

Position Description

Position Title

Duty Planner

Location

Rangiora Service Centre

Contract Type

Permanent

Date

April 2025



Department

Planning, Regulation & Environment



Unit

Planning

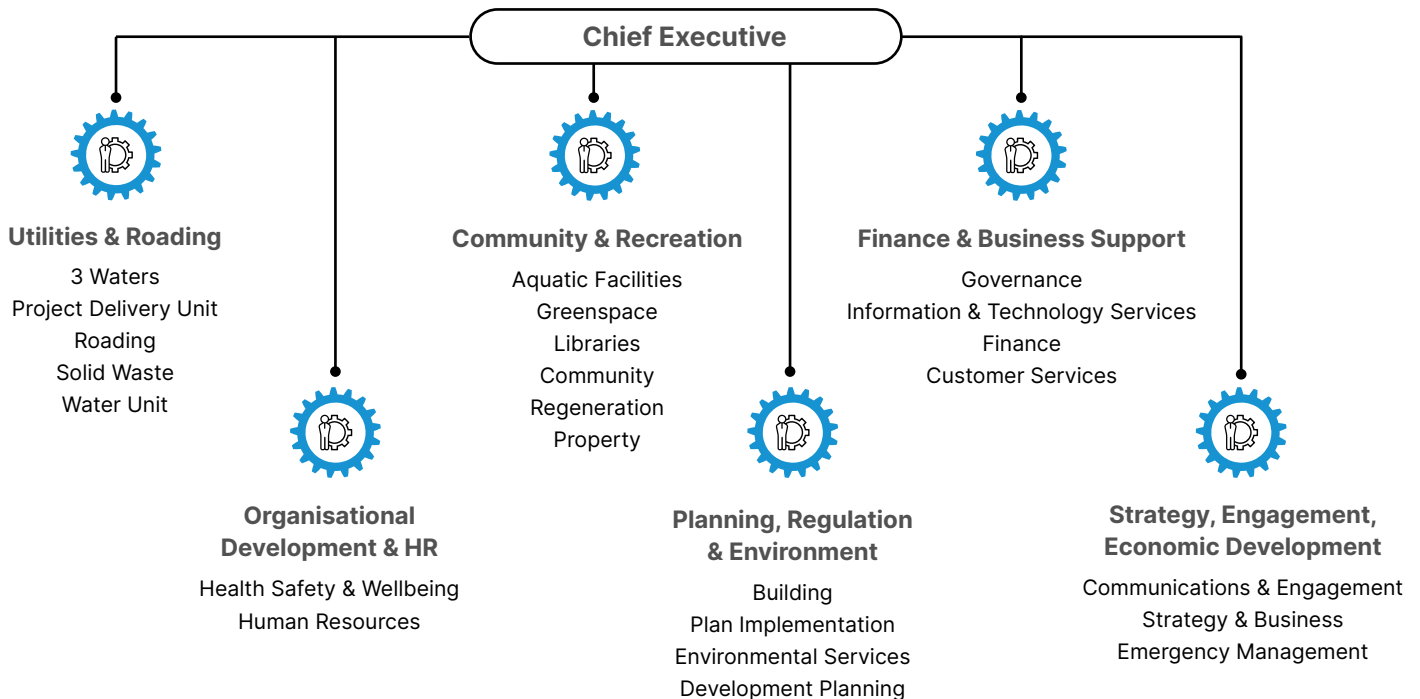


Team

Resource Consents

Rangiora Service Centre –

Organisation Context



Tā mātou mauri

Our principles

Our purpose

To make Waimakariri a great place to be, in partnership with our communities.

Our vision

We are a respectful, progressive team delivering value for our customers.

Our values

We will...

Act with integrity, honesty and trust

Keep you informed

Do better every day

Take responsibility

Work with you and each other

Our customer promise

We will be professional, approachable and solutions-focused.

Position Details

Purpose of Position

To ensure the Council meets its obligations under the Resource Management Act 1991, with particular regard to providing advice to the public and Council on land use activities and the subdivision of land, in accordance with the District Plan, ensuring that the natural and physical resources of the Waimakariri District are managed for environmental quality, sustainability and human well-being. In addition, to process resource consents and other RMA related authorisations as required.

Key Relationships

Responsible to

Duty Planning Supervisor

Responsible for

Nil

Internal

Plan Implementation Unit; Customer Services; Building Unit; Development Engineering Team; Environmental Services Unit; Development Planning Unit; Green Space & Community Facilities Planner; Other Council Staff, as required

External

Council & Community/Ward Advisory Boards; Te Ngāi Tūāhuriri Rūnanga; The Community; Neighbouring Councils; Real Estate Agents; Surveyors; Planning Consultants; Valuers; Developers

Is there an approved delegated authority for this role? ☐ Yes ☒ No

If yes, state limit for role \$:

If yes, is this role responsible for that budget? ☐ Yes ☐ No

Vetting Requirement (contact HR for further advice as required)

Under the NZ Police vetting criteria, thorough vetting is required to safeguard communities by assessing the backgrounds of individuals who work with vulnerable populations.

This role provides care/protection/education/training to vulnerable members of society such as children, young people, elderly and/or disabled. ☐ Yes ☒ No

If yes, does this role fall under the Childrens Act 2014? ☐ Yes ☐ No

This position has been identified as:

Vetting under the Children's Act 2014 is necessary to ensure the safety and well-being of children by thoroughly assessing individuals who work with them.

Key Result Areas

KPI (area of responsibility)

Respond to public enquiries and complaints, via email, phone and in-person, relating to land use/ subdivision processes and District Plan, and Resource Management Act matters, including variations and plan changes.

Respond to property enquiries and undertake PIM reviews.

Organise and attend pre-application meetings and provide planning advice for minor development proposals.

Undertake processing of a variety of minor land use and subdivision applications under the Resource Management Act 1991, including permitted boundary activities, permitted marginal/temporary activities, outline plan approvals and waivers, and processes under other relevant legislation.

Create Planning and Building certificates through a liquor license application.

Maintain accurate, accessible and appropriate records relating to planning enquiries and resource consents, necessary for responding to property enquiries, PIMs and LIMs.

Measure (successful when)

All correspondence acknowledged or replied to within agreed levels of service.

Positive feedback received from customers.

Enquiries/complaints are escalated to the Duty Planning Supervisor in a timely manner, if required.

Enquiries are responded to within agreed levels of service.

All communication is respectful and accurate. Customers are kept updated regarding the progress of their query/complaint.

A positive working relationship is maintained with the PIMs team.

Meetings are organised and undertaken within reasonable timeframes, and accurate advice is provided in accordance with planning legislation and national, regional and local planning documents.

Resource consent processing is efficient, timely and takes into account legislative requirements.

Applications are processed in compliance with the District Plan and the Resource Management Act 1991.

Appropriate stakeholders are involved throughout the process.

Resource consent information is up to date, accurate and able to be easily accessed by staff and customers.

Key Result Areas Continued

KPI (area of responsibility)

Measure (successful when)

Ensure personal technical knowledge and skills are kept up to date to enable the continuation of an effective Planning Unit and contribution to the Council.	Actively participates in professional development opportunities. Relevant literature and information is read and understood. Active participation in team or external discussions on planning matters.
Input into District Plan Reviews and Plan Changes	There is a feedback loop between customer feedback and development plan outcomes that is communicated to the Development Planning Unit.
Carry out any additional duties and responsibilities as may be reasonably required as set and agreed by the Duty Planning Supervisor, Resource Consents Team Leader or Planning Manager.	A degree of flexibility and adaptability is demonstrated. Projects and duties are completed within agreed timeframes.

Person Specification

Education/Qualifications

Minimum requirement for the role:

Graduate Dip Level 7, General Deg OR equiv level of knowledge

Specifications and/or further information:

A recognised technical qualification in Planning, Resource Management, Surveying or a related field.

A current unrestricted driver's license.

Knowledge/Experience

Minimum requirement for the role:

1 year 

Required to draw on skills and experience related to specific activities, equipment, or work practices.

Further information:

1 - 2 years experience

Attributes

Capable of working independently and self-motivated to achieve high quality results in a changing environment.

Good time management and organisational skills.

An ability to work effectively with Council staff, consultants and members of the public.

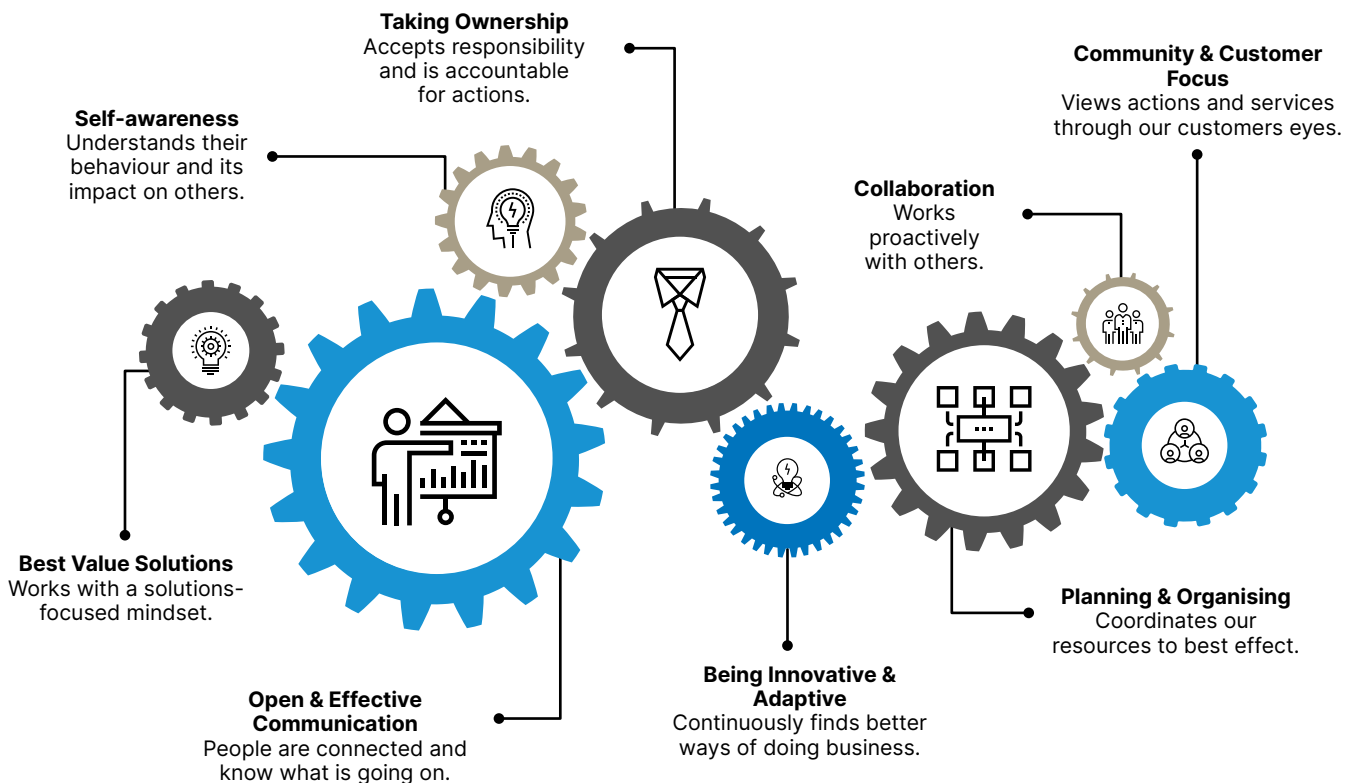
Works proactively with others.

Skills

Understanding of natural resource, policy implementation, land use planning, and land subdivision matters.

Up to date knowledge of the Resource Management Act 1991, the Local Government Act 1974 and 2002 and other legislation concerned with land ownership and subdivision processes. An understanding of the preparation, operation and administration of a District Plan. An understanding of local government, (including the ability to interpret plans, regulations and by-laws), administrative procedures, and the maintenance of records, filing systems, and information systems would be advantageous but is not required. Excellent customer service skills. Effective communication and public relation skills, both oral and written. Accurate, timely concise report writing and data entry, with an ability to pay attention to detail.

Core Competencies



Key Requirements for all Council Staff

- ✓ Embrace principles contained in Tā Mātou Mauri, model the Council's values and continuously seek self-improvement regarding our core competencies.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in disaster recovery and business continuity planning.
- ✓ Take reasonable care for the health and safety of yourself and others at the WDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council's corporate business and information systems according to information management policies and procedures.
- ✓ Ensure that proper account of tikanga Māori and the Treaty of Waitangi is taken in all activities.
- ✓ Maintain an effective partnership with mana whenua as provided for in our agreements and understandings between Council and Te Ngāi Tūāhuriri Rūnanga.

Amendments to Position Description

From time to time it may be necessary to consider changes in the Position Description in response to the changing nature of our work environment – including technological requirements or statutory changes.

Position Description approved by

Wendy Harris

Date

4/4/2025