

Position Description

Position Title

Senior Policy Planner

Location

Rangiora Service Centre

Contract Type

Permanent

Date

July 2026



Department

Planning, Regulation & Environment



Unit

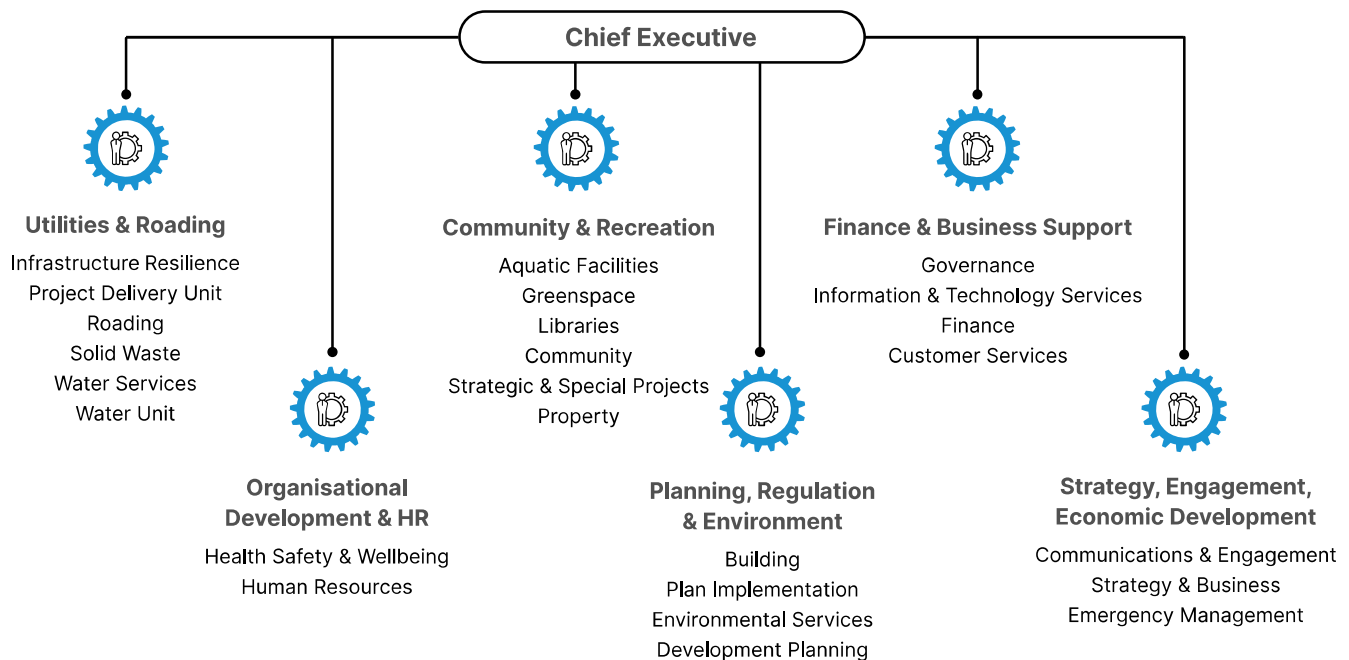
Development Planning



Team

Planning Strategy

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

Contribute to the delivery of the Council's statutory District Plan responsibilities and in particular the preparation and successful completion of the second generation Waimakariri District Plan.

Develop and implement strategies for the management of growth in the District in a manner that is consistent with the requirements of the Council's resolutions, policies and programmes and which fulfills the Council's statutory obligations, while meeting the needs of the community.

Key Relationships

Responsible to

Team Leader Planning Strategy

Responsible for

Nil

Internal

Development Planning Manager; Development Planning Staff; Planning Staff; Strategy & Business Staff; Utilities and Roading Staff; Community Greenspace Staff; Customer Services Staff; Building Unit Staff; Environmental Services Staff; Other Council Staff

External

Mayor' Councillors and Community Board Members; Residents / Ratepayers; Developers; Members of the Public; Te Ngāi Tūāhuriri Rūnanga; Other Councils; Environment Canterbury (ECan); Council's Strategic Partners

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 Children's Act 2014? ☐ Yes ☐ No

If yes, 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)

Lead development and preparation of parts of the review of the Waimakariri District Plan.

Contribute to the development and implementation of the District Development Strategy to provide for, and manage, the strategic growth for the District.

Manage projects within and linked to the District Plan and other policy development functions as required.

Provide professional advice and assistance on strategic growth directions and land use for the District.

Consider and respond appropriately to the community's needs and positively promote the image of the Council and its organisational values.

Measure (successful when)

Prepare, implement and report on sections or chapters of the District Plan review from initial preparation to decisions. Participate in research and analysis for preparation of review. Carry out consultation and investigation with the community, tangata whenua, Council Staff, and other agencies. Contribute as part of the team to on-going programme and project management of the review.

Identify development options that are effective and efficient in the use of Council and community resources for the provision of services, roads, community facilities and utility assets. Undertake research and investigation into issues associated with the provision and management of growth in the District. Coordinate and integrate land use proposals for areas of growth ahead of development pressures.

Successful development, implementation and/or reconciliation of projects within time frames and overall project planning.

Advice and assistance to internal and external individual, agencies and organisations.
Advice and assistance to Council, Development Planning Manager and executive management as required or where necessary.

Provide responsive, interactive, courteous and sensitive community services and information to the public. Develop professional relationships with representatives of organisations who have business or cultural association with the Council. Positively reflect community input into planning and growth strategies.

Key Result Areas Continued

KPI (area of responsibility)

Assist the Council to build relationships with other Councils, strategic partners, influencing bodies, developers and the community, by identifying and contributing to opportunities for information sharing, policy development and collaboration and building partnerships.

Ensure that all legal requirements are met within the scope of the position and other KPI.

Attend Council, Council Committee and Community Board meetings when called upon to do so and to attend other meetings or events where required. This involves meetings held outside normal working hours.

Continuous improvement and personal development.

Policy development and analysis within team programme objectives and demonstrated individual project management.

Measure (successful when)

Identify and liaise with affected communities, other stakeholders, other Councils and strategic partners related to District Development Strategy and District Plan projects.

Resource Management Act 1991 and Local Government Act 2002 requirements are complied with.
Risks are managed and minimised in terms of the Council's Risk Management Plan.
Ensure an appropriate response to complaints regarding policy or plan development processes.

Meetings or events attended and advice/information conveyed within area of expertise.

Agree with the Development Planning Manager on a work plan for the year and achieve that plan.
Take an active part in professional associations.
Attend courses, conferences, training or undertake studies to keep up to date with professional, legal, and sector developments and enhance job competencies.

Demonstrated thinking and project management relating to District Plan chapter/topic development.
Timely and efficient day-to-day management of tasks and related processes such as consultant management and contribute to program management and delivery.

Key Result Areas

KPI (area of responsibility)

Ensure that account of Tikanga Maori and the Treaty of Waitangi is taken in all activities and maintain an effective partnership with tangata whenua.

Measure (successful when)

On going relationships are maintained and Tikanga Maori and the principles of the Treaty of Waitangi are taken into account.

Take part in Civil Defence training programmes and exercises.

Training attended and assistance offered in the event of any emergency.

Person Specification

Education/Qualifications

Minimum requirement for the role:

Applied/Honours/Conjoint Degree (eg: CA, BSc, BCom, LLB, BN)

University Specified Degree

Specifications and/or further information:

A relevant tertiary qualification in planning, resource management, or other appropriate field.

New Zealand Planning Institute membership or eligibility for membership.

Knowledge/Experience

Minimum requirement for the role:

5-6 years

Needs to draw on relevant longer-term experience specific to the job and work demands, acquired over time.

Further information:

Demonstrated post-graduate experience at a senior level in policy development, particularly within the context of the Resource Management Act 1991. Competence in policy development and planning, including the planning of and implementation of projects. Experienced in community engagement and consultation.

Attributes

Ability to resolve issues and conflict; negotiation and mediation skills.

Experience in local government, other legislative based organisation or planning consultancy.

Displays commitment to quality project outcomes and customer service.

Solutions-focused and able to view problems strategically, along with attention to detail.

Openly receives and gives feedback with the ability to inquisitively review and correct their own and other's work.

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

Actively listens to others' ideas and suggestions.

Skills

Able to analyse, reconcile and communicate legislation, submissions and technical documents.

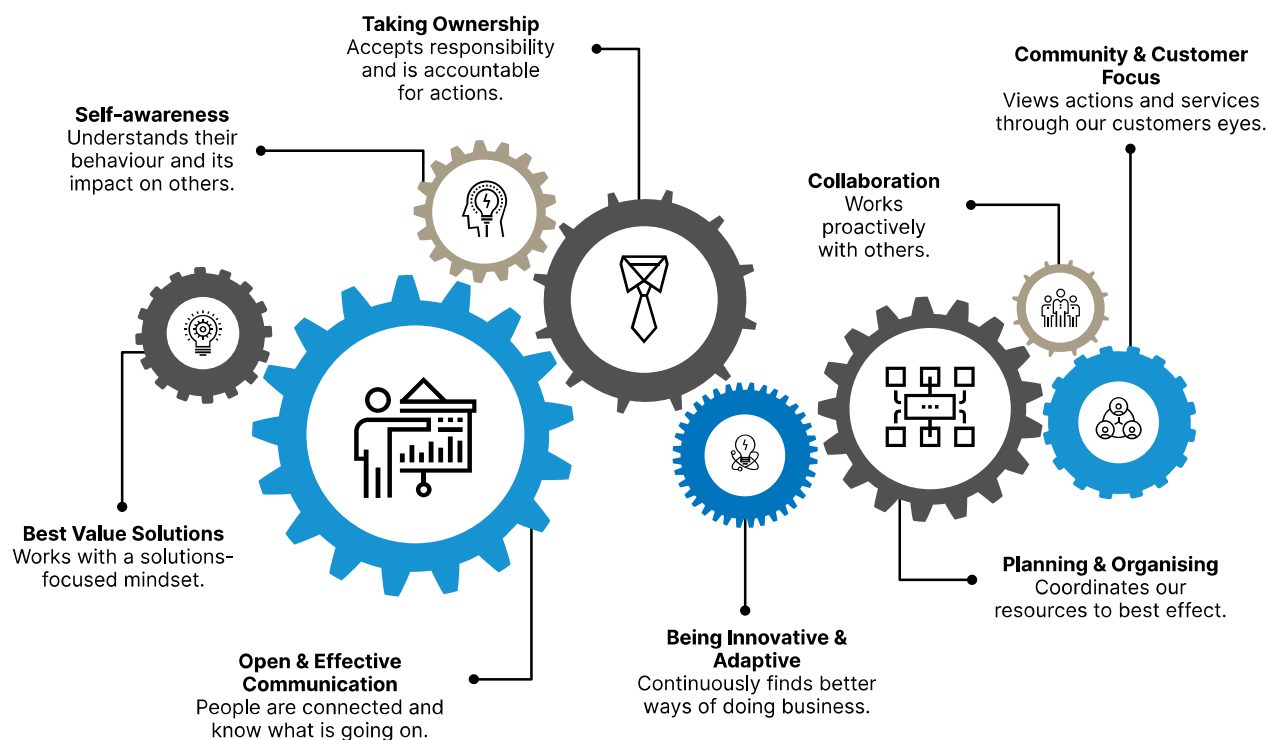
Able to resolve issues and conflict; negotiation and mediation skills.

Advanced communication and presentation skills, both oral and written.

Proven interpersonal and relationship-building skills.

Project management skills.

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

Matthew Bacon

Date July 2026