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## POSITION DESCRIPTION

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Job Title: Planner / Senior Planner

Reports To: Principal Planner

Date: November 2024

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### Typical knowledge, skills, and attributes

#### Knowledge (qualifications)

- A tertiary qualification in urban planning, resource management planning, or a related discipline.
- An understanding of the Resource Management Act.

#### Skills

- Excellent written and oral communication skills
- Strong project focused expertise
- Can-do attitude and the desire to work as part of a team
- Can think at a long term, strategic level
- Can identify possible issues, risks, and opportunities
- Competent in Microsoft Office packages.

#### Experience

- Experience in a resource-consenting role or relevant discipline.

### Key areas of responsibility

As a Planner and Job Manager you are responsible for:

- (a) Completing planning projects as allocated ensuring that all such projects are compliant with accepted standards, regulations, legislation and codes of practice.
- (b) Producing reports and preparing expert evidence for hearings.
- (c) Managing client relationships and delivering work to expected timescales, scope and quality expectations.
- (d) Acting as a client point of contact for all matters relating to jobs/tasks for which you are responsible.
- (e) Liaising with clients on a routine basis in order to keep the client up to date with job progress.
- (f) Validating timesheet information against jobs for which you are involved.
- (g) Raising and following up invoices as required. This includes validating inputs from other staff.
- (h) Providing updates on job progress and in particular any indications that deadlines/targets might not be met/achieved.
- (i) Supporting business development activities and working collaboratively with the team to ensure ongoing business success.
- (j) Any other tasks associated with your allocated jobs as requested by the Principal Planner.
- (k) Mentoring and assisting the development of junior staff.
- (l) Achieving the Expected Outcomes in the relation to the competencies outlined below.

## Competencies

| Area of Focus                                       | Expected Outcomes   |
|---|---|
| Consultancy Services                                | <ul style="list-style-type: none"> <li>• Provide expert advice and deliver project work to address a range of planning considerations for assigned clients</li> <li>• Allocated projects and work are completed to briefs, timescales and quality standards</li> <li>• All consent applications are completed on a right time, first time basis</li> <li>• Support is provided for the preparation, co-ordination and distribution of tender and contract documentation</li> <li>• All research, testing, examinations and evaluations conform to accepted standards, regulations, legislation and codes of practice</li> <li>• Advice is provided to other stakeholders including architects and engineers around land use, design and construction from a planning perspective</li> <li>• Records and documentation are maintained to ensure ease of access to information and records</li> <li>• Work is performed collaboratively with all project staff and any stakeholders including councils, engineers and architects</li> </ul> |
| Client Relationships                                | <ul style="list-style-type: none"> <li>• Client projects and client expectations are managed to ensure the company's reputation in the market place is highly regarded</li> <li>• Clients are kept fully informed regarding project progress and status to ensure "no surprises" regarding any aspect of the project</li> <li>• Performance is enhanced through maintaining networks, market knowledge and new opportunities</li> <li>• Potential opportunities to increase revenue within existing client base and strategies to secure new clients are identified</li> </ul>  |
| Professional Development and Continuous Improvement | <ul style="list-style-type: none"> <li>• Up-to-date knowledge of legislation, codes of practice and best practice along with any changes is maintained and communicated to the team as relevant</li> <li>• Internal tools and resources are kept up to date and reflect best practice</li> <li>• Contributions made when required to company communications and marketing activities</li> </ul>   |
| Coaching and mentoring                              | <ul style="list-style-type: none"> <li>• Ensures knowledge is passed on in a structured way to achieve the maximum benefit</li> <li>• Encourage professional growth in those they work with</li> <li>• Passes on professional and organisational norms</li> <li>• Develops operational procedure documents and resources as required and shares information readily</li> </ul>  |
| Organisational Excellence                           | <ul style="list-style-type: none"> <li>• Continually seeks to improve own performance</li> <li>• Recognises opportunities for innovative solutions for organisation improvement</li> <li>• Defines expectations of performance and values</li> </ul>  |
| Teamwork  | <ul style="list-style-type: none"> <li>• Understands team dynamics and is an active and contributing team player in the organisation</li> <li>• Models the standards for teams and team work</li> <li>• Understands team dynamics</li> </ul>  |
| Information Technology                              | <ul style="list-style-type: none"> <li>• Has an appropriate level of skill in computer software relevant to the requirements of the role.</li> <li>• Is confident to try new software</li> <li>• Looks for ways to improve efficiency through the use of technology - takes advantage of technology to achieve goals</li> </ul>   |

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| Health & Safety      | <ul style="list-style-type: none"><li>• Compliance with health and safety procedures and the Health and at Work Act is maintained</li><li>• Hazards are managed effectively at all times</li><li>• Avoidable accidents or incidents are prevented</li><li>• All site safety requirements are complied with</li></ul> |
| General/Other duties | <ul style="list-style-type: none"><li>• Other duties are performed as required in accordance with operational requirements</li><li>• Reporting requirements are consistently met</li><li>• Flexibility and willingness to perform a variety of tasks is demonstrated</li></ul>                                       |