

## Your Position

<b>Your job</b>	<b>Graduate/ Intermediate Policy Planner</b> Kaihanga Mahere Kaupapahere Paetahi (Graduate) Kaihanga Mahere Kaupapahere Wawaenga (intermediate)
<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.
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- 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 Policy Planner's role is to:

- Assist with the implementation of Council's responsibilities under the Resource Management Act 1991.
- assist in the development of provisions for the District Plan and provides support to the Senior and Principal Policy Planners
- contribute to various planning related projects

## 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>• Ngati Toa Rangatira</li><li>• Government, public organisations and businesses</li><li>• Members of the public, interest groups and community organisations</li><li>• Other local authorities</li><li>• Contractors, consultants and suppliers</li></ul>
Internal people and groups	<ul style="list-style-type: none"><li>• Executive Leadership Team, managers and staff at all levels of the organisation</li></ul>

## Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none"> <li>• Prepare and/or assist with the preparation of the review of parts of the District Plan</li> <li>• Assist in developing provisions and gathering information required to inform policy development</li> <li>• Analyse, research and problem solve resource management issues</li> <li>• Assist with the preparation and presentation of evidence in hearings and to the Environment Court</li> <li>• Assist with the review and preparation of reports and submissions on relevant new and proposed national strategies, regional and district plans and policy documents</li> <li>• Follow the RMA processes and ensure various steps are on time and delivered to standard</li> <li>• Monitor outcomes under the Local Government Act and the Resource Management Act</li> <li>• Provide information and accurate advice on resource management matters</li> <li>• Respond to District Plan enquiries</li> <li>• Provide consultation, policy research, monitoring, analysis, and submission services</li> <li>• Undertake administrative duties as required</li> <li>• Provide policy feedback on regional and national policy's as and when required.</li> <li>• Develops a good understanding of the RMA Schedule 1 process.</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Establish and maintain relationships with our partner iwi – Ngati Toa Rangatira</li> <li>• Establish and maintain relationships key stakeholders and business and industry groups</li> <li>• Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive</li> </ul>
Corporate Responsibilities	<ul style="list-style-type: none"> <li>• Build commitment of our vision, strategic directions, values and services</li> <li>• Willingly undertake any duty required within the context of the position</li> <li>• Manage own personal health and safety and takes appropriate action to deal with workplace hazards, accidents and incidents</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>• Tertiary qualification in Planning, Geography or Environmental Science</li><li>• A sound understanding of the Resource Management Act 1991</li><li>• A sound understanding of the Local Government Act 2001</li><li>• Ability to think through resource management issues and their solutions</li><li>• Able to build effective workplace relationships and maintain them</li><li>• Methodical in approach</li><li>• Ability to work individually as well as within a team environment</li><li>• A strong customer focus</li><li>• Good level of computer literacy with demonstrated competency in the MS suite of applications</li><li>• Excellent time management skills and attention to detail</li><li>• Demonstrated initiative and the ability to learn and apply new concepts quickly</li><li>• Understanding and commitment to health and safety in the workplace</li><li>• Understanding and commitment to diverse workplaces</li><li>• Understanding and commitment to the Treaty of Waitangi and bicultural issues</li></ul>
<p>It'd be great if you also have:</p>	<ul style="list-style-type: none"><li>• Experience in both a policy planning and resource consenting environment is desirable.</li><li>• Resource Consent processing experience</li></ul>