



## Planning Officer (Graduate Role)

### Part one: Job Description

<b>Job title:</b>	Planning Officer	<b>Location:</b>	Carterton
<b>Status:</b>	Permanent Full Time	<b>Effective:</b>	January 2022
<b>Team:</b>	Regulatory Services		

### 1. Role of the Regulatory Services Team:

The Regulatory Services Team provides high quality, efficient provision of the regulatory functions of the Council to achieve the community's wellbeing outcomes, including building control and compliance, planning, resource management, and environmental health.

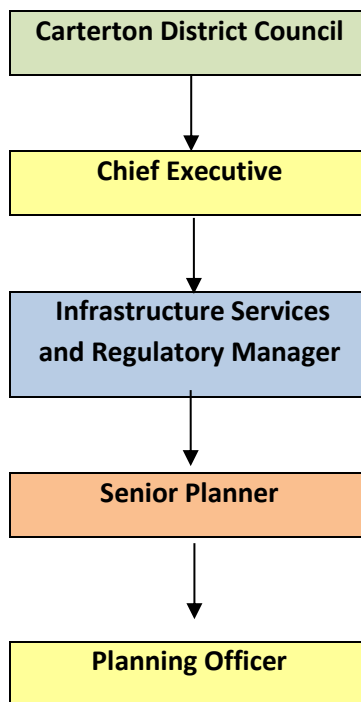
### 2. Purpose of the Role

The purpose of the Planning Officer is to assist in administering Council's responsibilities under the Resource Management Act 1991, Local Government Act 2002, Reserves Act 1977, the Wairarapa District Plan, and any other statutes or standards pertinent to planning and regulatory management.

### 3. Responsibilities

- Act as a primary point of contact for internal and external customers providing professional, timely, and accurate information and/or referral assistance.
- Ensure resource consent applications, Land Information Memorandums (LIMS), Project Information Memorandums (PIMS) and other planning related applications are processed efficiently using robust assessments and decisions which meet legislative requirements.
- Build effective working relations through professional input, engagement, and partnering to manage stakeholder expectations through a collaborative and holistic approach that supports sustainable management in the District.

#### 4. Organisation Context:



#### 5. Working relationships/reporting lines

The Planning Officer reports to the Senior Planner. The position has no direct reports.

Additionally, the role will have contact with a number of internal and external contacts including, but not limited to:

External relationships	Internal relationships
<ul style="list-style-type: none"> <li>• Architects, surveyors, planners, builders, property developers, engineers and other design professionals</li> <li>• Homeowners/landowners</li> <li>• Commercial building owners/occupiers</li> <li>• Ratepayers and residents of the Carterton District Council</li> <li>• Other territorial authorities including the Greater Wellington Regional Council</li> </ul>	<ul style="list-style-type: none"> <li>• Councillors, Committee and Advisory Group members</li> <li>• Managers and Team Leaders</li> <li>• Building Team members</li> <li>• Assets Engineer</li> <li>• Regulatory and Licencing Administrators</li> <li>• Community Services Team members</li> <li>• Communications and Engagement Team members</li> <li>• All other members of staff</li> </ul>

## 6. Key Result Areas

<p><b>Customer service</b></p>	<ul style="list-style-type: none"> <li>• Act as a primary point of contact for internal and external customers providing professional, timely, and accurate information and/or referral assistance.</li> <li>• Maintain an understanding of Planning and Regulatory functions, and a familiarity with wider Council services and activities to be able to promptly respond to enquiries.</li> <li>• Communicate with applicants and stakeholders in a professional, courteous manner through all channels including emails, telephone calls and letters.</li> <li>• Support statutory public engagement, public consultation, decision making requirements, and Special Consultative Procedures.</li> <li>• Prepare invoices and undertake processing of other financial transactions as required.</li> <li>• Escalate customer complaints and queries as appropriate, particularly where there may be public or media interest.</li> </ul>
<p><b>Planning functions and administration</b></p>	<ul style="list-style-type: none"> <li>• Undertake planning related applications and processes efficiently to make robust assessments and decisions that meet legislative requirements.</li> <li>• Process subdivision applications including the monitoring of Section 223 &amp; 224 certifications.</li> <li>• Contribute to the compilation of planning reports and information including Land Information Memorandum (LIM) reports, Project Information Memorandum (PIMS) reports, building consent documents, inspection notes, and historical data.</li> <li>• Ensure technical documentation is legally compliant.</li> <li>• Notify affected parties, collate submissions and provide other administrative duties necessary to facilitate the smooth execution of any hearing process.</li> </ul>
<p><b>Policy development</b></p>	<ul style="list-style-type: none"> <li>• Support the review and development of Council's environmental policies and bylaws to ensure they are accurate and in place.</li> <li>• Participate in the ongoing development of the District Plan and contribute to relevant matters of policy formulation.</li> <li>• Contribute to strategic systems and process development and reviews.</li> </ul>
<p><b>Health, Safety and Wellbeing</b></p>	<ul style="list-style-type: none"> <li>• Actively participate in Health Safety and Wellbeing (HS&amp;W) activities at CDC.</li> <li>• Demonstrate your understanding of HS&amp;W related policies and procedures.</li> <li>• Be accountable for your actions at all times while adhering the Health and Safety at Work Act (2015).</li> <li>• Actively raise awareness to others about HS&amp;W in the workplace.</li> <li>• Actively participate in safety reporting and hazard management.</li> <li>• Demonstrate HS&amp;W practices to colleagues.</li> </ul>

<p><b>Council Contribution</b></p>	<ul style="list-style-type: none"> <li>• Deliver on overall Council contribution if and when required to ensure Council's overall business goals are achieved as well as developing own professional abilities on a continuous basis.</li> <li>• Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with staff, and internal and external stakeholders.</li> <li>• Act as an ambassador for Council and its services.</li> <li>• Contribute to the promotion of the principles of Te Tiriti o Waitangi and work in partnership with Māori.</li> <li>• Act within professional guidelines and Council policies at all times.</li> <li>• Participate in Council's emergency preparation and response as practicable, including working with the Emergency Operations Centre as the Public Information Manager, when directed.</li> <li>• Actively participate in and contribute to performance improvement and development.</li> <li>• Participate and contribute to management support initiatives.</li> <li>• Additional tasks, duties or responsibilities as directed by the Infrastructure Services and Regulatory Manager.</li> </ul>
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## Part two: Person Specification

### 1. Qualifications, skills and experience

- A tertiary qualification in planning, resource management, or a related field
- Excellent oral and written communication skills
- Ability to be innovative and think outside the square to problem solve
- Motivated team player with the ability to also work effectively unsupervised
- Ability to perform under pressure to meet deadlines whilst maintaining a high level of accuracy and attention to detail
- A sound level of computer literacy and an ability to learn new systems
- Current NZ Drivers Licence

### 2. Personal attributes and behavioural competencies

#### **WORKING CO-OPERATIVELY**

Working effectively with others inside and outside the organisation. Taking actions that demonstrate consideration for the feelings and needs of others and awareness of the impact of ones behaviour on others.

#### **ANALYSIS (PROBLEM IDENTIFICATION)**

Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data form different sources; identifying relationships.

**JUDGEMENT (PROBLEM SOLUTION)**

Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into account resources, constraints and organisational values.

**LEADERSHIP (INFLUENCE)**

Using appropriate interpersonal styles and methods to inspire and guide individuals and groups (staff, peers and managers) toward goal achievement; modifying behaviour to accommodate tasks, situations and individuals involved. Gaining agreement/commitment to ideas, plans or courses of action.

**ORGANISATIONAL AWARENESS**

Having and using knowledge of systems, situations, pressures and culture inside the organisation to identify potential organisational problems and opportunities; perceiving the impact and implications of decisions on other components of the organisation.

**CLIENT SERVICE ORIENTATION**

Making efforts to listen to and understand clients (both internal and external); anticipating client needs; giving high priority to client satisfaction.

**EXTRA-ORGANISATIONAL AWARENESS**

Having and using knowledge of societal, technical, political and governmental issues outside the organisation to identify potential problems and opportunities; perceiving the organisational impact and implications of decisions relative to these factors.

**WORK STANDARDS**

Setting high goals or standards of performance for self, staff, and the organisation; being dissatisfied with average performance; self-imposing standards of excellence rather than having standards imposed by others.

**PLANNING AND ORGANISING**

Establishing a course of action for self and others to accomplish a specific goal; planning proper assignment of personnel and resources.

**PROJECT PLANNING**

Establishing a course of action to accomplish a specific project or goal; planning proper personnel assignments and appropriate allocation of resources; developing contingency plans.

**INTEGRITY**

Maintaining and promoting social, ethical, and organisational norms in conducting internal and external business activities.

**COMMUNICATION**

Expressing ideas effectively in individual and group situations (including non-verbal communication); adjusting language structure or terminology both orally and in memoranda, letters and reports to the characteristics and needs of the audience.