

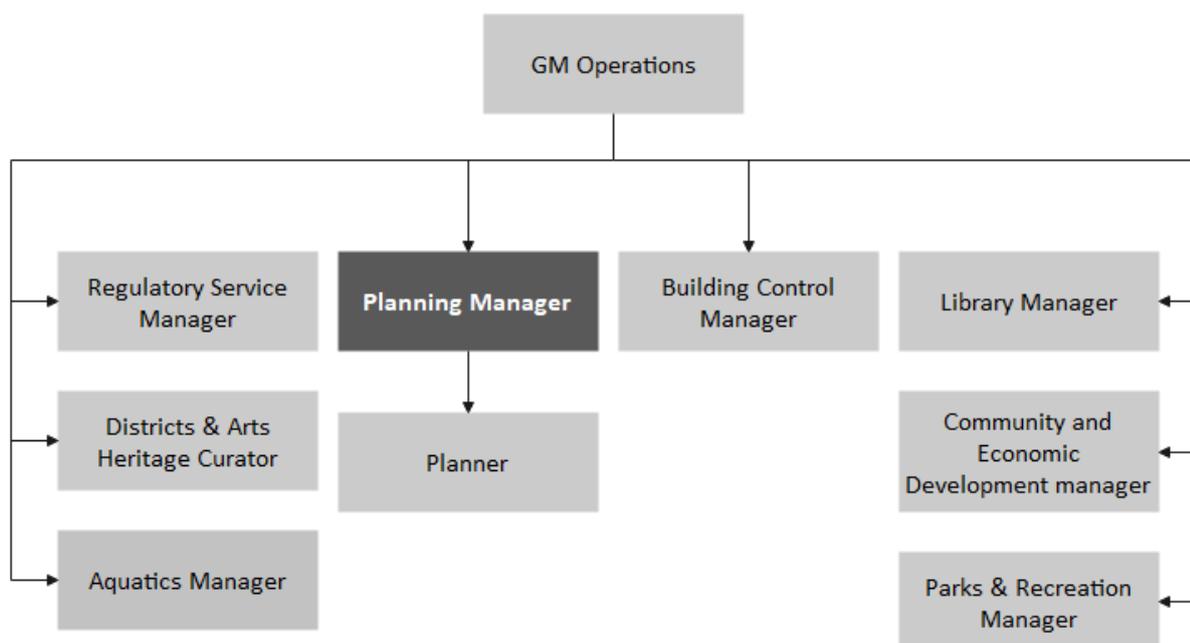
Position Description

Job Title:	Planning Manager
Department:	Operations - Planning
Responsible to:	GM Operations
Responsible for:	Planner
Date:	
Position Holder:	New
Hours:	Full-time, 37.5 hours per week, Monday to Friday

Purpose

The Planning Manager is responsible for leading complex resource consent processing, providing expert advice on the Resource Management Act (RMA) and the District Plan, and mentoring junior planning staff. This role ensures that the Council’s planning and resource management functions are carried out efficiently while contributing to strategic planning initiatives and policy development.

Organisation Context



Functional Relationships

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/ Lead	Deliver to
Internal	General Managers	✓	✓		✓		✓
	Regulatory Services Manager	✓	✓		✓		✓
	Planning and Regulatory Team	✓	✓		✓		
	Building Control Team	✓	✓				
	Elected Members	✓			✓		
External	Consultants	✓			✓		
	General Public	✓			✓		✓
	Other Government agencies	✓	✓		✓		✓
	Hokonui Runanga	✓			✓		

Key Results Area

The Senior Resource Management Team Leader/Planner role encompasses a range of functions and responsibilities relating to planning, resource management, and leadership.

The specific requirements and responsibilities for this Key Results Area are detailed below:

What you will do to Contribute	As a result, we will see
<ul style="list-style-type: none"> Lead and manage complex and high-profile resource consent applications, ensuring compliance with statutory requirements and best practice. Provide high-level expert advice on resource management matters, including District Plan interpretation and RMA compliance. Represent Council in hearings, tribunals, and mediation as an expert planning witness when required. Assist with the development, review, and implementation of resource management policies, including contributions to the District Plan process. Mentor and provide technical guidance to junior planners, supporting their professional growth and development. 	<ul style="list-style-type: none"> High-quality resource consent processing that meets statutory timeframes and legal requirements. Well-informed decision-making through expert advice on planning matters. A collaborative and proactive approach to resource management policy development and implementation. Improved compliance monitoring and enforcement practices. Junior planners growing in capability and confidence under mentorship.

<ul style="list-style-type: none"> • Engage with key stakeholders, including iwi, government agencies, and developers, to foster strong partnerships and collaborative planning approaches. • Oversee and support the monitoring and enforcement of resource consents to ensure compliance with conditions and regulatory obligations. • Stay up to date with legislative changes and emerging planning trends, providing proactive recommendations to enhance Council's regulatory functions. • Support non-regulatory initiatives that assist in achieving Council's resource management objectives. • Identify and implement process improvements within the planning function to enhance efficiency and service delivery. 	<ul style="list-style-type: none"> • Positive and effective relationships with stakeholders, including iwi and government agencies. • Greater efficiency and innovation in planning processes.
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Financial Responsibility

	Yes	No
Controls a budget	✓	

Person Specification

The successful candidate will need the following:

<p>Experience and knowledge:</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Tertiary qualification in planning or related relevant field • At least five years relevant experience • Up-to-date knowledge of Resource Management Act legislation • A current full Class A NZ driver licence • Strong written and verbal communication skills • Excellent computer skills <p>Desirable:</p> <ul style="list-style-type: none"> • Local government experience • Member of the New Zealand Institute of Planning (or working towards)
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<p>Specific skills:</p>	<ul style="list-style-type: none"> • An ability and willingness to take ownership of responsibilities. • An ability to organise, plan and schedule multiple activities to meet deadlines. • An ability to develop effective working relationships with a range of public and private sector personnel. • A high level of verbal and written skills. • An ability to think through issues and assist others to resolve resource management issues. • A willingness to be flexible and assist others within the Council with other duties during busy periods. • Ability to implement, demonstrate and lead health and safety practices.
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Provide prompt responses to requests for information and advice. • Have a positive, friendly personality. • The ability to effectively plan, organise and manage workloads and resources. • A positive “will do” attitude that ensures work is completed and targets are achieved. • Show a high level of personal and professional integrity. • Be self-confident. • Have the ability to work with minimum supervision. • Maintain a well-groomed and professional appearance. • Have a demonstrated ability and willingness to learn.

Te Tiriti

As an organisation, we recognise the significance of Te Tiriti o Waitangi (the Treaty of Waitangi) in shaping Aotearoa New Zealand. We are committed to honouring its principles in our work environment.

Civil Defence

To take part in civil defence training programmes and exercises to be able to assist effectively in a civil defence emergency. This training will be provided.