

POSITION DESCRIPTION

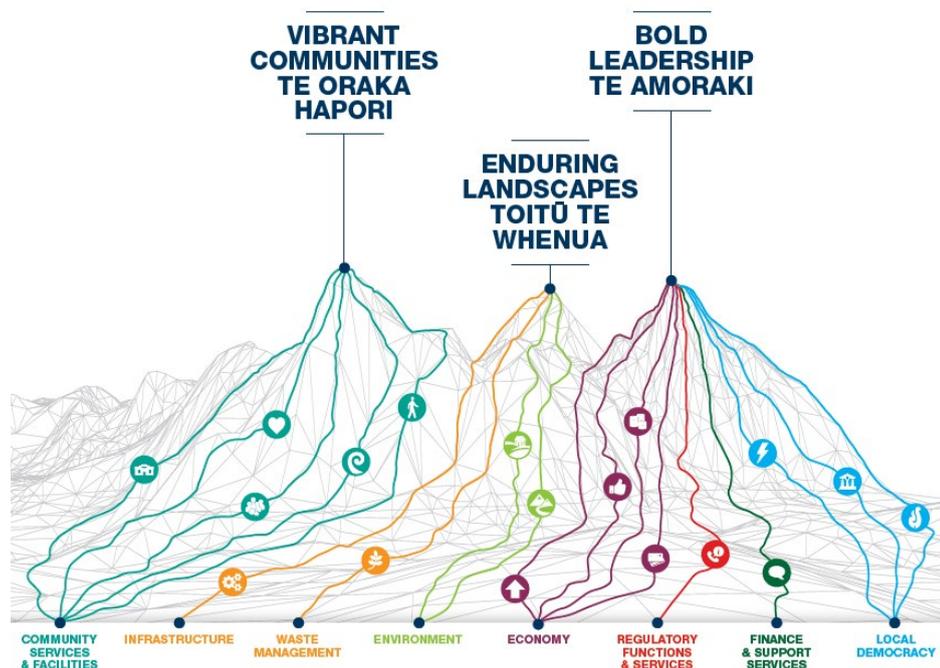
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| Position: | Senior Policy Planner |
| Department: | Policy Planning, Planning & Development |
| Location: | Queenstown |
| Reports to: | Manager Policy Planning |
| Date: | May 2021 |

BACKGROUND

Queenstown Lakes is a unique district with population and economic growth, coupled with an international reputation as a tourist destination that is unmatched. It has a relatively small number of residents (approximately 47,500 in June 2020), and pre-March 2020 experienced 2 million + visitors every year.

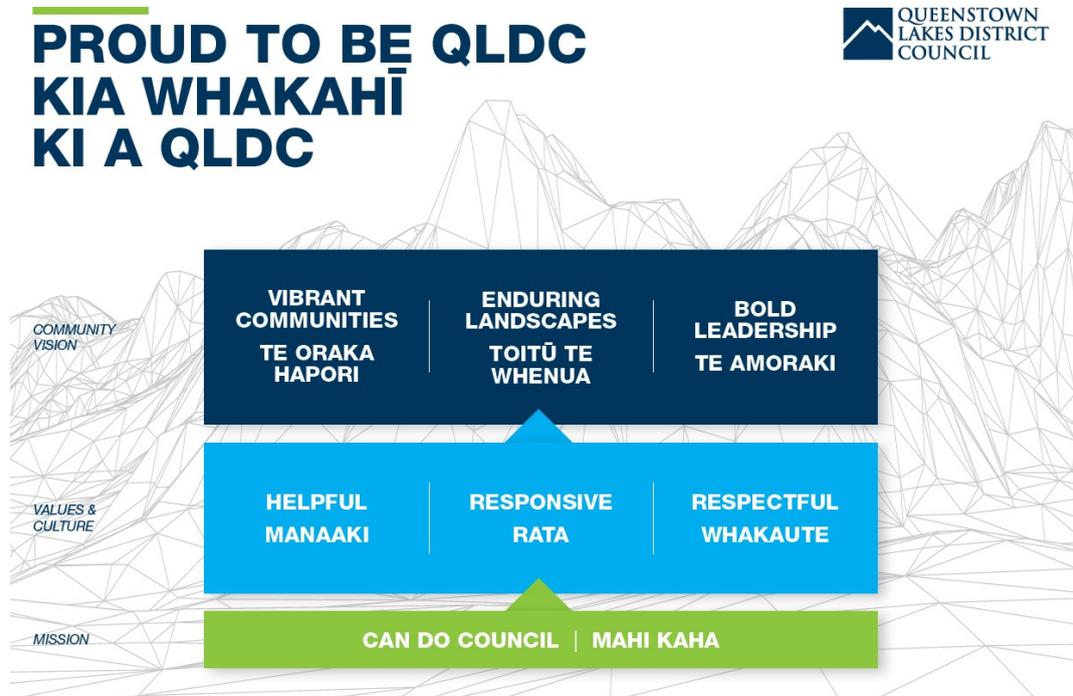
The Queenstown Lakes District Council has a central role to play in maintaining and enhancing the quality and liveability of the outstanding environment of the district. It also has a central role in development and regulation and provides high quality services and infrastructure to residents and visitors; managing the district's parks, trails, libraries and recreational facilities; enabling sustainable development through consenting services; and regulating local activities.

The 2018-2028 Ten Year Plan aspires to create momentum in a range of areas through a focus on three peaks - enduring landscapes, bold leadership and strong and diverse communities. The 2018/2019 Annual Plan provides for a total of 380+ council staff.



VISION, MISSION AND VALUES

We're proud to be QLDC, and our culture is an important part of who we are. The vision, mission and values set out below are the foundation for our organisational culture; how and why we go about things:



PURPOSE

The Senior Policy Planner role leads research, drafts policies and guidelines, monitors outcomes under the LGA and RMA, advising the Council on urban and rural planning policy and RMA matters, responding to District Plan enquiries and preparing planning strategies, analysis reports, plan changes and evidence.

KEY TASKS

Operational Excellence

- Researches, manages and implements projects to develop and amend key parts of the District Plan.
- Prepares briefs of work and manages projects undertaken by Council staff and consultants.
- Prepares reports on particular planning issues to the quality standards and timeframes directed.
- Prepares evidence for Council and Environment Court hearings.
- Assists with the administration of the QLDC District Plan.
- Ensures that accurate and up to date records are maintained in relation to responsibilities.
- Ensures a high standard of customer interface in responding to counter, telephone, e-mail and mail enquiries.

- Implements and continually improves service delivery policies, processes and systems in order to assist effective, efficient and seamless resource consenting activities.
- Ensures sound and practical application of the RMA, and all associated legislation, in relation to all policy planning strategies, decisions and advice.

Relationship Management

- Fosters and drives a collaborative team environment with internal policy planners, and external consultants and contractors.
- Works collaboratively with other members of the Planning & Development team.
- Establishes ongoing dialogues with customers, and is proactive in building strategic alliances consistent with QLDC's vision.
- Cultivates a professional and positive image for QLDC with the media and the community.

Corporate Responsibilities

- Builds commitment to QLDC's vision, values and services.
- Willingly undertakes any duty required within the context of the position.
- Ensures compliance with all legal/statutory and QLDC requirements for health and safety of all staff, visitors and users of QLDC recreation and leisure facilities.
- Manages own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents.
- Complies with all legislative requirements.
- Adheres to QLDC's Code of Conduct.

KEY RELATIONSHIPS

Internal:

- General Manager, Planning & Development
- Legal advisors
- Other staff

External:

- Residents and customers
- Contractors & Consultants

ACCOUNTABILITIES AND DELEGATIONS

Financial Authority

- No financial delegations held

Staff Authority

- No staff management responsibilities.

PERSON SPECIFICATION

Education

- Tertiary degree qualification in planning or related discipline.
- Membership of the New Zealand Planning Institute, or eligibility for membership.

Experience

- Good knowledge and demonstrated practical application (3+ years) of the Resource Management Act 1991 and allied legislation.
- Experience in both a policy planning & consenting environment desirable.
- Proven experience with district plan reviews, or other planning policy areas, in a New Zealand Local Government Environment.
- Excellent oral and written communication skills.
- Demonstrated ability to present topics to the public, professionals and meetings.
- Proven track record of developing and maintaining relationships across a broad range of stakeholders.
- Experience with carrying out GIS analysis and mapping.

General

- Highly motivated, achievement-oriented and innovative professional.

COMPETENCIES

Core competencies for all employees of QLDC:

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| Customer focus | Is dedicated to meeting the expectations and requirements of internal and external customers; Gets first hand customer information and uses it for improvements in products and services; Acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect. |
| Action Oriented | Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others. |
| Drive for results | Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results. |
| Integrity & Trust | Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent himself/herself for personal gain. |
| Relationship Management & Teamworking | Relates well to all kinds of people, up, down, sideways, inside and outside of the organisation; Builds appropriate rapport quickly; Builds constructive and effective relationships; Uses diplomacy and tact; Can defuse high tension situations comfortably. |
| Health & Safety | <ul style="list-style-type: none"> • Ensures compliance to all legal/statutory and company requirements for Health and Safety • Adheres to all QLDC's Health & Safety policies and procedures • Is actively involved in QLDC's health and safety systems |

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| | <ul style="list-style-type: none"> • Wears relevant personal protective clothing and equipment as and when required* Use only for roles where PPE may be required • Reports any pain, discomfort or other health & safety concerns as soon as possible • Ensures all accidents, incidents and hazards are reported using QLDC's Health & Safety reporting procedures. |
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Competencies specific to the role:

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| <i>Spatial Analysis</i> | Comfortable using Geographic Information Systems including basic mapping and data analysis. Has experience with using a variety of GIS applications and good understanding of its use in strategic spatial planning. |
| <i>Informing</i> | Provides the information people need to know to do their jobs; provides individuals with information so that they can make accurate decisions and give appropriate advice to others; is timely with information. |
| <i>Decision quality</i> | Makes good decisions based on analysis, wisdom, experience and judgement; most solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions. |
| <i>Intellectual Horsepower</i> | Is bright and intelligent, able to deal with concepts and complexity comfortably, intellectually sharp and agile. |
| <i>Problem Solving</i> | Uses rigorous logic and methods to solve difficult problems; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers. |
| <i>Presentation skills</i> | Is effective in a variety of formal presentation settings: one on one, small and large groups. Is effective both inside and outside the organisation, on both cool data and hot controversial topics. Commands attention and can manage group process during the presentation. Can change tactics midstream when something isn't working. |