

## Palmerston North City Council Job Profile

<b>Position Title</b>	Senior Planner
<b>Reporting to</b>	City Planning Manager
<b>Unit</b>	Strategy and Planning
<b>Date Created</b>	December 2019

### Values

We are committed to fostering an environment where our values of Trust, Worth, Service, and Transformation form the cornerstones of our interactions with each other and the city we serve. We believe it is essential to treat each other with respect and dignity, take responsibility for own actions, and have a positive, friendly, and professional approach.

### Context

The Strategy and Planning Unit takes the lead role of strategic development for the Council to ensure that there is an integrated planning approach and alignment of action within the Council in achieving the best outcomes for the City. The Unit is responsible for the development of the District Plan and environmental policy, the Long-Term Plan, and strategies and policies associated with economic development, community development, and leisure facilities and activities. It also supports Council's economic growth and tourism activities through the funding of economic development and promotional agencies.

The Strategy and Planning Unit is responsible for the strategic development of and advice on communications, advocacy on City issues, advising on consultation and community engagement processes, and managing Council's online presence.

### Main Purpose

To provide sound city planning advice to the Council at the level expected of a senior expert in the field. This requires an extensive knowledge base of resource management issues and district plan formulation.

A key focus area for this role will be to lead the ongoing review and development of the business and industrial zones of the District Plan.

### Key Areas of Responsibility

**Ensuring that the requirements of the Resource Management Act 1991 are appropriately met in terms of Council's functions under this Act.** This will involve:

- Advice to Council regarding District Plan changes.
- Preparation and processing of District Plan changes.
- Providing key assistance to the City Planning Manager to ensure the District Plan is kept up to date and relevant.

- Leading the Council Business Development Capacity Assessments and regular monitoring.
- Preparation and presentation of evidence at hearings.
- Liaising with Planning Services staff.
- Analysis and specialist advice to staff, managers and Council on the District Plan and other relevant policy and legislation.

**Rangitane and Iwi and Maori Development.** This will involve:

- Supporting the Principal Maori Advisor and Senior Planner

**Providing sound and timely Environmental Policy Advice.** This will involve:

- Development and monitoring of land use strategies in line with Council's direction
- Researching and monitoring of environmental policy issues
- Development of education material
- Preparation of submissions
- Involvement in Council-wide projects

**Proactive in assisting the City Planning, Design and Environmental Policy team and Strategy and Planning Unit in achieving their objectives.** This will involve:

- Active communication with other staff and participation in regular Unit and Division meetings
- Preparation of reports, and attendance at meetings of the Council and its Committees as required.
- Taking responsibility as required for co-ordination and timely delivery of work by consultants and less experienced members of the division

**Proactive in assisting and contributing to the planning function within the City Council.** This will involve:

- Mentoring and advice to less experienced staff
- A requirement to work in either the policy or consents planning in response to personal development or organisational needs
- Contributing professional leadership and expertise to the wider planning function
- Assisting to build a culture of planning excellence

**Please note:** Key areas of responsibility are likely to develop and change over the course of an employee's tenure at Council as the employee grows in skills and competencies. These key tasks and areas of responsibility are not an exhaustive list, nor will they remain static. The annual Performance, Planning and Evaluation (PPE) will supersede this job description. In addition, employees may be asked to do tasks outside of this description as and when required.

### **Risk Management accountabilities for all employees**

- **Council Policies and Procedures:** Ensure self and team comply with applicable council policies and procedures.
- **Environmental:** Reduce environmental impacts that may arise from work. All activities and communications must be conducted in accordance with applicable environmental laws and council policies. Promote the proactive management of environmental issues associated with conducting business.

- **Health & Safety:** Comply with Health and Safety obligations (e.g. observe and practice safe work methods, ensure your own safety and that of others, report any hazards or potential hazards immediately, use protective equipment and wear protective clothing provided where appropriate, only operate equipment that you have the necessary license and skills to operate, make unsafe situations safe or report unsafe working conditions to your supervisor, report all accidents including near misses promptly)
- **Employment Legislation:** Comply in full with employment legislation and adherence to applicable policies in the areas of employment, EEO and recruitment.

## Key Relationships

### Internal:

- Managers
- Asset Managers
- Infrastructure engineers
- Subdivisions staff
- Consents planners
- Elected Members

### External:

- Horizons Regional Council
- Manawatu District Council
- Rangitane
- Iwi
- Businesses
- Developers
- Landowners
- Professional consultants

## Typical qualifications, skills and experience:

### Qualifications

- A tertiary qualification in planning or resource management plus 5-7 years postgraduate experience in this field of expertise.
- Membership of the New Zealand Planning Institute to full membership status
- A current driver's licence.

### Skills and Attributes

- Has developed a sound base of statutory knowledge, particularly in plan formulation
- Actively ensures that professional knowledge is developed and remains current
- Able to show a high level of analytical, conceptual and innovative thinking to address complex planning issues.
- Able to lead project teams comprising people of different disciplines
- Has the confidence and ability to give firm and clear advice to Council, management, other staff and the public.

- Able to work co-operatively in a team and respect the opinions of others
- Keeps abreast of current issues across Council which may require or benefit from a policy input
- Excellent time management and prioritisation skills
- Able to develop and maintain strong relationships
- Able to offer unbiased, professional advice

### Remuneration

- This role is banded as a **SP5** with a starting salary range of between (85%) **\$88,626** and (100%) **\$104,266**.
- In addition, a benefit entitlement of **7.5%** of base salary is available.

### Competencies

Core	
<b>Service</b>	Able to identify and understand customers needs, find solutions, seek feed back and follows up on solutions.
<b>Communication</b>	Able to provide clear communication, seek clarification and communicate with a variety of people
<b>Business ethics</b>	Good understanding of and able to implement an ethical approach to work.
<b>Information technology</b>	Able to utilise the relevant computer packages used at Council

Role specific	
<b>Intellectual Capability</b>	Shows evidence of high level analytical, conceptual and innovative thinking. Goes beyond the immediate problem presented and probes to make sure all aspects are addressed
<b>Project Leadership</b>	Establishes and leads large and complex projects Communicates and sells the projects Builds alliances to achieve the projects Provides project leadership
<b>Professional Skills</b>	Has developed a body of professional knowledge reflected by a graduate or post graduate qualification Detailed understanding of relevant legislation and the ability to interpret and work within
<b>Coaching and Mentoring</b>	Remains abreast of the latest professional knowledge Takes opportunities for professional development Actively seeks to coach and mentor staff
<b>Organisational Excellence</b>	Continually seeks to improve organisational performance
<b>Relationship Building</b>	Demonstrates understanding sensitivity to other groups and values diversity Actively works to develop and maintain strong networks with key stakeholders
<b>Political Acumen</b>	Understands the political systems and underlying drivers Understands the statutory and legal framework the Council operates within and able to effectively operate within this framework
<b>Team Work</b>	Develops a high performing project team Is an active and contributing team player in the organisation and Unit