Resource Management Act 1991 and Case Law. Dealing with staff performance issues e.g. level of service offered to customers. Interpreting the application of the District Plan, the Resource Management Act 1991 and other planning related legislation to a wide range of complex and diverse Resource Management issues. Undertaking all aspects of consent processing in the role of application manager, particularly the processing of more complex Resource Consents. Act as a Senior Officer to the Hearings Committee which includes the preparation of decisions on notified Resource Consent applications on behalf of the Councils' Hearings Committee. These decisions are subject to close scrutiny by members of the public and special interest groups and may be appeals to the Environment Court. Preparation and presentation of evidence for Planning Hearings and Environment Court hearings. Manage enforcement work in relation to the District Plan, Resource Management Act 1991 and Resource Consent conditions and undertake more complex enforcement work. Dealing with difficult customers and managing diverse expectations of applicants and submitters. Developing policies and plans that meet expected standards of quality.

Level of assistance to solve problems

- 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.
- Few precedents available. Need to define and solve the problem based on broad policies.
- Team support or availability of others to help solve the problem.

Person Specification:

Qualifications

Essential:

- Tertiary qualification in planning or resource management
- Membership of the New Zealand Planning Institute
- A current drivers licence

Desirable:

Knowledge / Experience

Essential:

- At least 5 years experience in planning/resource management work.
- Advanced and up-to-date knowledge of Resource Management Act legislation and any other legislation affecting policy.
- Advanced working knowledge of case law and Resource Management Act processes related to District Plan implementation.
- Proven experience of Resource Consent processing up to and including appeal level.

Desirable:

- Local Government experience.
- Experience in managing teams.

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

Expert	<ul style="list-style-type: none">• Advanced knowledge of all aspects of Resource Consent processing, including Environment Court Hearings• Fully conversant with the District Plan• Situations which involve the highest level of communication skills and often involve adversarial situations including the facilitation of pre-hearing meetings, the issuing of abatement notices, applying for enforcement orders and appearance before Hearings Committees and Environment Court.
Advanced	<ul style="list-style-type: none">• Developing people/leadership

	<p>Develop individual's skills and competencies by planning effective developmental activities related to current and future jobs.</p> <ul style="list-style-type: none"> • Decision making/Problem solving Making timely decisions' judgments; taking action when appropriate and committing to a position or direction. • Conflict Management Recognising conflict and bringing it out into the appropriate situation for resolution by applying effective conflict management approaches and techniques. • Project Management/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. • Customer focus Working to achieve total customer satisfaction (includes internal and/or external customers). • Interpersonal skills/team player Establishing and maintaining relationships with staff, customers and suppliers to improve the overall effectiveness of the position. • Oral Communication Expressing ideas effectively in individual and group situations; adjusting language or terminology to the characteristics and needs of the audience. • Analysis Securing relevant information and identifying key issues and cause-effect relationships. • Consultation Applying appropriate consultative processes and procedures; summarising and disseminating the outcomes or consensus of the process. • 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. • Environmental Awareness Considers impact of proposed actions/decisions on the natural and built environments (demonstrates understanding of inter-relationships of all aspects and applies principles and values associated with biodiversity, ecosystem protection and restoration, space management, landscapes, visible history and urban form)
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Working Knowledge	<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>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>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 ones job (eg 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.
Person Attributes	<ul style="list-style-type: none"> • Self motivated and proactive • Effective Communicator • Ability to mentor and motivate others • Ethical approach and demonstrated integrity • Able to maintain high standard of professional relationships • Clear analytical thinker • Goal and outcome oriented • Cultural sensitivity

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.

Remuneration

The salary range for the position is [effective 1 October 2009] \$61,285 to \$72,100 (Grade 16). Progression within and above this range shall be based on performance, market movement and at the discretion of the Employer.

Acceptance of Position Description:

After discussion with the Principal Planner, 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 : _____

Recruitment Process Timeline

Senior Resource Management Planner

For your information we have included the expected selection process timetable below. Please allow 2-3 days past the dates shown to allow for any unforeseen delays.

Process	Timeframe
Closing date for applications	9 August 2010
Initial short listing of applications	13 August 2010
Applicants contacted who are to be interviewed	16 August 2010
Initial interviews held	19-25 August 2010
Successful applicant offered the position	By 3 September 2010
Advice to unsuccessful applicants	6 September 2010