



Title: Policy Planner

Reports to: Strategy, Policy and District Plan Manager Direct Reports: Nil

Location: 96 West End, Kaikōura

Date: May 2023

Position Purpose:

The Policy Planner role is to be a key member of a small planning team to progress legislative requirements and projects, by assisting elected members to set direction through the provision of planning advice. To be effective in the role the employee must be able to fit with the team to promote Council direction and connect the community to the Council vision.

Areas of Responsibility:

These tasks are not recorded in order of importance. Key deliverables / expected results will be agreed with the Strategy, Policy and District Plan Manager on a regular basis.

<p>Policy Development and Advice</p>	<ul style="list-style-type: none"> • Developing and reviewing policies and plans to support Council initiatives and statutory requirements • Writing reports to update and advise Council and Committees of new or reviewed policies or research projects • Prepare submissions on external policy affecting the organisation • Undertaking special projects that may arise from Council decisions • Co-ordinating the administration and processing of Council initiated and private plan changes including the engagement of experts and information to Councillors • Providing planning advice to hearings and Council meetings to a high standard • Tell the story of the reviewed Policy by updating the web page, reporting to Council.
<p>District Plan and RMA Resource and Building Consent processing including property addressing</p>	<ul style="list-style-type: none"> • To work with the Strategy, Policy and District Plan Manager to ensure a review of the Kaikōura District Plan is undertaken in a methodical and timely manner • Formally receiving and processing plan changes to the Kaikōura District Plan • To assist in the review of the Kaikōura District Plan

	<ul style="list-style-type: none"> • To assist the Planning Officer with consents including if required dealing with complex consents from acceptance to decision • Preparing and delivering evidence to hearing panels and Environment Court to a high standard • Developing briefs of work and engaging, managing and supervising consultants providing expert evidence or peer review reports of technical and specialist information • To ensure that statutory requirements are met in a timely manner • To ensure all decision made are legally robust and arguable • To support other Councils teams to undertake property naming and addressing.
Customer Service	<ul style="list-style-type: none"> • Ensuring good communications are maintained with all customers, including attending meetings and negotiations with developers and other customers • Receiving and responding to planning enquiries from both internal and external customers • Researching answers to complex enquiries to keep the customer (internal or external) informed about progress regarding the matters concerned • Clearly explaining Council's planning policies and ensuring statutory provisions are administered in a timely and legal manner • Providing a positive image of Council to the public • Providing support to other team members within the planning team and actively promoting team goals • Ensuring that the "customer first" culture is maintained with the team and wider organisation.
Health and Safety	<ul style="list-style-type: none"> • Manage and adhere to the Council's Health and Safety policies and practices • Promptly report any hazards, accidents and near misses • Take personal responsibility for undertaking safe working practices and to not endanger any other person • Adopt safe working practices.
Civil Defence and Emergency Management	<ul style="list-style-type: none"> • Providing assistance as required in the event of civil defence emergency being declared • To take part in Civil defence Training as required.
Policy Development and Review	<ul style="list-style-type: none"> • To provide effective and if necessary, innovative solutions, to address complex planning problems • To develop in consultation with the Strategy, Policy and District Plan Manager a framework for the review of plans, policies and bylaws.
Iwi Relationships	<ul style="list-style-type: none"> • To ensure sound interpersonal relationships are established and Treaty obligations are met.
Special Projects	<ul style="list-style-type: none"> • Accountable for leading special projects as agreed with the Strategy, Policy and District Plan Manager.

Supports Leadership Direction	<ul style="list-style-type: none"> Flags any concerns with Council direction directly with the Strategy, Policy and District Plan Manager Empowers, motivates and develops others by following organisational direction Is a role model for our shared values Facilitate sharing of ideas and education of all members of the planning team Has fun.
Communications	<ul style="list-style-type: none"> To ensure planning solutions are well communicated internal and externally To develop and manage effective relationships across the key stakeholders both internal and external To work with the Communications Officer to help implement key planning projects by providing timely and accurate information updates.
Budget	<ul style="list-style-type: none"> None.
Delegations	<ul style="list-style-type: none"> Delegated authority as per delegations manual and procurement policy.

Key Relationships:

Internal

- CEO, Executive Team and Leadership Team
- Cultural Facilitator
- Mayor and Councillors
- Council Staff.

External

- Stakeholders
- The community and community groups
- Other Councils
- Crown agencies
- IWI.

Person Specification:

Skills & Experience	Essential	Desirable
Tertiary qualification in planning or related discipline	✓	
Ability to obtain NZPI membership		✓
Project management training and/or qualification		✓
Tertiary qualification in Law		✓
A minimum of 3 years' experience with local government planning or a master's degree		✓
Advanced knowledge of MS Office suite	✓	
Excellent communication skills, including highly developed oral and written communication and presentation skills	✓	
Proven ability in performing a range of tasks under competing demands, and producing a quality result, on time	✓	
The ability to work well within a collaborative team environment	✓	
Demonstrable strategic thinking skills	✓	

Required Competencies:

Working with People	Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.
Presenting and Communicating Information	Speaks fluently; expresses opinions, information and key points of an argument clearly; makes presentations and undertakes public speaking with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility.
Writing and Reporting	Exceptional attention to detail. Writes convincingly; writes clearly, succinctly and correctly; avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way; structures information to meet the needs and understanding of the intended audience.
Applying Expertise and Technology	Applies specialist and expertise; uses technology to achieve work objectives; develops job knowledge and expertise (theoretical and practical) through continual professional development; demonstrates an understanding of different organisational departments and functions.
Persuading and Influencing	Gains clear agreement and commitment from others by persuading, convincing and negotiating; makes effective use of political processes to influence and persuade others; promotes ideas on behalf of oneself or others; makes a strong personal impact on others; takes care to manage one's impression on others.
Learning and Researching	Rapidly learns new tasks and commits information to memory quickly; demonstrates an immediate understanding of newly presented information; gathers comprehensive information to support decision making; encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback).
Planning and Organising	Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.

Relating and Networking	Easily establishes good relationships with customers and staff; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others.
Creating and Innovating	Produces new ideas, approaches, or insights; creates innovative products or designs; produces a range of solutions to problems.

General:

As an employee of the Council you are required to:

- Be associated as required with CDEM or any exercise that might be organised in relation to the Council function.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy and abiding by Council Policy.
- Respond to the changing needs of Council, performing other tasks as reasonably required.
- To ensure that Tikanga Maori and the Treaty of Waitangi is given proper consideration in all activities.
- Be responsible for providing a safe work environment, implementing KDC health and safety systems, encouraging employee participation and striving for continuous improvement in health and safety.