

## POSITION DESCRIPTION

**Position:** Environmental Policy Manager

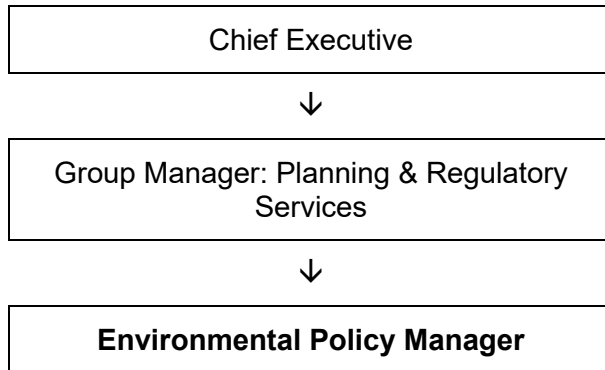
**Team:** Environmental Policy

**Group:** Planning & Regulatory Services

**Responsible To:** Group Manager: Planning and Regulatory Services

**Responsible For:** Senior Environmental Planners (Policy), Environmental Planner (Policy), E-Plan Officer

**Organisational Context:**



# Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora  
Fertile Land, Prosperous People

## Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki  
Working for our people and our place, today and tomorrow

## Ngā Uara – Our Values

### Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

### Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

### Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

### Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

## Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Maori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

## Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

## **Purpose of Position**

**This role is part of the Planning and Regulatory Services Group. This group includes Environmental Policy, Environmental Consents, Building Consents, Compliance and Regulatory Solutions.**

**The purpose of this position is to manage and maintain the District Plan, contribute to future growth planning, promote sustainable development across the district, and ensure the principles of Te Tiriti o Waitangi are enshrined in environmental policy by:**

- Undertaking a rolling review of the district plan under the National Planning Standards Framework.
- Working closely with the Growth and Development Unit to deliver sustainable development outcomes that align with national and Council policy direction.
- Providing information, analysis and advice to Council on policy issues from a broad strategic level to a District Plan focus.
- Co-ordinate Councils response to changes in legislation and central government policy direction.
- Contributing to planning for future urban growth, infrastructure and amenity provision for inclusion in Council strategies, District Plans, Asset Management and Long Term and Annual Plans.
- Leading and developing Council's delivery of its regulatory and statutory functions in a way that upholds the law and meets Council's strategic and policy objectives while providing high quality customer service.
- Driving (in conjunction with the Marketing, Communications & Engagement Group) a customer responsiveness and "can do" attitude into Council's regulatory processes and staff, within the context and bounds of Council's policy and regulatory decision making.
- Providing strong people leadership and management within the Policy area of the Planning and Regulatory Services Group.
- Driving integration and collaboration as Council's standard approach to delivering its work programme, and driving collaboration and partnership with other entities.

## **Other**

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
  - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
  - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
  - Promptly and accurately report and record any workplace injuries and incidents.

- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the Group Manager from time to time.

**Key work areas for which this position will have a responsibility are:**

- Environmental and land use policy, and in particular the District Plan review and management of plan changes both Council driven and private plan change requests.
- Regulatory Policy
- Structure planning for new greenfield growth areas in collaboration with the Council's Growth and Development Unit
- Bylaws management related to the District Plan Review
- Providing policy advice related to Regulatory matters at a strategic level.

**Important Functional Relationships**

External

Hawke's Bay Regional Council  
 Napier City Council  
 Government Departments (MFE, DOC, DIA, MHUD, Kainga Ora)  
 NGOs  
 Te Whatu Ora  
 Statistics New Zealand  
 Mana Whenua and Post Settlement Entity Groups  
 General Public  
 Consultants  
 Developers/Property Managers  
 Lawyers  
 Other Territorial Authorities

Internal

Mayor  
 Councillors  
 Chief Executive  
 Growth & Development Unit  
 Democracy & Strategy Group  
 Asset Management Staff  
 Marketing, Communications & Engagement Group  
 Legal Counsel

Committees/Groups

Council  
 Strategy and Recovery Committee.  
 Heretaunga Takoto Noa Māori Standing Committee  
 District Plan & Bylaws Sub-Committee  
 Hearings Committee  
 Industry/Land User interest groups  
 Rural Community Board

# Person Specification

## Qualifications

- A relevant professional qualification in Planning Resource Management or related fields, is essential.
- Advanced academic, professional or applied learning and development is preferred.

## Knowledge/Experience

- Must have extensive experience in the development control and/or environmental policy areas.
- Will be able to demonstrate a sound understanding and working knowledge of the Resource Management Act 1991, and have experience in processing policy under the Act.
- Experience in report preparation and presentation before Council is required, and experience in appearing before the Environment Court would be an advantage.
- A good level of knowledge and understanding of Council's obligations and responsibilities under Te Tiriti o Waitangi, and te ao Māori the Māori worldview.
- Needs to be computer literate and have keyboard skills including the ability to use spreadsheets (Excel) and word processing (Word).
- Extensive experience in working on growth related urban development projects especially in the context of structure planning.
- Knowledge and enthusiasm for 'eco-design' and sustainable practices.
- Knowledge or understanding of the principles of good urban design and an appreciation of the value of well-considered cultural and artistic design elements.
- Knowledge of natural hazard planning and the quickly evolving environment in terms of climate change and adaptation
- An understanding of the commercial viability aspects of urban development.
- An understanding of integration of infrastructure into urban development projects.
- Knowledge of planning urban development in a way that recognises the carrying capacity of the environment and minimises negative environmental impacts.
- Experience in liaising with the public, consultants, contractors and other professional service providers with a project context.
- Experience in participating in multidisciplinary teams.
- Experience in community engagement and consultation processes in projects.
- Budgeting and financial management.
- Customer service acumen.
- Must hold a current driver's licence.

## Key Personal Competencies

- Excellent verbal, written and presentation skills.
- Empathy and listening skills
- Ability to network with both internal and external colleagues and relate well at all levels.
- Able to prioritise work and work to a deadline.

- Good leadership skills that will ensure the efficient operation of the team and its integration with the Planning and Regulatory Services Group and Council.
- Good interpersonal skills and able to relate well to consultants, members of the public and interest groups.
- A strong commitment to customer service.
- Able to work co-operatively with a busy team and other team leaders.

### **Personal Attributes**

- Be able to positively lead the Environmental Policy Team.
- A mature and co-operative nature.
- Good interpersonal skills with an ability to develop positive relationships with the public.
- Have a confident, open and friendly manner that engenders good rapport with staff from other sections, developers, Councillors and the general public, while maintaining a professional approach and personal integrity.
- An ability to be innovative, adaptable and practical
- A good sense of humour and positive approach is a must.
- Be able to work unsupervised and display sound judgement and tact in decision making and problem solving.
- Have strong leadership skills and an ability to effectively manage tasks, time and personnel.