

Palmerston North City Council Job Profile

Position Title	Planner
Reporting to	City Planning Manager
Unit	Strategy & Planning
Date Created	February 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 & 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 & 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 professional environmental policy and planning advice to the Council and to assist in the review 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:

- District Plan
 - Assisting with the review of the District Plan through the preparation and processing of District Plan changes and designations
 - Environmental monitoring and District Plan monitoring
 - Updating of the District Plan
- Preparation and presentation of evidence at hearings
- Undertaking research on key issues relevant to the District Plan and the review of the District Plan.

Assisting with the provision of sound and timely Environmental and Urban Design Policy Advice. This will involve:

- Researching and monitoring of environmental and infrastructural issues.
- Development of non-regulatory environmental strategy, guidelines and information.
- Preparation of submissions.
- Participating in Council-wide projects.
- Assisting as required in providing policy advice to Council supported environmental initiatives.
- Assisting with placemaking, framework documents and master plans.
- Heritage and earthquake prone buildings advice.

Proactive in assisting the Environmental Policy and Planning Division and City Future Unit in achieving their objectives. This will involve:

- Active communication with other staff and participation in regular Unit and Division meetings.
- Preparation and presentation of reports, and attendance at meetings of the Council and its Committees as required.
- Being prepared to assist with major Council planning projects as required - this involves being part of a team and contributing to the team as required.
- Providing feedback to the team and wider Unit on emerging issues.
- A requirement to work in either the policy or consents planning in response to personal development or organisational needs.

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:

- Elected members
- Engineering staff
- Asset management staff
- Resource consents staff

External:

- Consultants
- Horizons Regional Council
- Developers
- Businesses
- Landowners
- Central Government Departments
- Key stakeholders in the community

Typical qualifications, skills and experience:

Qualifications

- A tertiary qualification in environmental planning or resource management and two years post graduate work experience.
- A current driver's licence.

Skills and Attributes

- A sound understanding of the Resource Management Act as it relates to the functions of local authorities under this Act.
- Knowledge of environmental sustainable practices.
- Able to work co-operatively in a team and respect the opinions of others.
- Sound time management and prioritisation skills.
- Sound research skills.
- Sound skills in both written and oral communication.
- Able to offer unbiased, professional advice.
- A commitment to professional development, working towards membership of the New Zealand Planning Institute.
- Flexibility to undertake work on a wide range of strategic and environmental planning issues.

Remuneration

- This role is banded as a **SP4** with a starting salary range of between (85%) **\$72,134** and (100%) **\$84,863**.
- In addition, a benefit entitlement of **5%** of base salary is available.

Competencies

Core	
Service	Able to identify and understand customers needs, find solutions, seek feed back and follows up on solutions
Communication	Able to provide clear communication, seek clarification and communicate with a variety of people
Business ethics	Good understanding of and able to implement an ethical approach to work. Adheres to the ethical standards expected of a planner
Information technology	Able to utilise the relevant computer packages used at Council. In particular must be self-sufficient in using word, outlook, and powerpoint

Role specific	
Intellectual Capability	Shows evidence of analytical conceptual and innovative thinking Goes beyond the immediate problem presented and probes to make sure all aspects are addressed Rapidly and accurately identifies key issues or actions in situations Goes beyond the information immediately available, generates and/or recognises alternative solutions and innovation Able to consider the wider implications in formulating a decision
Project Leadership	Establishes and leads projects Communicates and sells the projects Builds alliances to achieve the projects
Professional Skills	Has developed a body of professional knowledge reflected by a graduate/post graduate qualification Understanding of relevant legislation and the ability to interpret and work within Has credibility in the profession Knowledge base is current and regularly updated
Coaching and Mentoring	Remains abreast of the latest professional knowledge Takes opportunities for professional development Ensures knowledge is passed on in a structured way to achieve the maximum benefit
Organisation Excellence	Recognises opportunities for innovative solutions for organisation improvement
Relationship Building	Works to develop and maintain strong networks of key stakeholders Maintains a network of industry/staff contacts to keep abreast of latest ideas and concepts Delivers on commitments Able to effectively deal with the media
Political Acumen	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 Operates in apolitical manner offering unbiased professional advice
Team Work	Is an active and contributing team player in the organisation