



## Position Description

**Position Title:** Planning Technician

**Tenure/Hours:** 12-month Fixed Term Contract  
35 hours per week, Monday to Friday  
On call for emergency operations

**Position Summary:** This role helps deliver planning services through administration and technical support. It carries out duties as required by the Resource Management Act 1991, directly related legislation.



### DISTRICT VISION

Mā te whenua, mā te waioara tātou e ora ai hei hapori  
ngangahau hei hapori honohono hoki.

We thrive together.  
Vibrant, connected communities where our land and  
waters are nurtured and our people flourish.

## What you will do

### Administration

- Resource consent & subdivision administration in accordance with statutory timeframes,
- Databases and administration – using Council Systems such as Authority and TRIM,
- Document Management in accordance with Council protocol and systems,
- Manage the core planning workload spreadsheet (Resource consent applications, PIMs, Planning checks on Building Consents, LIMs, TA certifications),
- Co-ordinate weekly planning meetings and minutes,
- Manage the planning inbox and ensure that enquiries and emails are filed and distributed,
- Track & monitor all planning payments,
- Manage Monthly Performance Stats - Set up & close off all resource consents and Local Government Act applications for Council,
- Manage internal and external referrals for resource consents and distribution of all associated correspondence,
- Manage resource consent invoicing & payment tracking,
- Prepare monthly summary resource consents reports for Council and Iwi Partners.
- Assist with the notification of applications and receipt of submissions (if required).
- Assist with the coordination of hearings and notification of submitters (if required).
- Assist with MfE annual reporting,
- Prepare monthly summary resource consents reports for Council and Iwi Partners.

### Planning Technical Support

- Contribute towards processing applications for Land Information Memoranda, Planning Information Memorandums (Building Consents),
- 223/224 & TA approval assessment and administration,

- Provide advice and guidance to customers on planning activities and statutory requirements including duty planning, customer enquiries Council projects and pre-application meetings. Complete this section with the tasks required by the role

### Required

This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- Customer focussed.
- Excellent Microsoft Office skills.
- Self-motivated and confident individual that will use their initiative.
- Excellent organisational skills with the ability to manage multiple projects and prioritise tasks and initiatives from inception to completion.
- Continuous monitoring and reprioritising competing tasks and workloads to meet statutory timeframes in a demanding environment.
- Effective communication skills, both oral and written essential, with strong aural interpretative skills.
- Attention to detail & methodical approach to records & time keeping.

### Desired

In addition to the required fields, there is also a number of competencies where an expert level of knowledge/experience is desired.

- Working towards or obtained a tertiary qualification in planning
- Understanding of the Resource Management Act and District Plan
- At least three years in Local Government Experience.

## Our Values

### PONO

Integrity through transparency, trust and accountability

Integrity through standing up for what's right

Integrity through respect for our communities, environment and cultures



### WHANAUNGATANGA

One team who unites behind a shared vision

One team who is respectful and considerate to all

One team who encourages each other to succeed and excel



### WHANAKE

We will continue to evolve, adapting to our ever-changing environment

We will continue to evolve, steering our waka in the right direction

We will continue to evolve, leading our communities into a better future



## What we all do

- Adhere to Council policies and procedures
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015.
- Uphold the principles of Te Tiriti o Waitangi, commit to our partnerships with Iwi partners and increase our knowledge of te ao Māori, te reo Māori and tikanga Māori
- Act as an ambassador for our Council, living the council values
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position
- Undertake Performance Development tasks/responsibilities as identified in your Performance Development Plan.
- Participate in and undertake emergency management duties as required, including training
- Ensure all Council documents are filed in Council's Records Management System
- Participate and contribute to continuous improvement initiatives

## Your reporting lines

Regulatory Services Manager



Planning Services Manager



Planning Technician

## Additional Information

### Delegations

Number of people reporting to the role	0
Financial delegation	0
Contract delegation	As per Council's Delegation Register
Statutory delegation	Resource Management Act 1991 Local Government Act 1974 Local Government Act 2022

### Role Acceptance

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

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Approved: (Manager/Supervisor)

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Date:

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Agreed: (Staff Member)

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Date: