

## Your Position

<b>Your job</b>	Resource Planner (Parks) Kaihanga Mahere Rawa (Ngā Pāka)
<b>Your group</b>	Infrastructure
<b>Your team</b>	Parks
<b>Your manager</b>	Principal Resource Planner Parks, Matt Hoffman
<b>Your base</b>	Council premises within 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 and skills to get things done

## Your team's purpose

The Infrastructure group comprises four teams: Parks, Transport, Water Services and Waste. The Group is responsible for a significant portion of the Council's customer interactions and budget spend as people work, live and play in Porirua.

The Parks team looks after Porirua's natural landscapes and the health of Te Awarua o Porirua Harbour to ensure both our people and environment thrive. From our streams, bush and coastal areas to sports fields and shared paths, we manage and regenerate the spaces that define Porirua, and we work in partnership with Ngāti Toa and our community to create safe, welcoming, and ecologically rich places for generations to enjoy.

## 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, and in some cases leads the preparation of, resource and building consent application to enable sustainable management and development of Parks land in Porirua.
- provide advice to the Manager Parks & City Services on reserve and resource management matters
- develop 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"><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>• Government, public organisations, parks and reserves users</li><li>• Members of the public and community organisations</li><li>• Ngāti Toa Rangatira</li><li>• Other local authorities</li><li>• Contractors, consultants and suppliers</li><li>• Industry groups, property developers, local and regional sports clubs and organisations</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><li>• Mayor, Councillors, Council and Council committees</li></ul>

## Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<p><b>Reserve Land Management/Administration</b></p> <ul style="list-style-type: none"> <li>Administer reserve land in accordance with the Reserves Act 1977 and Local Government Act 2002 processes and procedures, including declarations, classifications and revocations</li> <li>Investigation and assessment of proposals for the use and development of reserve land, including applications for leases, licenses and easements.</li> <li>Provision of technical advice on the Reserves Act 1977 and other relevant statutes in relation to day-to-day land management needs.</li> <li>Evaluation of land acquisition and disposal options and co-ordination of associated processes.</li> <li>Administering existing plans and policies and maintaining and updating the reserve land database.</li> <li>Preparation of reports for Committee and Council meetings as required.</li> </ul> <p><b>Resource Management</b></p> <ul style="list-style-type: none"> <li>Provision of advice to Policy, Planning and Regulatory Services on resource and building consent applications.</li> <li>Application of District Plan and development contribution policies in the area of recreation and civic development and, reserve acquisition</li> <li>Provision of advice on District Plan and other resource management matters.</li> <li>Attendance at hearings and providing policy advice to Council on resource management issues as they relate to the functions of the Parks team</li> </ul> <p><b>Resource Consents</b></p> <ul style="list-style-type: none"> <li>Preparation of resource consent and building consent applications for Parks projects.</li> <li>Completion of site visits, assessments of environmental effects, and investigation of design options and alternatives.</li> <li>Consultation with consent authorities, government departments, iwi, interest groups, residents associations and individuals.</li> <li>Preparation of project briefs and appraisal of tenders for Parks project work.</li> </ul> <p><b>Policy Development</b></p> <ul style="list-style-type: none"> <li>Researching, developing and implementing reserves management plans and policies.</li> <li>Assisting with the development of resource management policy around reserve/development contributions.</li> <li>Providing reports and policy advice on parks, reserves, open space and resource management issues.</li> <li>Assisting with the compilation and analysis of data and information relevant to the work programme of the Parks team.</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <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>

Health and Safety	<ul style="list-style-type: none"> <li>• Understand and apply health, safety and risk management in accordance with Council's risk management framework and relevant legislation.</li> <li>• Take responsibility for your work environment; identify, assess, and manage hazards and risks to ensure they are addressed.</li> <li>• Encourage and support the identification, assessment, management, reporting and monitoring of hazards and risks to ensure they are addressed.</li> <li>• Recognise when to escalate issues.</li> <li>• Take reasonable care that what you do or don't do does not adversely affect the health and safety of other people.</li> <li>• Take reasonable care of your own health, safety, security, and wellbeing.</li> <li>• Foster a safe environment for staff, volunteers, and community groups and or participants in activities or events.</li> <li>• Ensure all health, safety and security incidents are reported.</li> <li>• Encourage others to report health and safety incidents and risks.</li> <li>• Cooperate with any reasonable workplace health and safety policy or procedure.</li> <li>• Comply with any reasonable instructions given.</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>• 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

It's essential that you have:	<ul style="list-style-type: none"><li>• Three to five years' experience in planning, resource management or parks and recreation management, with eligibility for membership of the New Zealand Planning Institute</li><li>• Working knowledge of the Resource Management Act 1991, the Reserves Act 1977, other relevant legislation and local government structures and processes</li><li>• Experience with either processing or preparing resource consents and easement processes.</li><li>• Demonstrated ability in research, report writing, policy advice and project management</li><li>• Willingness and ability to work co-operatively and constructively with a wide range of people, including colleagues, other professionals, interest groups and the public</li><li>• Well-developed analytical, conceptual thinking and problem-solving abilities</li><li>• Capacity to work under pressure and meet deadlines</li><li>• Excellent written and oral communication skills</li><li>• Good computer skills, especially word processing and spreadsheets.</li><li>• Process driven with attention to detail</li><li>• A current unrestricted driver licence</li><li>• Positive attitude and uses initiative effectively</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>
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Last updated February 2026



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