

Planning Technician

Location	Thames-Coromandel district	
Reports to	Development Planning - Team Leader	
Group	Regulatory Services	
Direct Reports	nil	
Financial Authority	nil	
Functional Relationships	<i>Internal</i> Team Leader Development Planning, Development Planning staff, Regulatory staff, Customer Services team	<i>External</i> Engineers, Architects, Developers, Builders Government organisations General Public

Our Council

As one of the largest employers on the Coromandel Peninsula, we are proud to be Thames-Coromandel District Council.

We will provide high quality, affordable services and facilities with excellent customer service. We will maintain innovative leadership and empower our communities. We will strive to make the Coromandel Peninsula a desirable place to live, work and visit. We will be the best.

To achieve our vision we aim to attract, employ and support people to be their best while being guided by our core values of **respect, integrity, innovation** and **teamwork**.

How you fit

The **Planning Technician** is responsible for the provision of advice and guidance to internal and external customers for the Development Planning Team, ensuring Council provides an effective and efficient Duty Planner service to the public.

As a technical specialist, the position will accurately vet and check resource consent and building consent applications to ensure compliance with statutory requirements and Council plans and provide accurate information to customers and stakeholders on all aspects of the resource consent process.

Your responsibilities

Accountable for	Successful when
Duty Planner service delivery	<p>Customers, stakeholders and staff are supported with accurate, timely advice and guidance, as required, including but not limited to:</p> <ul style="list-style-type: none"> - All planning related queries are received and dealt with professionally and effectively as first point of contact for Council. - Customers receive accurate, appropriate, timely responses to planning queries on Resource Management and District Plan requirements. <p>Resource Consent applications are vetted within statutory timeframes, meet legislative requirements and contain all information required.</p> <p>Building Consent applications are assessed for compliance with District Plan requirements, and contain all information required.</p> <p>Request for information in relation to Planning checks on buildings consents are effectively communicated with the customer.</p> <p>Responses to request for information in relation to planning checks on building consents are acknowledged and resolved in a timely manner.</p> <p>All relevant LGOIMA requests are responded to within agreed timeframes.</p> <p>Development Planning Team Leaders and Development Planning Manager receive accurate and comprehensive advice to support decision making; and are well informed of all risk information, including identified trends or forecasted concerns or issues, in a timely manner.</p> <p>Relevant risks and / or issues are identified in a timely manner with consistent, effective, sustainable solutions implemented.</p> <p>Internal, operational and contractual audits are completed regularly to meet compliance and quality standards, with high success rates.</p> <p>Audit outcomes and / or non-conformance investigations are completed and addressed within priority timeframes.</p> <p>New innovations are identified for ongoing system improvement.</p>
Policy Support	<p>Accurate information is disseminated to the public in terms of Development Contributions requirements for Resource Consents and Building Consents, including weather development contributions payable on a development as per the Development Contributions Policy.</p>

Relationship Management	<p>A customer focused approach is provided to all customers and key stakeholders with professional, accurate and relevant information provided.</p> <p>Internal relationships are effectively managed and maintained where Managers and staff seek and / or receive advice and guidance in a timely manner with successful outcomes.</p> <p>Sound professional relationships are established and fostered.</p>
Organisational Support	<p>Knowledge and skills are shared, and other staff are supported.</p> <p>Procedures, information systems and policies are documented and complied with.</p> <p>Appropriate and agreed continuous professional development is undertaken.</p> <p>Civil Defence and Emergency Management training and activities are participated in.</p> <p>Other duties are completed as requested by the manager to support the business unit.</p>
Health Safety & Wellbeing	<p>Take all reasonably practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction.</p> <p>Cooperate with any reasonable workplace health and safety policy or procedure.</p> <p>Comply with any reasonable instructions given.</p> <p>Demonstrate a personal commitment to Health and Safety in accordance with TCDC's Health and Safety Policy.</p>
Te Tiriti o Waitangi	<p>Demonstrate commitment to an understanding of Te Tiriti o Waitangi, building knowledge of Tikanga Maori.</p>

About you

Honesty, Enthusiasm, Accountability, Respect and Teamwork are considered core competencies for all staff.

A successful *Planning Technician* will need the following to succeed:

Education / Training	Relevant qualification would be advantageous.
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Experience	<p>Demonstrated understanding and application of key local government legislation, including Resource Management Act 1991 and Building Act 2004, and associated statutory processes.</p> <p>Working knowledge and understanding of Local Government Plans and associated processes.</p> <p>Demonstrated experience of embedding a continuous improvement culture in business processes.</p>
Knowledge, skills and attributes	<p>Demonstrated highly developed interpersonal and communication skills.</p> <p>Solution focused, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities.</p> <p>Innovative mind set, is an improvement focused team player that shows initiative and inspires commitment to achieve Council outcomes.</p> <p>Strong decision making and problem-solving skills, can confidently analyse and apply key information with good judgement and takes accountability.</p>

I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

- a) This position description may be amended by the employer following reasonable notice to me
- b) I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

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Employee

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Date

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Employer

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Date