

PLANNER POSITION DESCRIPTION

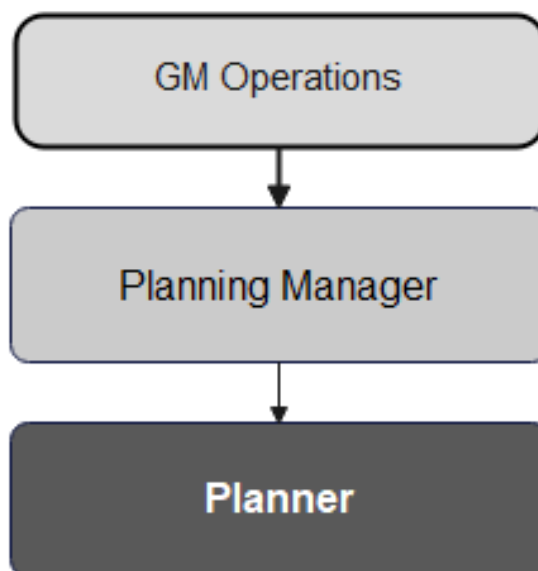


Department	Planning, Operations
Responsible to	Planning Manager
Responsible for	No staff report to this role
Date	June 2025
Position Holder	
Hours	Full-time, 37.5 hours per week, Monday to Friday

Purpose

To assist with undertaking the Council's planning functions and responsibilities.

Organisation Context



Functional Relationships

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/Lead	Deliver to
Internal	Planning Manager	✓	✓		✓		✓
	Planning and regulatory staff	✓	✓		✓		
	Other council staff	✓	✓		✓		
External	Consultants	✓			✓		
	General public	✓			✓		✓
	Other government agencies	✓	✓		✓		
	Hokonui Runanga	✓			✓		

Key Results Area

The position objectives of the Planner encompass the following areas:

- Planning and resource management

The requirements in the above Key Results Area are broadly elaborated below.

What you will do to Contribute	As a result, we will see
<p>Planning and resource management</p> <ul style="list-style-type: none"> • Ensure that the Council's planning and resource management functions are carried out in an orderly and timely manner, including all statutory timeframes. • Support the activities undertaken by the Council's planning team, including planning consultants. • Assist the public and Council staff with planning enquiries. • Carry out a range of planning and resource management activities, including, but not limited to public enquiries, PIMs, resource consent processing, subdivision certification, policy review, and resource consent monitoring and enforcement assessments. • Develop and maintain positive working relationships with Council departments that require resource management input into their activities. 	<ul style="list-style-type: none"> • Developing and maintaining systems for the processing and storage of Council resource management documents and other information held by the Council. • Implementing non-regulatory initiatives that assist the Council in carrying out its resource management functions. • Advising on resource consents lodged with other Councils, and resource management documents prepared by other agencies (at a local, regional, or national level) where these could impact upon the interests of the Gore District Council. • Identifying opportunities to contribute to team or business objectives and actively seek to provide input. • Tasks supporting the District Plan review and implementation.

- Maintain effective relationships with resource management staff at Hokonui Runanga, Te Ao Marama, as Iwi stakeholders, and local, regional, and central government agencies within Southland.
- Maintain a positive working relationship with the public and with private sector professionals who seek assistance, advice, and information from the Council.

Financial Responsibility

	Yes	No
Controls a budget		✓

Person Specification

The successful candidate will need the following:

Essential:	Desirable:
A qualification in planning and eligibility to be a member of NZPI.	Knowledge and understanding of processes under the Resource Management Act 1991.
Prior experience in planning and resource management	3-4 years experience in planning or resource management.
Good computer literacy.	

Specific Skills

- 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.

Personal Attributes

- 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 organization, we recognize the significance of Te Tiriti o Waitangi (the Treaty of Waitangi) in shaping Aotearoa New Zealand. We are committed to honoring its principles in our work environment

Civil Defence

To take part in civil defence training programmes and exercises in order that the officer is able to assist effectively in a civil defence emergency. Training will be provided.