

Your Position

Your job	Resource Planner Parks Kaihanga Mahere Rawa (Ngā Pāka)
Your group	City & Community Infrastructure
Your team	Parks
Your manager	Principal Resource Planner Parks, Matt Hoffman
Your base	Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our goals:

- A growing, prosperous and regionally connected city
- A village and city experience
- Children and young people at the heart of our city
- A healthy and protected harbour and catchment

How we work together:

- Team up – Together we make a difference for our community
- Work smart – We are curious, courageous and learn from experience
- Make it happen – We use our energy and skills to get things done

Your team's purpose

City & Community Infrastructure's purpose is to:

- lead planning and maintenance of Council's infrastructure (including roading) and utility assets, within a well-informed long-term strategy;
- ensure the provision of transportation, water, stormwater, sewage disposal and solid waste services;
- deliver community services, including, parks, library, recreation and cultural services.

Your purpose

The Resource Planner Parks role is to:

- administer reserve land in accordance with the Reserves Act 1977, Local Government Act 2002 and Council policy. The Planner also provides input into resource and building consent application and the preparation of the same to enable sustainable management and development of Parks land in Porirua.
- This role also provides advice to the Manager Parks on reserve and resource management issues and develops plans for reserve land management and operational policies for Parks.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none"> • None
Your indirect reports	<ul style="list-style-type: none"> • None
External people and groups	<ul style="list-style-type: none"> • Government, public organisations, parks and reserves users • Members of the public and community organisations • Iwi • Other local authorities • Contractors, consultants and suppliers • Industry groups, property developers, local and regional sports clubs and organisations
Internal people and groups	<ul style="list-style-type: none"> • Executive Leadership Team, managers and staff at all levels of the organisation • Mayor, Councillors, Council and Council committees

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none"> • Reserve Land Management/Administration • Administer reserve land in accordance with the Reserves Act 1977 and Local Government Act 2002 processes and procedures, including declarations, classifications and revocations • Investigation and assessment of proposals for the use and development of reserve land, including applications for leases, licenses and easements. • Provision of technical advice on the Reserves Act 1977 and other relevant statutes in relation to day-to-day land management needs. • Evaluation of land acquisition and disposal options and co-ordination of associated processes. • Administering existing plans and policies and maintaining and updating

	<p>the reserve land database.</p> <ul style="list-style-type: none"> • Preparation of reports for Committee and Council meetings as required. <p>Resource Management</p> <ul style="list-style-type: none"> • Provision of advice to Policy, Planning and Regulatory Services on resource and building consent applications. • Application of District Plan policies in the area of recreation and civic development, reserve acquisition and the development contributions policy as it relates to Parks • Provision of advice on District Plan and other resource management matters. • Supporting attendance at hearings and providing policy advice to Council on resource management issues as they relate to the functions of the Parks team <p>Resource consents</p> <ul style="list-style-type: none"> • Preparation of resource consent and building consent applications for Parks projects. • Completion of site visits, assessments of environmental effects, and investigation of design options and alternatives. • Consultation with consent authorities, government departments, iwi, interest groups, residents associations and individuals. • Preparation of project briefs and appraisal of tenders for Parks project work. <p>Policy Development</p> <ul style="list-style-type: none"> • Researching, developing and implementing reserves management plans and policies. • Assisting with the development of resource management policy in the area of reserve/development contributions. • Providing reports and policy advice on parks, reserves, open space and resource management issues. • Assisting with the compilation and analysis of data and information relevant to the work programme of the Parks team.
Relationship Management	<ul style="list-style-type: none"> • Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> • Three to five years' experience in planning, resource management or parks and recreation management, with eligibility for membership of the New Zealand Planning Institute • Working knowledge of the Resource Management Act 1991, the Reserves Act 1977, other relevant legislation and local government structures and processes • Experience with either processing resource consents or the preparation of subdivision consents and easement processes.
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	<ul style="list-style-type: none"> • Demonstrated ability in the areas of research, report writing, policy advice and project management • Willingness and ability to work co-operatively and constructively with a wide range of people, including colleagues, other professionals, interest groups and the public • Well-developed analytical, conceptual thinking and problem-solving abilities • Capacity to work under pressure and to meet deadlines • Excellent written and oral communication skills • Good computer skills, especially word processing and spreadsheets. • Process driven with attention to detail • Positive attitude and uses initiative effectively • Understanding and commitment to health and safety in the workplace • Understanding and commitment to diverse workplaces • Understanding and commitment to the Treaty of Waitangi and bicultural issues.
It'd be great if you also have:	<ul style="list-style-type: none"> •

Last updated 9 September 2020