



Mahi Tahī

We are one team, stronger together as we work with and for our community to deliver outcomes that matter.

#arohatōmahī

We love our work and know that our work matters. That is why we do what we say we will do and apply energy and enthusiasm across our mahi.

Manaakitanga

We put our people first by showing them that they matter, through a focus on whānau's needs and aspirations.

Tiakitanga

We proudly and professionally contribute every day to the care of our community and whenua with courage, positivity and mana – leaving a legacy which future generations will embrace.

Details

JOB TITLE	Planning Technician
REPORTS TO	Planning and Development Team Lead
GROUP	Housing and Business Development
DIRECT REPORTS	Nil
FINANACIAL DELEGATIONS	Statutory delegation would apply as approved by Council.
WARRANTS REQUIRED	TBC
GRADE	13

*He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hapori – mai i te pae maunga o Tararua ki te moana
With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.*

Purpose

This role provides information and advice to the public in relation to District Plan matters, working closely with the Building, Compliance and Customer Experience teams. The role covers a wide variety of work, from carrying out assessments on building consent and PIM applications, provide support in processing and producing LIMs, through to the handling of straight forward resource consents and other planning related applications.

Additionally this roll is responsible for undertaking the evaluation and applications for residential and not residential work, to determine whether a developer contribution is payable by the developer, and if so, what other external parties must be made aware of this fee.

This role carries responsibility and accountability for fulfilling job-specific tasks in accordance with the team's work program, while also providing support to the Planning Team Leader.



Skills, Knowledge and Experience

QUALIFICATIONS	Tertiary qualification in Resource Management Planning, science or equivalent qualification is preferable but not essential. An exceptional undergraduate or someone wanting to foster a career in planning will be considered..
EXPERIENCE	Local government experience is preferred. Experience processing a range of resource consent and other applications, with the ability of operating independently and seeking advice when needed.
KNOWLEDGE	Working knowledge and understanding of the Resource Management Act; the ability to navigate Resource Management Act provisions are prerequisite in this role. Demonstrates a sound understanding of Tikanga Māori and Māori values and an appreciation as to how it relates to Council functions and plan and policy development.
SKILLS	Excellent computer skills and proficient in Microsoft office/365, particularly Word and Excel.
ACHIEVEMENT	Ability to write reports. Demonstrates a strong focus on high performance and personal achievement. Brings a solutions focused approach to getting positive outcomes and is willing to go above and beyond to exceed expectations.
RELATIONSHIPS	Ability to build strong working relationships and become a trusted advisor and colleague.
PROBLEM SOLVING	Asks questions and can think logically to enable problems to be clearly understood. Weighs up options and implications, identifies strategies and plans, and is comfortable making recommendations for possible solutions to problems.
COMMUNICATION	Excellent written and oral communication skills. Ability to analyse and communicate issues. Communication is clear, confident and effective at engaging with and influencing others. Outstanding interpersonal and relationship skills.
IMPLEMENTATION	Is reliable, detail-focused and professional knowledge is up to date. Matters are resolved at the first point of contact wherever possible. Complaints are handled effectively and efficiently. Excellent time management skills and experience.
STRATEGIC AGILITY	Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies strategies and plans, and is comfortable with managed risks.
SELF-INSIGHT	Is aware of own strengths and weaknesses and actively seeks out opportunities for new learning and growth.
RESILIENCE	Remains calm, composed, and optimistic in stressful or high pressure situations.
TEAMWORK	Collaborates and supports team members to achieve their targets.
GROWTH MINDSET	Has a desire to learn more and is able to learn new information and skills quickly. Is able to apply learnt information to new problems. Quick to pick up technical concepts and jargon.



Key Responsibility and Expected Outcomes



**'You'
Matter**

Health, Safety & Wellbeing

Promote a strong health and safety culture by proactively modelling our values and hold self and others to account to Consistently follow all health and safety policies and legislative requirements.

Leadership and Influence

Live our Values and focus on the Moments that Matter. Supporting your colleagues and empowering and inspiring growth and development across the organisation.

Change Leadership

Be an advocate for and a driver of change. Be a Future builder, help others across the organisation navigate the future.



**Partnerships
Matter**

Te Tiriti o Waitangi

Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work ensuring HDC projects are delivered in a culturally sensitive way.

Community and Customer Focus

Champion community engagement having a strong focus on meeting quality standards for services and evaluation of customer outcomes and satisfaction.

Relationship Management

Build networks and develop meaningful relationships with stakeholders both internally and outside Council. Internally, with team members from across Council, externally with the public, contractors and consultants as required on behalf of Council.



**Performance
Matters**

Job Execution

Consistently deliver high-quality work while maintaining a positive and professional attitude. At times the way in which work is undertaken will count just as much as the output.

Personal Development

Live the values of council and take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future roles.

Risk Management

Effectively identify and manage risks, take actions to resolve and/or escalate issues to contribute to the maintenance of the risk management framework.

Continuous Improvement

Identify continuous improvement practices to support the implementation and delivery of council's outcomes.



**Work
Matters**

Planning Support

Undertakes a robust planning check on building consent and PIM applications.

Assist the building team when they are making a decision, to issue a section 37 of the Building Act 2004 and provide general advice to support the processing of LIM applications.

Assist and provide support to process and produce LIMs as required.

Processes straightforward resource consents and other applications such as Outline Plans and Road Naming applications.

Liaise with customers to seek additional information where application details are unclear or potentially non-compliant.

Undertake site visits and assess proposals against existing site characteristics and the surrounding environment and the relevant planning provisions when required (such as processing a consent application).

Keeps up-to-date records of advice and obtains feedback from other staff when required.

Development Contributions

Undertake the evaluation and applications for residential and not residential work, to determine whether a developer contribution is payable by the developer, and if so, what other external parties must be made aware of this fee.

Manage the administration of the Development Contributions Policy by carrying out assessments for development contributions and responding to customer enquiries relating to assessments and policy.

Issue invoices for development contributions and consenting activity.

Lead the administration of resource consent bond process.

Customer Centric

Maintain a customer centric focus, ensure services are delivered in an effective and customer focussed way, and that effective working relationships are maintained with key stakeholders.

Council Contribution

Actively and positively participate as a member of the Community Infrastructure Group and perform all reasonable duties as needed.

Be a positive culture contributor.

Participate in Emergency Management activities.



Alignment with our community outcomes



We uphold Te Tiriti o Waitangi and its principles and recognise the role of Mana Whenua as kaitiaki of their rohe. We support them to maintain and enhance tikanga with their ancestral lands and waterways, wāhi tapu and other taonga, and build mutually respectful partnerships with tangata whenua, supporting whanau, marae, hapū and iwi in achieving their aspirations.



We contribute to improving our natural environment for current and future generations to enjoy, and protect the important natural features in our district.

We ensure our built environment supports the wellbeing of our people and manage competing pressures on resources sustainably.



We provide efficient, reliable and affordable infrastructure, developing and maintaining facilities and infrastructure to meet the needs of current and future generations. Our community facilities and infrastructure are resilient, helping us to respond to climate change and natural hazards, working with partners to develop infrastructure that enables growth.



We are business friendly, supporting diversity and resilience in our local economy and work with others

to make our economy grow. We aspire for economic security for all of our people and seize growth opportunities for our district.



We value the diversity of our people, and how our district's heritage shapes our community's sense of identity and pride.

We provide infrastructure, services, facilities and places to build resilient and connected communities where people of all ages and backgrounds feel included and safe. We are building collaborative relationships with service providers to enable all people to live positive and healthy lifestyles, encouraging our people to participate in local decision making.

