

## Your Position

<b>Your job</b>	<b>Senior Policy Planner</b> <b>Kaihanga Mahere Kaupapahere Matua</b>
<b>Your group</b>	Policy, Planning & Regulatory Services
<b>Your team</b>	Climate & Environmental Planning
<b>Your manager</b>	Manager Climate & Environmental Planning, Helen Oram
<b>Your base</b>	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 strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

### How we work together:

- Whakakotahi - Team up  
Mā te mahi tahi e puta ai he hua ki tō tātou hapori  
Together we make a difference for our community
- Mahi Atamai - Work smart  
Ka whakapātari i a tātou anō kia pai ake ai ngā hua  
We challenge ourselves to do things better
- Whakatinanatia - Make it happen  
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga  
We use our energy to get things done

## Your team's purpose

Policy, Planning & Regulatory Service's purpose is to:

- Develop, prepare and oversee policy, plans and strategies relating to social, economic, environmental, infrastructure, climate and regulatory services issues (including resource management, climate and District Planning policy);
- Lead the corporate planning processes including the Long-term Plan and Annual Plan; Deliver the regulatory functions and monitoring / enforcement services in relation to District Plan development control, building control, environmental control and animal control.
- Deliver the regulatory functions and monitoring / enforcement services in relation to District Plan development control, building control, environmental control and animal control.
- The Climate and Environmental Planning team's vision is to contribute to a resilient and inviting city that enables our communities to thrive.

## Your purpose

The Senior Policy Planner's role is to:

- Advise the Council on RMA planning and policy matters
- Lead and participate in the development of the Proposed District Plan, including key district wide and area-based topics
- Lead and advise on plan changes and variations to the Operative District Plan and Proposed District Plan

## Who you'll be working with

Your direct reports	<ul style="list-style-type: none"><li>• None</li></ul>
Your indirect reports	<ul style="list-style-type: none"><li>• None</li></ul>
External people and groups	<ul style="list-style-type: none"><li>• Ngāti Toa</li><li>• Government, public organisations and business</li><li>• Members of the public and community organisations</li><li>• Other local authorities</li><li>• Contractors, consultants and suppliers</li><li>• Industry groups</li></ul>
Internal people and groups	<ul style="list-style-type: none"><li>• Climate &amp; Environmental Planning Team, Executive Leadership Team, managers and staff at all levels of the organisation</li><li>• Mayor, Councillors, Council and Council committees</li></ul>

## Your responsibilities

What you'll do	How you'll do it
Leadership and Management	<ul style="list-style-type: none"> <li>• Lead the response to appeals on the Proposed District Plan. This will involve working alongside our legal counsel and technical experts in mediation and potentially the Environment Court.</li> <li>• You will lead on the development and refinement of the evidence base, and information required to inform policy development.</li> <li>• Advise elected representatives, committees, the Executive Leadership Team and the Manager Climate &amp; Environmental Planning on District Plan and planning-related issues.</li> <li>• Guide and mentor less experienced staff.</li> </ul>
Strategic & Operational Planning	<ul style="list-style-type: none"> <li>• Ensure policy is clear, direct, understandable and outcome focused</li> <li>• Lead the preparation and presentation of s42A reports and evidence in hearings and to the Environment Court</li> <li>• Lead the review and preparation of reports and submissions on new and proposed national policy and strategy, regional and district plans and policy statements</li> <li>• Follow RMA processes and ensure reports and deliverables are on time and delivered to a high standard</li> <li>• Engage with and oversee external providers of policy advice and other technical inputs</li> <li>• Provide information and advice on complex resource management matters</li> <li>• Monitor the impact of policy decisions on key outcomes</li> <li>• Undertake administrative duties as required</li> <li>• Input into Annual and Long-Term Planning</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Continue to foster a close relationship with our Iwi partner Te Rūnanga o Toa Rangatira</li> <li>• Build positive working relationships with wider Council staff, contractors and suppliers</li> <li>• Establish and maintain relationships with key external stakeholders including business and industry groups</li> <li>• Represent Council and PPRS at relevant industry conferences, seminars and other events</li> </ul>
Corporate Responsibilities	<ul style="list-style-type: none"> <li>• Commit to our vision, strategic directions, values and services</li> <li>• Willingly undertake any duty required within the context of the position</li> <li>• Adhere to our Code of Conduct</li> <li>• Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event</li> </ul>

## Your skills, experience and qualifications

<p>It's essential that you have:</p>	<ul style="list-style-type: none"> <li>• A tertiary qualification in Geography, Planning, Environmental Science, Public Policy or a related field</li> <li>• A thorough knowledge of statutory planning, resource management and local government policies and procedures, including excellent knowledge and demonstrated practical application of the Resource Management Act 1991 (7+ years preferred)</li> <li>• Knowledge and demonstrated practical experience with District Plan policy development and/or plan changes</li> <li>• Experience managing complex planning projects</li> <li>• Excellent report and policy writing skills</li> <li>• Excellent oral communication skills and the ability to present to and inspire a wide range of audiences</li> <li>• The ability to think strategically and integrate resource management outcomes with wider strategy outcomes</li> <li>• strong analytical skills and the ability to interpret evidence and translate this into meaningful outcomes</li> <li>• The ability to work collaboratively and bring together divergent thinking and views</li> <li>• A timely, methodical and well organised approach to work management</li> <li>• The ability to be responsive and agile when dealing with challenging issues</li> <li>• a strong customer service focus</li> <li>• an understanding and commitment to the Treaty of Waitangi and bicultural issues</li> <li>• An understanding of and commitment to health and safety in the workplace</li> <li>• An understanding and commitment to diversity in the workplace</li> <li>• A proven track record of developing and maintaining relationships with a broad range of stakeholders</li> </ul>
<p>It'd be great if you also have:</p>	<ul style="list-style-type: none"> <li>• Experience in the preparation and presentation of reports and evidence at hearings and to the Environment Court</li> <li>• Experience in both policy planning and resource consenting roles</li> </ul>

Last updated 11 October 2024



Porirua City Council supports an inclusive and welcoming environment and is a member of Diversity Works.