

ROLE DESCRIPTION
March 2022

Title & Reporting Relationships

Position Title:	Policy Planner (Senior), Kaiwhakatau Kaupapa (Matua), District Planning Team, Strategy, Growth and Recovery Group
Grade:	SP 17 – 18* <i>*appointment will be made pending skills, experience and the organisational needs at the time</i>
Reports to:	District Planning Manager
Direct Reports:	Nil
Purpose of the Group and the Position:	<p>The Strategy, Growth and Recovery Group has been created post Covid-19 lockdown to enable a focus and allocation of resources to support the Council’s strategic growth and recovery work. Overall the Group will be responsible for the policy, research and strategy work program, district planning, strategic property matters, strategic housing matters, and economic development including tourism support activities. The teams within this Group will work collaboratively together and across the organisation to ensure effective and fit for purpose research, policy formulation, and strategic planning.</p> <p>Within this Group, the Senior Policy Planner role works within the District Planning team to maintain the District Plan and to ensure that it is fit for purpose.</p>
Indirect Reports:	<p>Nil</p> <p>This role is responsible for establishing and maintaining effective, co-operative and professional working relationships with all stakeholders including:</p>
Internal Customers:	<ul style="list-style-type: none"> • Group Manager Strategy, Growth and Recovery Group • District Planning Manager • Other District Planning Team staff • Other teams in the Strategy, Growth and Recovery Group • Staff in other Council Groups, particularly Regulatory Services, Infrastructure, People and Partnerships and Parks • Elected Members
External Contacts:	<ul style="list-style-type: none"> • Tāngata whenua • Business, educational, professional and community groups • Greater Wellington Regional Council

- Staff in other local authorities and government and non-government agencies
- Developer and local environmental groups
- Residents, ratepayers and community groups
- Consultants/contractors providing services to Council.

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment the Council must be well positioned and supported to meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for businesses and households. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which influence how we do things. The Council works to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

Our behaviours demonstrate our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers’ needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of the implications of the Treaty of Waitangi on the operations of a local authority.

FUNCTIONAL KEY RESULTS

The Senior Policy Planner is a senior role within the team and will be expected to lead and coach less experienced members of the team. The role will also be required to:

- Provide robust policy planning advice across the range of issues managed by or that interact with the District Plan.
- Ensure that advice is well founded within a strong evidence base and in cases where the evidence base is sub-optimal that the associated risks are well communicated.
- Ensure that the costs and benefits of a policy intervention are well documented and understood by Council.
- Monitor the effectiveness of the District Plan and ensure it is able to be implemented effectively.
- Proactively assist the Manager in the following:
 - Identifying future trends in the policy environment and what this may mean for the direction of the Council’s policy advice.
 - Challenging current thinking and developing new frameworks, raising new ideas, and providing innovative ways to present advice.
- Identify medium-term issues and trends, opportunities and political issues affecting the Kāpiti District.

Legislative Compliance

- Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).

Project Management

- Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders.
- Ensure documentation is current, available as required and is prepared using Council standard templates/documentation.
- Ensure Council processes and procedures are complied with.

Customer Service

- Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence.
- Maintain confidentiality at all times.

Teamwork

- Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required.
- Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises.
- Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement.
- Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.

Financial Management

- Ensure all financial activity is conducted in accord with current policy and procedures.
- Ensure you work within your financial delegation.

Monitoring and Reporting

- Review, monitor and report on activity or projects as required by the manager.
- Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.

Relationship Management

- Build and maintain effective professional working relationships with all key stakeholders.
- Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.

Information Management

- Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated EDRMS system, using processes and tools as described in the current Information Management Policy.

Personal Key Results

- Demonstrate commitment to organisational values through behaviour that is consistent with our Caring, Dynamic and Effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of the Treaty of Waitangi and its application for the Council.

Health and Safety

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying work place risks and hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment;
- reporting any risks and/or hazards you become aware of in the workplace;
- observing all safety policies, procedures and precautions, including wearing and using the protective clothing and equipment;

- notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours;
- notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work related accident or gradual process injury, and provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and
- complying with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation programme, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

Essential Skills, Knowledge and Experience

- Experience working in or with local government and with the review and implementation of District Plans and associated regulatory processes.
- Tertiary qualification(s) in resource management and/ or urban planning.
- Demonstrated ability to effectively manage projects, on time and to agreed budgets.
- Strong organisational and time management skills with demonstrated ability to prioritise work and work effectively to deadlines.
- Proven analytical skills.
- Effective time management skills and ability to work effectively without supervision and collaboratively as an effective team member.
- Effective interpersonal skills with a demonstrated commitment to customer service and capability of working with a wide range of people within and outside the organization with a flexible, adaptable and pragmatic approach.
- Demonstrated ability to effectively communicate and work positively and constructively with landowners, developers and interested community groups to achieve integrated, mutually acceptable outcomes, and negotiate effectively with a wide range of people both within and outside of the organization.
- Demonstrated excellent communication skills, both oral and written, with ability to write reports and make presentations to management and Council, which are concise, accurate and which can explain technical matters in a manner easily understood by lay people.
- Knowledge of tikanga Māori, an awareness of Māori perspectives and of issues relevant to Māori.
- Demonstrated effective computer skills encompassing Microsoft Office Products.
- Ability to demonstrate a high level of motivation with initiative and be able to provide policy options which are both creative, pragmatic and meet statutory requirements.
- Demonstrated sound political acumen, political sensitivity, and effective judgment.
- Hold a current and valid NZ Driver's Licence.

OTHER INFORMATION

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

Civil Defence Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence duties in the event of an emergency (training will be given as appropriate). The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

Performance Review

Performance in this position will be assessed in terms of an agreed performance plan.