

## POSITION DESCRIPTION

**Position:** **Senior Environmental Planner (Policy)**

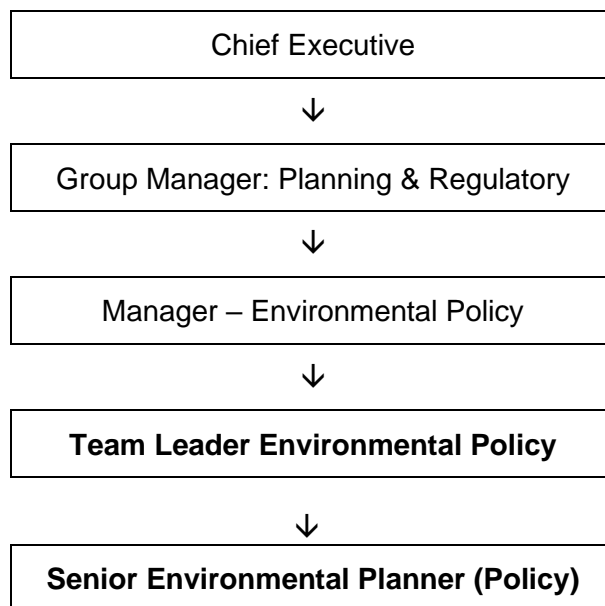
**Team:** Environmental Policy

**Group:** **Planning and Regulatory**

**Responsible To:** **Team Leader Environmental Policy**

**Responsible For:** **N/A**

**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 Māori. 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 Group. The Group includes Environmental Policy, Environmental Consents, Buildings Consents, Building and Environmental Compliance and Regulatory Solutions.**

**The purpose of this position is to contribute to the development and review of District Plan policy, strategy and structure planning for new urban development areas. Senior Environmental Planners will lead policy, strategy or structure planning projects to meet the legal provisions relevant to the resource management activities and responsibilities of the Council, in line with Council's strategic objectives and policies.**

### **Technical Work**

**This may include the project management of complex private plan changes and leading the preparation and processing of Council initiated plan changes;**

**To protect and encourage sustainable development in the District. This is achieved through:**

- **District Plan Policy Development & Advice**
- **Project Management**
- **Mentoring of junior staff members and sharing of knowledge within the Environmental Policy Team and Planning & Regulatory Group**
- **Engagement and Consultation with Elected Members, Council staff, mana whenua, key stakeholders, and the community.**

### **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 manager from time to time.**

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

### **Policy Development & Advice**

- Managing the monitoring and review of specific chapters of the District Plan as it relates to specific projects.
- Researching and analysing information on the natural, physical, social and economic resources of the District to enable effective and efficient environmental policy development.
- Formulating innovative and alternative strategies, policies and rules for inclusion in statutory plans and bylaws.
- Co-ordinating the processing and reporting of to the Council and Council Committees on changes to policies and rules of the District Plan, including before Appellate Bodies and Courts.
- Processing and supporting the adopted strategies, plans and policies of Council at the Hearings Committee of Council, the Regional Council and the Environment Court.
- Participating in or manage specific Council initiated projects under the Local Government Act 2002 and development policy related projects.
- Providing advice to developers and their advisors on District Plan requirements and statutory obligations in relation to private plan changes.

### **Mentoring of junior staff**

- Assisting the Manager and Team Leader, as required, in the peer review of work produced by staff for accuracy and consistency.
- Project managing consultants who have been allocated private plan changes to process on behalf of the Council.

### **Project Management**

- Preparing Issues and Options reports to analyse different pathways for environmental issues to be addressed in the District Plan,
- Preparing Section 32 Evaluations & Analysis, Assessments of Environmental Effects, consultation and engagement plans to support changes to the District Plan
- Preparing reports for Council and Council sub-committees on District Plan changes or environmental issues as instructed.
- Preparing submissions to proposed changes in RMA related central government legislation, national policy statements, national environmental standards and the like.
- Consultant engagement, management and supervision.
- Participating in and project managing policy project teams as required.
- Liaising with other Council staff with regards to District Plan issues.
- Recording information on relevant electronic files.

### **Consultation**

- Undertaking public consultation with individuals, tangata whenua, sector groups and the wider public on Council initiatives.
- Liaising with other Council and Resource Management personnel, as required.

### **Managing Health and Safety - Generic**

- Actively encouraging reporting of workplace hazards and near misses.
- Actively promoting Health & Safety within the Policy Team environment and day to day operations of Council in general.

## Important Functional Relationships

### External

- Hawke's Bay Regional Council
- Napier City Council
- Government Departments (MFE, DOC, DIA)
- NGOs
- HB Area Health Board
- Statistics New Zealand
- Tangata Whenua
- General Public
- Consultants
- Developers/Property Managers
- Lawyers
- Other Territorial Authorities
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### Internal

- Mayor
- Councillors
- Chief Executive
- Community Safety Staff
- Committee Secretaries
- Community Services Staff
- Asset Management Staff
- Environmental Policy & Consents Managers & Staff
- Human Resources Staff
- IT Staff
- Strategy & Development Staff
- Legal Officer
- Planning & Regulatory Staff
- Communications Team
- Finance Team
- GIS Manager
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### Committees/Groups

- Council
- District Plan and Bylaws Committee
- Heretaunga Takoto Noa Joint Maori Committee
- District Plan Hearings Committee
- District Development Committee
- Industry/Land User interest groups
- Safer Communities Council
- Community Boards
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# Person Specification

## Qualifications

- Must possess a tertiary qualification in Planning, Resource Management or related fields; and must be eligible for full membership of the New Zealand Planning Institute.

## Knowledge/Experience

- A minimum of 10 years experience in a resource management related discipline preferred, or a minimum of 5 years specific experience in Resource Management policy.
- Will be able to demonstrate a sound understanding and working knowledge of the Resource Management Act 1991, and have experience in processing plan changes, project managing policy development initiatives, and/or processing complex resource consent applications under the Act.
- Must be able to demonstrate an understanding of the 'big picture' and context of Council's role in resource management planning and how it relates to other Council functions and the private sector.
- Experience in report preparation and presentation before Council, hearings panels and/or other similar quasi-judicial committees is required, and experience in appearing before the Environment Court would be an advantage.
- Must hold a current driver's license.
- Needs to be computer literate and have keyboard skills including the ability to use spreadsheets (Excel) and word processing (Word).

## Key Personal Competencies

- A well-organised approach to the project management of tasks with an ability to consistently achieve deadlines.
- Good interpersonal skills with a confident, open and friendly manner that engenders good rapport with other staff and members of the public, while maintaining a professional approach and personal integrity.
- Excellent communication skills (written and verbal).
- Be able to work co-operatively both within a busy team and across other Council teams.
- An ability to be innovative, adaptable and practical.
- An ability to cope with pressure and deadlines.

## Personal Attributes

- Be able to relate with and contribute positively to, the staff within the Policy team and other teams within Council.
- A mature and co-operative nature.
- An ability to be innovative, adaptable and practical.
- Good sense of humour and a positive approach are a must.
- Be able to work without supervision and display sound technical judgment and tact in decision making and problem solving.